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MANUALS

IN ACCORDANCE WITH

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



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

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Coastal Farmers Retirement Fund ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Coastal Farmers Retirement 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: John Scott.
2. The Financial Services Board PF Number of the Fund is: 12/8/2850
3. The registered address of the Fund is: 10 Torsvale Crescent, La Lucia Ridge Office Park, Umhlanga Rocks
4. The postal address of the Fund is: PO Box 782, Umhlanga Rocks, 4320
5. The contact telephone number for the Fund is: 031 - 5088000
6. The contact facsimile number for the Fund is: 031 - 5088199
7. The e-mail address of the Head of the Fund is: jenny@coastals.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 nil.

- (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)

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 Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

Section 51 Manual – Fedics Provident Fund

A. CONTACT DETAILS

1. Head of the fund: **Mr HL Hawkins**
2. The Financial Services Board PF Number of the fund is: **12/8/28094/1**
3. The registered address of the fund is: **Alexander Forbes Place, 61 Katherine Street, Sandown**
4. The postal address of the fund is: **Private Bag 52660, Saxonworld, 2132**
5. The contact telephone number for the fund is: **+27 11 441 5602**
6. The contact facsimile number for the fund is: **+27 11 788 6539**
7. The e-mail address of the Head of the fund is: **hhawkins@fedics.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 will be communicated upon request from the Head of the fund.

Section 51 Manual – Fedics Provident Fund

- (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

- 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.

Section 51 Manual – Fedics Provident Fund

- 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 and 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 and 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 51 Manual – Fedics Provident Fund**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 Section 14 application lodged (transferor fund)
- Copy of Section 14(1)(e) certificate (transferee and transferor funds)

Housing loans: Direct (i.e. this does not apply to situations where the fund has merely provided guarantees 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

- Claim form
- Copy of death certificate
- Payment letter

Pensioners:**Annuity / Traditional funds**

- Special tax directives, including IT 88's, garnishees, etc.
- Communication of pensions – calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Section 51 Manual – Fedics Provident Fund

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 the fund's bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustee registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurance 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 the fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

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

1. **Introduction**

Charl Kotzé Attorneys provide attorney services in personal injury, marital, commercial, law and general litigation.

2. **Contact details** (Section 51(1)(a) of the Act)

Partner: Charl Petrus de Vos Kotzé
 Physical address: 38 Van der Schyff Street, Wonderboom, 0182
 Postal address: P O Box 6289, Pretoria, 0001
 Phone number: (012) 567 7250 / 083 302 9722 / Fax: (012) 567 7250

3. **The Section 10 Guide on how to use the Act** (Section 51(1)(b) of the Act)

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 0482
 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

4. **Records available in terms of any other legislation** (Section 51(1)(d) of the Act)

- Attorneys Act, Nr 53 of 1979
- Basic Conditions of Employment No 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
- Employment Equity Act No 55 of 1998
- Income Tax Act No 95 of 1967
- Labour Relations Act No 66 of 1995
- Occupational Health & Safety Act No 85 of 1993
- Regional Services Councils Act No 109 of 1985
- Skills Development Levies Act No 9 of 1999
- Skills Development Act No 97 of 1998
- Stamp Duties Act No 77 of 1968
- Unemployment Insurance Act No 83 of 2001
- Value Added Tax Act No 89 of 1991
- Administration of Estates Act, No 66 of 1965

5. **Documents / Information held by Charl Kotzé Attorneys** (Section 51(1)(e))

- Details relating to the operational, commercial and financial interests
- 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)
- Insurance policies
- Rules and regulations relating to the pension fund

6. **Other information as may be prescribed** (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. **Availability of the manual** (Section 51(3) of the Act)

The manual is also available for inspection at the offices of Charl Kotzé Attorneys free of charge and copies are available with the SAHRC, and in the Gazette

HENRY TOURS CC**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2002 (The Act)****CONTACT DETAILS (S51(1)(a))**

The Proprietor of the company will deal with all matters relating to the Act.

Postal address	P O Box 188	Street address	27 Camelia Street
	MORNINGSIDE		Morningside Ext 40
	2057		Sandton

Telephone (011) 783 2429
E-mail ht8@pixie.co.za

Facsimile (011) 784 3596

THE GUIDE AS DESCRIBED IN SECTION 10 (S51(1)(b))

The guide will be available from the Human Rights Commission.

CATEGORIES OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE WITHOUT PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). (S51(1)(c))

No notice of such records has been made to the Minister.

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. (S51(1)(d))

Records are kept in accordance with the provisions of the following legislation:

- The Companies Act, Act 76 of 1976
- The Income Tax Act, Act 58 of 1962
- The Value-Added Tax Act, 1991
- The Unemployment Insurance Act, 1966
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.
- Basic Conditions of Employment Act.

HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE COMPANY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED. (S51(1)(e))

A requester must comply with all the procedural requirements in the Act relating to the request for access to a record and complete Form C that has been published in Annexure B of the Government Gazette Notice 187 on 15 February 2002.

Categories of records held by the company

Operational information required in the day-to-day running of the company and is generally of little to no use to persons outside the company.

Personnel records kept in terms of the various labour and tax laws.

Records of clients and their instructions to the company details of which cannot be supplied without such client's written consent.

Financial and accounting records

OTHER INFORMATION AS MAY BE PRESCRIBED (S51(1)(f))

Not applicable

FEES IN RESPECT OF PRIVATE BODIES

The fees payable for requests in terms of Sections 52(3), 54(1) and 54(7) shall be the fees listed in Part III that has been published in Annexure A of the Government Gazette Notice 187 on 15 February 2002.

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SECTION 51 MANUAL FOR BestBond cc

A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

BestBond is a mortgage origination business operating on the Internet. It is a free service for the benefit of consumers in bond related matters.

1. Contact details

PO box 53298, Kenilworth 7745

3 Indian Road, Kenilworth, Cape Town

Phone 0861BESTBO or 0217626474

Fax 0217627356

info@bestbond.co.za

Contact person: GEV Kane-Smith

See also www.bestbond.co.za

2. Records available in terms of any other legislation.

Companies Act

4. Access to the records held by the private body in question

i. Not applicable

ii. Records that may be requested.

Membership of the National Association of Mortgage Originators

Aviation Insourcing CC**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2002 (The Act)****CONTACT DETAILS (S51(1)(a))**

The Proprietor of the company will deal with all matters relating to the Act.

Postal address	P O Box 188	Street address	27 Camelia Street
	MORNINGSIDE		Morningside Ext 40
	2057		Sandton

Telephone (011) 783 2429
E-mail ht8@pixie.co.za

Facsimile (011) 784 3596

THE GUIDE AS DESCRIBED IN SECTION 10 (S51(1)(b))

The guide will be available from the Human Rights Commission.

CATEGORIES OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE WITHOUT PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). (S51(1)(c))

No notice of such records has been made to the Minister.

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. (S51(1)(d))

Records are kept in accordance with the provisions of the following legislation:

- The Companies Act, Act 76 of 1976
- The Income Tax Act, Act 58 of 1962
- The Value-Added Tax Act, 1991
- The Unemployment Insurance Act, 1966
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.
- Basic Conditions of Employment Act.

HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE COMPANY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED. (S51(1)(e))

A requester must comply with all the procedural requirements in the Act relating to the request for access to a record and complete Form C that has been published in Annexure B of the Government Gazette Notice 187 on 15 February 2002.

Categories of records held by the company

Operational information required in the day-to-day running of the company and is generally of little to no use to persons outside the company.

Personnel records kept in terms of the various labour and tax laws.

Records of clients and their instructions to the company details of which cannot be supplied without such client's written consent.

Financial and accounting records

OTHER INFORMATION AS MAY BE PRESCRIBED (S51(1)(f))

Not applicable

FEES IN RESPECT OF PRIVATE BODIES

The fees payable for requests in terms of Sections 52(3), 54(1) and 54(7) shall be the fees listed in Part III that has been published in Annexure A of the Government Gazette Notice 187 on 15 February 2002.

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**TONKIN CLACEY
ATTORNEYS**

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

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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 TONKIN CLACEY 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 M Clacey should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from TONKIN CLACEY.

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 TONKIN CLACEY from time to time;
"TONKIN CLACEY"	shall mean TONKIN CLACEY Attorneys, structured as a partnership 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 TONKIN CLACEY has been appointed as the Information Officer of TONKIN CLACEY, 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:	Tonkin Clacey Attorneys
Partner and appointed Information Officer:	Mr M.J. Clacey
Address:	Avonwold House 24 Baker Street ROSEBANK
Postal address:	P O BOX 52242 SAXWOWOLD 2132
Telephone:	(011) 880-6695
Fax:	(011) 788-7968
E-mail:	tonkin@iafrica.com
Website address:	Not applicable

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)**

TONKIN CLACEY 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)
- 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 TONKIN CLACEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

TONKIN CLACEY holds the information / documents listed herein below:

- 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
- TONKIN CLACEY Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies
- Rules and regulations relating to Provident 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 TONKIN CLACEY 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 TONKIN CLACEY, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of TONKIN CLACEY.
- 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 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").

Dr. Pauw & Partners (Pr. Nr. 1523465)**Manual to access information in terms of section 51 of the Promotion of Access to Information Act****Introduction to the practice**

This private practice is the practice of Drs. C.P. Pauw, P.J. Blignaut & J.F. Denkema. We run our practice according to the requirements set by the Health Professionals Act of 1974, and are subject to the authority of the Health Professionals Council of South Africa (HPCSA). Our business is to practice medicine within the scope and ambit of our competence and training, as defined from time to time. We are bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court order compels us to breach this duty. Requesters should note that commercial information and financial information may be withheld on the grounds of sections 63-70.

Section A – Our details

Full Name	: Dr. Pauw & Partners
Registration Number	: N/A
Registered Address	: 6 Van Riebeeck Street, Ladismith, Western Cape, 6655
Postal Address	: P.O. Box 12, Ladismith, 6655
Telephone Number	: (028) 551-1062/3
Fax Number	: (028) 551-1656
Head	: Dr. C P Pauw
Designated Information Officer	: Dr. J F Denkema

Section B – The official SA Human Rights Commission 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 SAHRC 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 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: South African Human Rights Commission, Promotion of Access to Information Act Unit, 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 from this practice in terms of the Act**1. Categories of information****(a) INFORMATION ON FORM OF PRACTICE**

We are practising in partnership and hold partnership agreements, list of partners, etc.

(b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE PRACTICE

Certificates and cards proving professional registration at the HPCSA and other relevant Boards and Councils; Proof of payment of annual and registration fees; certificate of good standing; dispensing certificate.

(c) ASSETS, FINANCIAL INFORMATION AND RECORDS HELD IN TERMS OF MEDICINES CONTROL ACT OF 1965

Register of Mortgages and Debentures and Fixed Assets; Annual Financial Statements including: Annual accounts; Auditor's report; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange; Claims to medical schemes; Registers to be kept in terms of the Medicines and Related Substances Control Act of 1965.

(d) PATIENT RECORDS

Records are held on all patients. Records are kept between 6 and 9 years, or as legislation from time to time determine. Children's records are kept until the age of 21. These records constitute personal confidential information that is protected from unauthorised third party access.

(e) EMPLOYEMENT RECORDS

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Attendance register; Salary and wages register; Skills Development Plan and training records; Staff records (after date of employment ceases); Expense accounts (including account(s) held by doctor(s)); IRP5's and Tax information pertaining to the employment of employees; Employee contracts; Performance management records; Conditions of Employment and Policies (including but not limited to leave policies, telephone policy, etc.); Locum agreements and locum records.

(f) PENSION AND RETIREMENT FUND RECORDS

None

(g) HEALTH AND SAFETY

Evacuation plan; Information related to Health and Safety Committee/Officer.

(h) PROPERTY (FIXED AND MOVABLE)

Title Deeds; Leases; Building plans; Mortgage Bonds or servitudes to fixed property; Asset register; Finance and Lease Agreements; Medicines held in terms of Medicines Control Act.

(j) INTELLECTUAL PROPERTY

None

(k) AGREEMENTS AND CONTRACTS

Managed care agreements; agreements with utility company/ies/close corporation(s), software house / datawarehouse /IT agreements; agreements concerning provision of services or materials; agreements with contractors and suppliers; sale agreements; purchase or lease agreements.

(l) TAXATION & VAT

Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

(m) LEGAL

Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation; Settlement agreements.

(n) INSURANCE

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverages, limits and insurers.

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 available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or 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. **Access to information 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 this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.**

MANUAL OF LA OMA SLAGHUIS & SPITBRAAI, registration no: 2002/088397/23

Prepared in accordance with Section 51 of The Promotion of Access to Information Act, Number 2 of 2000 (The Act)

1. CONTACT PARTICULARS

ME KRUGER - member
C/o Ascot & Barrage Road
Bedworthpark
Vereeniging
1930
Tel no: (016) 985-2226
Fax no: (016) 985-2233
E-mail: laoma@worldonline.co.za

PO Box 412
Vanderbijlpark
1900

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149.

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 Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH LA OMA SLAGHUIS & SPITBRAAI HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual may be requested in accordance with procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from La Oma Slaghuis & Spitbraai, contact ME Kruger.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 COMPANIES ACT OF 1973 (as amended)
- 4.2 LABOUR RELATIONS ACT OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5. The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production statistics. See Section 68(1)(b)
- 5.1.2 Costs analyses
- 5.1.3 Productivity
- 5.1.4 Production, project management and services
- 5.1.5 Contract / customer details
- 5.1.6 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.21 Assets registers
- 5.22 Leases
- 5.23 Maintenance
- 5.24 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices
- 5.3.3 Delivery notes

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records

- 5.4.5 Returns UIF
- 5.4.6 Seta records
- 5.4.7 Employment Equity reports and statistics
- 5.4.8 Training schedules and material
- 5.4.9 OHASA records
- 5.4.10 Employee Assistance Program statistics and reports

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial Reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual Reports

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of La Oma Slaghuis en Spitbraai, or can be accessed on
The complete request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Office / Managing Director / Senior partner / Member of Close Corporation.
The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of La Oma Slaghuis en Spitbraai on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of La Oma Slaghuis and Spitbraai; the copies are also available from the South African Human Rights Commission; from the Government printer.

PROMOTION OF ACCESS TO INFORMATION ACT 2000

SECTION 51 MANUAL FOR JMR Software (Pty) Ltd

A. INTRODUCTION TO JMR SOFTWARE (PTY) LTD

JMR Software is a privately owned company specialising in the delivery of custom-developed software applications, focussing on the financial services industry, since 1987. JMR is built on a business model that fuses four components: a staff of 160 highly skilled IT resources, carefully selected software tools and frameworks, the most effective processes and its 15 years industry and solution delivery experience.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Chief Executive Officer	Michael Wade Richards
Physical address	Old Trafford 2, Isle of Houghton c/o Carse O'Gowrie and Boundary roads Houghton 2198, Johannesburg
Postal address	P.O. Box 2202, Houghton, 2041
Telephone number	011-484-5070
Fax number	011-484-8652
Web site	www.jmr.co.za
E-mail address of CEO	miker@jmr.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003.

3. Records available in terms of any other legislation

1. Administration of Estates Act, No. 66 of 1965
2. Basic Conditions of Employment No. 75 of 1997
3. Companies Act No. 61 of 1973
4. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
5. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
6. Copyright Act No. 98 of 1978
7. Currency and Exchanges Act No. 9 of 1933
8. Debtor Collectors Act No. 114 of 1998
9. Employment Equity Act No. 55 of 1998
10. Finance Act No. 35 of 2000
11. Harmful Business Practices Act No. 23 of 1999
12. Income Tax Act No. 95 of 1967
13. Insolvency Act No. 24 of 1936
14. Intellectual Property Laws Amendments Act No. 38 of 1997
15. Labour Relations Act No. 66 of 1995
16. Occupational Health & Safety Act No. 85 of 1993
17. Protection of Businesses Act No. 99 of 1978
18. Skills Development Levies Act No. 9 of 1999
19. Skills Development Act No. 97 of 1998
20. Stamp Duties Act No. 77 of 1968
21. Trade Marks Act No. 194 of 1993

- Technical records
 - Information relating to completed and current projects
 - Product technical and marketing literature

4.3 The request procedures

4.3.1 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 Chief Executive Officer. This request must be made to the address, fax number or electronic mail address as shown above.
- The requester must provide sufficient detail on the request form to enable the Chief Executive Officer 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 Chief Executive Officer.

4.3.2 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 Chief Executive Officer 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 JMR Software is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Chief Executive Officer 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, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Availability of the manual

This manual is also available for inspection at the offices of JMR Software free of charge; and copies are available with the SAHRC, in the Gazette and on JMR Software's website.

- 22. Unemployment Contributions Act No. 4 of 2002
- 23. Unemployment Insurance Act No. 63 of 2001
- 24. Value Added Tax Act No. 89 of 1991.

4. Access to the records held by JMR Software

4.1 Automatic and voluntary disclosures

The following information is available at no cost:

- *Technical information relating to the following technology enablers sold by JMR Software*
 - i. Nastel middleware management solutions
 - ii. William Data Systems network management solutions
 - iii. GT Software legacy rejuvenation solutions
 - iv. PCI remote and desktop management solutions
- *Information relating to the following business enablers sold by JMR Software*
 - i. Insurance applications: PolicyINSIGHT, Life Closed Books
 - ii. Banking applications: eLoans
 - iii. Compliance applications: ComplianceExtra
- *Information relating to the provision of skilled labour resources by JMR Software*
- *Information relating to the design and implementation of custom-built software solutions by JMR Software*

4.2 Records that may be requested

JMR Software keeps the following records and categories of information:

- Company financial and administrative records
 - Financial statements
 - Bank statements
- Human Resources records
 - Record of salaries
 - Leave records
 - Employment contracts
 - Time sheets
- Contractual and transactional records relating to the clients of JMR Software
 - Project and services agreements
 - Labour broker agreements
 - License agreements
 - Invoices, statements and payment records
- Contractual and transactional records relating to the suppliers and partners of JMR Software
 - Distribution agreements
 - Invoices, statements and payment records

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF PRIVATE BODY**

- 1.1. Name of Body: GlaxoSmithkline South Africa (Proprietary) Limited, registration number 1948/030135/07
- 1.2. Physical Address: 44 Old Pretoria Rd, Halfway House, Midrand, Gauteng
- 1.3. Postal Address: P.O. Box 3388, Halfway House, 1685
- 1.4. Telephone: (011) 313-6000
- 1.5. Facsimile: (011) 313-6111
- 1.6. E-mail: craig.l.ayre@gsk.com
- 1.7. Head of Body: Craig Lawrence St John- Ayre
(Person responsible for compliance with the Act)
- 1.6. Who we are: GlaxoSmithKline South Africa (GSK SA) is the local office of a multinational pharmaceutical manufacturer. We produce products in the following categories:
- prescription pharmaceuticals;
 - "Over the Counter" medicines; and
 - fast moving consumer goods.

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to:
- 2.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 lodging a court application against a decision by the head of a private body;
 - 2.1.3 the fees are payable for accessing a record; and
 - 2.1.4 the voluntary disclosure of information by private bodies,

will be available from the Human Rights Commission by no later than August 2003.

- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

- 4.1. Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

4.1.1. The Income Tax Act, 1962

4.1.2. Stamp Duties Act, 1968

4.1.3. Value Added Tax Act, 1991

4.1.4. Customs and Excise Act, 1964

4.1.5. Transfer Duty Act, 1949

4.1.6. Competitions Act, 1998

4.1.7. Labour Relations Act, 1995

4.1.8. Basic Conditions of Employment Act, 1983

4.1.9. Employment Equity Act, 1998

4.1.10. Manpower Training Act, 1981

4.1.11. Skills Development Levies Act, 1999

4.1.12. Unemployment Insurance Act, 1966

4.1.13. Wages Act, 1957

- 4.1.14. Workmen's Compensation Act, 1941
- 4.1.15. Companies Act, 1973
- 4.1.16. Compensation for Occupational Injuries and Disease Act, 1993
- 4.1.17. Occupational Health and Safety Act, 1993
- 4.1.18. Regional Services Council Act, 1985
- 4.1.19. Pension Funds Act, 1956
- 4.1.20. Medicines and Related Substances Control Act, 1965
- 4.1.21. Medicines and Related Substances Amendment Act, 2002
- 4.1.22. Medical Schemes Act, 1998
- 4.1.23. Pharmacy Act, 1974

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of official and/or confidential information on which the private body holds records are as follows:

5.1. Commercial Information

- 5.1.1. Details pertaining to the operational, commercial and financial interests of GSK South Africa;
- 5.1.2. Marketing strategy, promotional material and reports;
- 5.1.3. Market research databases;
- 5.1.4. Details of directors, suppliers, contractors, advisors, consultants, auditors, officials, subsidiary and affiliate companies and brokers;
- 5.1.5. Minutes of board meetings;
- 5.1.6. Details of directors and share holders;
- 5.1.7. Information technology policy
- 5.1.8. Asset register and details of asset custodians;
- 5.1.9. Commercial legal documentation and contracts;
- 5.1.10. Details of employee vehicle financing, licensing and insurance.

5.2. Human Resources

5.2.1. Details of employees

5.2.3. Details regarding recruitment, conditions of employment, payroll and benefits.

5.2.4. Records of employee management interventions.

5.2.5. Details of industrial relations issues.

5.2.6. Details regarding occupational safety matters.

5.2.7. Human resource policy and procedural documents.

5.3. Medico-Legal

5.3.1 Regulatory information pertaining to medical and pharmaceutical product registration and manufacturing processes;

5.3.2. Information pertaining to clinical studies performed in South Africa;

5.3.3. Information pertaining to the transport, storage and distribution of medication for clinical trial and compassionate use purposes.

5.4. Production, Manufacture and Distribution

5.4.1. Information regarding the manufacturing process.

5.4.2. Information regarding quality control measures relating to medicine manufacture, storage and distribution, and compliance thereto.

5.5. Information Technology

5.5.1. Details of hardware, software, policies and procedures relating to GSK SA information technology.

5.5.2. Details of mechanisms of storage and transfer of electronic information.

5.6. Freely Available Information

5.6.1. Information published by GSK SA or GSK International for unrestricted distribution, such as certain promotional materials and information pertaining to Corporate Social Investment.

In all cases documented in section 5 above, information includes machine readable, illustrative, diagrammatic, documentary or database stored information.

6. THE REQUEST PROCEDURE

6.1. Forms and fees

6.1.1. A request for information must be made in the prescribed form, must be addressed to the head of the private body and must be submitted with the prescribed fee.

6.1.2. The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Commission, whose contact details are set out above.

6.2 Form of request:

6.2.1. 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, facsimile number or electronic mail address of the body concerned.

6.2.2. 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 indicate if it requires notice of the decision of the head of the private body in any manner, other than in writing.

6.2.3. 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.

6.2.4. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3. Fees:

6.3.1. 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.

- 6.3.2. The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.
- 6.3.3. The requester may lodge an application to the high court relating to the payment of the request fee.
- 6.3.4. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.3.5. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure.

7. OTHER INFORMATION REQUIRED BY LEGISLATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

- 8.1. This manual is available for inspection at GSK SA, free of charge, subject to GSK SA's right of admission, or may be requested from the head of the private body.
- 8.2. A copy of this manual can be obtained from the South African Human Rights Commission, and was published in the Government Gazette.
- 8.3. It should be noted that the manual accessible in the Government Gazette does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**PRIVATE BODY MANUAL****1. INTRODUCTION**

- 1.1 This manual is submitted on behalf of the following companies, who shall collectively be referred to in this manual and the "Private Body":

- 1.1.1 Steinmüller Africa (Proprietary) Limited;
- 1.1.2 L & C Steinmüller Construction (Proprietary) Limited;
- 1.1.3 South African Compensators (Proprietary) Limited; and
- 1.1.4 Intervolve (Proprietary) Limited.
- 1.1.5 BBPSA Management Services (Proprietary) Limited
- 1.1.6 Clyde Bergemann Africa (Proprietary) Limited
- 1.1.7 Babcock Borsig Africa (Proprietary) Limited
- 1.1.8 Babcock Borsig Power (Proprietary) Limited
- 1.1.9 Plasmex Technologies (Proprietary) Limited
- 1.1.10 Bvchrisanna (Proprietary) Limited
- 1.1.11 Ombindi (Proprietary) Limited
- 1.1.12 Steinmüller Prop No. One (Proprietary) Limited
- 1.1.13 Steinmüller Prop No Two (Proprietary) Limited
- 1.1.14 Steinmüller Prop No. Five (Proprietary) Limited
- 1.1.15 Umhlametsi Game Reserve (Proprietary) Limited
- 1.1.16 Flip van Wyk Beleggings (Eiendoms) Beperk

- 1.2 All requests for records held by any of the companies listed in clause 1.1 above shall be dealt with by the head of the Private Body.

2. CONTACT DETAILS OF THE PRIVATE BODY

- 2.1 Physical Address: 12 Autumn Street, Rivonia, Johannesburg
- 2.2 Postal address: PO Box 1537, Rivonia, 2128

- 2.3 Telephone: (011) 806 3216
- 2.4 Telefacsimile: (011) 803 9009
- 2.5 Website: www.bb-power.co.za
- 2.6 E-Mail: tony.unstead@bb-power.co.za
- 2.7 Head of the Private Body: Anthony Howard Unstead
- 2.8 Who we are:
- 2.8.1 The companies comprising the Private Body are incorporated in terms of the company laws of South Africa.
- 2.8.2 The Private Body provides services in relation to boiler plants.

3. SECTION 10 GUIDE

- 3.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to:
- 3.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
- 3.1.2 lodging a court application against a decision by the head of a private body;
- 3.1.3 the fees are payable for accessing a record; and
- 3.1.4 the voluntary disclosure of information by private bodies,
- will be available from the Human Rights Commission by no later than August 2003.
- 3.2 The contact details of the South African Human Rights Commission are as follows:
- PAIA Unit
- The Research and Documentation Department
- Postal Address: Private Bag 2700, Houghton, 2041
- Telephone: +27 11 484 8300
- Telefacsimile: +27 11 484-0582
- Website: www.sahrc.org.za
- E-Mail: paia@sahrc.org.za

4. SECTION 52(2) NOTICE

No notice has been published.

5. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

5.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

- 5.1.1 The Basic Conditions of Employment Act 75 of 1997;
- 5.1.2 The Companies Act 61 of 1973;
- 5.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 5.1.4 Employment Equity Act 55 of 1998;
- 5.1.5 The Income Tax Act 58 of 1962;
- 5.1.6 Labour Relations Act 66 of 1995;
- 5.1.7 Regional Services Councils Act 109 of 1985;
- 5.1.8 Skills Development Act 97 of 1998;
- 5.1.9 Skills Development Levies Act 9 of 1999;
- 5.1.10 Deeds Registries Act 47 of 1937;
- 5.1.11 Manpower Training Act 56 of 1981;
- 5.1.12 Unemployment Insurance Act 30 of 1966;
- 5.1.13 Value Added Tax Act 89 of 1991;
- 5.1.14 Mine Health And Safety Act 29 of 1996; and
- 5.1.15 Occupational Health and Safety Act 85 of 1993.

6. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of information on which the Private Body holds records are as follows:

- 6.1 Intellectual Property:
 - 6.1.1 patent documentation.
- 6.2 Financial Information:
 - 6.2.1 statutory books of account;
 - 6.2.2 financial records;
 - 6.2.3 purchase orders;
 - 6.2.4 invoice records;
 - 6.2.5 project information.

- 6.3 Information Technology:
 - 6.3.1 software licences;
 - 6.3.2 programs and documentation relating thereto.
- 6.4 Human Resources:
 - 6.4.1 standard employment contracts;
 - 6.4.2 Employment Equity Report;
 - 6.4.3 Skills Development Report;
 - 6.4.4 safety records and injury statistics;
 - 6.4.5 agreement with Metal and Engineering Industries Bargaining Council;
 - 6.4.6 personal information of past, present and prospective staff members.
- 6.5 Operational Information:
 - 6.5.1 marketing strategy and reports;
 - 6.5.2 minutes of meetings;
 - 6.5.3 details of directors and share register;
 - 6.5.4 contracts with suppliers, contractors and clients;
 - 6.5.5 quality procedures;
 - 6.5.6 performance records;
 - 6.5.7 site records;
 - 6.5.8 management reports.

7. THE REQUEST PROCEDURES

- 7.1 Forms and Fees
 - 7.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the Private Body, and must be submitted together with the prescribed fee.
 - 7.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the Private Body and from the South African Human Rights Commission, whose contact details are set out above.
- 7.2 Form of request:
 - 7.2.1 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 Private Body.

- 7.2.2 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 it requires notice of the decision of the head of the Private Body in any manner, other than in writing.
- 7.2.3 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.
- 7.2.4 If a request is made on behalf of a another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Private Body.

7.3 Fees:

- 7.3.1 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.
- 7.3.2 The head of the Private Body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.
- 7.3.3 The requester may lodge an application to court relating to the payment of the request fee.
- 7.3.4 After the head of the Private Body has made a decision on the request, the requester must be notified in the required form.
- 7.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

8. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

9. AVAILABILITY OF THE MANUAL

- 9.1 This manual is available for inspection, free of charge, at 12 Autumn Street, Rivonia, Johannesburg.
- 9.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the universal resource locator, www.bb-power.co.za and was published in the Government Gazette.
- 9.3 It should be noted that the manual accessible on the website of the Private Body and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY**

- | | | |
|-----|-------------------|--|
| 1.1 | Name of Body: | Kemtek Imaging Systems Holdings Limited |
| 1.2 | Physical Address: | Unit 5B, Old Mutual Industrial Park, Fortune Street, City Deep Extension 6 |
| 1.3 | Postal address: | PO Box 86173, City Deep, 2049 |
| 1.4 | Telephone: | (011) 613-7242/613-8445 |
| 1.5 | Telefacsimile: | (011) 613-2000 |
| 1.6 | Website: | www.kemtek.co.za |
| 1.7 | E-Mail: | jonathane@kemtek.co.za |
| 1.8 | Head of Body: | Jonathan Maurice Epstein |
| 1.9 | Who we are: | Our company services the printing industry as: <ul style="list-style-type: none">- a manufacturer and distributor of sensitized film, plates and chemicals as well as related equipment for exposure and development;- a supplier of complementary raw materials, computerized imaging and digital printing equipment;- a provider of online proofing and artwork delivery systems and services. |
- Our company also acts as:
- a supplier of computerized labeling and bar-coding equipment as well as related raw materials to a variety of industries and service companies.

2. SECTION 10 GUIDE

- | | |
|-------|--|
| 2.1 | In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to: |
| 2.1.1 | obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard; |
| 2.1.2 | lodging a court application against a decision by the head of a private body; |
| 2.1.3 | the fees are payable for accessing a record; and |

2.1.4 the voluntary disclosure of information by private bodies,
will be available from the Human Rights Commission by no later than August 2003.

2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Telefacsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

4.1.1 The Basic Conditions of Employment Act 75 of 1997;

4.1.2 Income Tax Act of 1962;

4.1.3 The Companies Act 61 of 1973;

4.1.4 Stamp Duties Act of 1968;

4.1.5 Compensation for Occupational Injuries and Diseases Act 130 of 1993;

4.1.6 Value Added Tax Act of 1991;

4.1.7 Employment Equity Act 55 of 1998;

4.1.8 Workmen's Compensation Act of 1991;

4.1.9 Labour Relations Act 66 of 1995;

4.1.10 Pension Funds Act of 1956;

4.1.11 Regional Services Councils Act 109 of 1985;

4.1.12 Skills Development Act 97 of 1998;

4.1.13 Skills Development Levies Act 9 of 1999;

- 4.1.14 Deeds Registries Act 47 of 1937;
- 4.1.15 Unemployment Insurance Act 30 of 1966;
- 4.1.16 Occupational Health and Safety Act of 1993.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of information on which the private body holds records are as follows:

- 5.1 Finance:
 - 5.1.1 statutory books of accounts;
 - 5.1.2 purchase orders;
 - 5.1.3 shipping indents;
 - 5.1.4 invoices.
- 5.2 Operational issues:
 - 5.2.1 marketing reports;
 - 5.2.2 details of directors;
 - 5.2.3 minutes of meetings.
- 5.3 Distribution:
 - 5.3.1 distribution agreements;
 - 5.3.2 suppliers;
 - 5.3.3 management reports;
 - 5.3.4 proof of delivery;
 - 5.3.5 drivers' delivery log sheets;
 - 5.3.6 shipping indents.
- 5.4 Business Strategy:
 - 5.4.1 mission statement;
 - 5.4.2 company profile;
 - 5.4.3 website.
- 5.5 Assets:
 - 5.5.1 Asset Register.

- 5.6 Liabilities:
 - 5.6.1 General Ledger.
- 5.7 Marketing:
 - 5.7.1 minutes of meetings;
 - 5.7.2 brochures;
 - 5.7.3 press releases;
 - 5.7.4 website.
- 5.8 Information Technology:
 - 5.8.1 minutes of meetings;
 - 5.8.2 software licences;
 - 5.8.3 software programs.
- 5.9 Human Resources:
 - 5.9.1 HR policies and procedures;
 - 5.9.2 Employment Equity Reports;
 - 5.9.3 Skills Development Reports;
 - 5.9.4 contracts of employment;
 - 5.9.5 payroll data;
 - 5.9.6 employee records.
- 5.10 Management:
 - 5.10.1 Management accounts.
- 5.11 Client care:
 - 5.11.1 mission statement;
 - 5.11.2 company policy.
- 5.12 Contractual relationships:
 - 5.12.1 distribution agreements with suppliers;
 - 5.12.2 official quotations to customers.
- 5.13 Quality:
 - 5.13.1 technical reports;
 - 5.13.2 suppliers' technical data sheets;

- 5.14 Company organizational structure:
 - 5.14.1 organogram;
 - 5.14.2 Employment Equity Reports.
- 5.15 Company secretarial:
 - 5.15.1 statutory documents;
 - 5.15.2 board resolutions.

The universal resource locator of Kemtek Imaging Systems Holdings Limited is www.kemtek.co.za. The website contains the following information: press releases, past and current news, new products, competition page, links to international principals, list of products and services offered, company profile and other branch's contact details.

6. THE REQUEST PROCEDURES

6.1 Forms and Fees

- 6.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the private body, and must be submitted together with the prescribed fee.
- 6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Rights Commission, whose contact details are set above.

6.2 Form of request:

- 6.2.1 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.
- 6.2.2 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 it requires notice of the decision of the head of the private body in any manner, other than in writing.
- 6.2.3 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.
- 6.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3 Fees:

- 6.3.1 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.

- 6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.
- 6.3.3 The requester may lodge an application to court relating to the payment of the request fee.
- 6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

7. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

- 8.1 This manual is available for inspection at Kemtek Imaging Systems Holdings Limited, free of charge.
- 8.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the universal resource locator, www.kemtek.co.za and was published in the Government Gazette.
- 8.3 It should be noted that the manual accessible on the website of Kemtek Imaging Systems Holdings Limited and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY**

- 1.1 Name of Body: Roedean School (SA)
- 1.2 Physical Address: Princess of Wales Terrace, Parktown, Johannesburg
- 1.3 Postal address: Private Bag X3031, Houghton, 2041
- 1.4 Telephone: (011) 647 3200
- 1.5 Telefacsimile: (011) 643 1484
- 1.6 Website: www.roedeanschool.co.za
- 1.7 E-Mail: cdell@roedeanschool.co.za
- 1.8 Head of Private Body: Carole Dell
- 1.9 Who we are: We are a girls' school for Grades 0 to 12

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to:
 - 2.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 lodging a court application against a decision by the head of a private body;
 - 2.1.3 the fees are payable for accessing a record; and
 - 2.1.4 the voluntary disclosure of information by private bodies,will be available from the Human Rights Commission by no later than August 2003.
- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Telefacsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

- 4.1.1 The Basic Conditions of Employment Act 75 of 1997;
- 4.1.2 The Companies Act 61 of 1973;
- 4.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.4 Employment Equity Act 55 of 1998;
- 4.1.5 Labour Relations Act 66 of 1995;
- 4.1.6 Regional Services Councils Act 109 of 1985;
- 4.1.7 Skills Development Act 97 of 1998;
- 4.1.8 Skills Development Levies Act 9 of 1999;
- 4.1.9 Deeds Registries Act 47 of 1937;
- 4.1.10 Manpower Training Act 56 of 1981;
- 4.1.11 Unemployment Insurance Act 30 of 1966; and
- 4.1.12 South African Schools Act 84 of 1996.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of information on which the private body holds records are as follows:

5.1 Commercial Information:

- 5.1.1 details relating to the operational, commercial and financial interests of Roedean School;
- 5.1.2 marketing strategy and reports;
- 5.1.3 books of account and other financial reports and records;
- 5.1.4 scholar database;
- 5.1.5 minutes of board meetings;

- 5.1.6 details of directors and share register;
- 5.1.7 information technology policy; and
- 5.1.8 asset register and details of asset custodian.
- 5.2 Human Resources:
 - 5.2.1 Pension Scheme Rules;
 - 5.2.2 Pension contracts;
 - 5.2.3 Standard Employment Contracts;
 - 5.2.4 Staff Agreements with Medical Aid;
 - 5.2.5 Employment Equity Report;
 - 5.2.6 Skills Development Report;
 - 5.2.7 Personal information of past, present and prospective staff members; and
 - 5.2.8 HIV/AIDS policy.
- 5.3 The universal resource locator of the Roedean School website is www.roedeanschool.co.za. The website contains information grouped under the following headings: Fees, School calendar, Senior School, Junior School, Nursery School, Sport, Boarding facilities, Philosophy, Bus Service, South African Old Roedean Association and Centenary.

6. THE REQUEST PROCEDURES

- 6.1 Forms and Fees
 - 6.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the private body, and must be submitted together with the prescribed fee.
 - 6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Rights Commission, whose contact details are set out above.
- 6.2 Form of request:
 - 6.2.1 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.
 - 6.2.2 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 it requires notice of the decision of the head of the private body in any manner, other than in writing.

6.2.3 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.

6.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3 Fees:

6.3.1 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.

6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.

6.3.3 The requester may lodge an application to court relating to the payment of the request fee.

6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.

6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

7. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

8.1 This manual is available for inspection at Roedean School free of charge.

8.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the universal resource locator, www.nra.co.za and was published in the Government Gazette.

8.3 It should be noted that the manual accessible on the website of the Roedean School and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY**

Name of Body: Bell Dewar & Hall Incorporated
(Registration Number: 1995/04675/21)

Physical Address: 37 West Street, Houghton, Johannesburg, 2041

Postal address: P O Box 1972, Houghton 2041

Telephone: (011) 710-6000

Telefacsimile: (011) 710- 6104/5

Website: www.belldewar.co.za

E-Mail: bdh@belldewar.co.za

Head of Body: Duncan Sinclair (Senior Partner)

Who we are: Registered in 1995, Bell Dewar & Hall Incorporated ("BDH") is an established firm of Attorneys, which was founded in 1890. The firm is an independent regulated firm of Attorneys practicing under the auspices of the South African Law Society. The firm is also the first firm of Lawyers in South Africa to have obtained certification in terms of the ISO9001 quality management system.

The firm provides legal business consulting in 6 primary practice areas, servicing 12 industries. The relevant practice areas are: competition and antitrust, corporate and commercial, dispute resolution, employment and pensions, environmental and financial services.

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to:
- 2.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 lodging a court application against a decision by the head of a private body;
 - 2.1.3 the fees are payable for accessing a record; and
 - 2.1.4 the voluntary disclosure of information by private bodies,
- will be available from the Human Rights Commission by no later than August 2003.

2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: (011) 484-8300

Telefacsimile: (011) 484-0582

Website: www.sahrc.org.za

E-Mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information, which is available in terms of the following legislation:

- 4.1 Financial Intelligence Centre Act 38 of 2001;
- 4.2 Attorneys Act 53 of 1979;
- 4.3 Supreme Court Act 59 of 1959;
- 4.4 Magistrates Court Act 32 of 1944;
- 4.5 Criminal Procedures Act 51 of 1977;
- 4.6 Pensions Funds Act 24 of 1956;
- 4.7 The Basic Conditions of Employment Act 75 of 1997;
- 4.8 The Companies Act 61 of 1973;
- 4.9 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.10 Employment Equity Act 55 of 1998;
- 4.11 Financial Markets Control Act 55 of 1989;
- 4.12 The Financial Services Board Act 97 of 1990;
- 4.13 The Income Tax Act 58 of 1962;
- 4.14 Labour Relations Act 66 of 1995;
- 4.15 Occupational Health and Safety Act 85 of 1993;
- 4.16 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000;

- 4.17 Regional Services Councils Act 109 of 1985;
- 4.18 Skills Development Act 97 of 1998;
- 4.19 Skills Development Levies Act 9 of 1999.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of information on which the private body holds records are as follows:

5.1 Commercial:

- 5.1.1 Documentation relating to certain projects;
- 5.1.2 Documentation and contracts relating to Project Finance;
- 5.1.3 Documentation relating to the High Court and Magistrate Court;
- 5.1.4 Marketing Documentation;
- 5.1.5 Opinions and research documentation;
- 5.1.6 Correspondence;
- 5.1.7 Legal Registers;
- 5.1.8 Legal Audits and Due Diligence Reports;
- 5.1.9 Statements of Merger Information and merger notification documentation;
- 5.1.10 Complaint referrals in terms of the Competition Act;
- 5.1.11 Documentation relating to tenders:
 - 5.1.11.1 Documentation emanating from the Private Body;
 - 5.1.11.2 Documentation emanating from bodies other than the Private Body.

5.2 The following categories of information are available on the body's website:-

- 5.2.1 Competition and Antitrust Network;
- 5.2.2 Corporate and Commercial Network;
- 5.2.3 Dispute Resolution Network;
- 5.2.4 Employment and Pensions Network;
- 5.2.5 Environmental Law Network;
- 5.2.6 Financial Services Network;
- 5.2.7 Articles;
- 5.2.8 Documentation relating to the private body's business.

5.3 The body also has information relating to the following:

- 5.3.1 Customer related records;
- 5.3.2 Personnel and Human Resources records;
- 5.3.3 Records relating to the Private Body;
- 5.3.4 Operational Information;
- 5.3.5 Communications.

6. THE REQUEST PROCEDURES

6.1 Forms and Fees

- 6.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the private body, and must be submitted together with the prescribed fee.
- 6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Rights Commission, whose contact details are set out above.

6.2 Form of request:

- 6.2.1 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 private body.
- 6.2.2 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 it requires notice of the decision of the head of the private body in any manner, other than in writing.
- 6.2.3 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.
- 6.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3 Fees:

- 6.3.1 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.
- 6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.

- 6.3.3 The requester may lodge an application to court relating to the payment of the request fee.
- 6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

7. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

- 8.1 This manual is available for inspection at BDH, free of charge.
- 8.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed On BDH's website using the universal resource locator, www.belldewar.co.za and was published in the Government Gazette.
- 8.3 It should be noted that the manual accessible on BDH's website and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY****1.1 Name of Body:**

Credit Guarantee Insurance Corporation of Africa Ltd (Reg No: 1956/00368/06)

1.2 Physical Address:

Credit Guarantee House, 31 Dover Street, Randburg,

Postal address:

P O Box 125, Randburg 2125, Telephone: +27 11 889-7000

Telefacsimile: +27 11 886-1027

Website: www.credit guarantee.co.za

E-Mail: Info@cgic.co.za

1.3 Head of Body: Mr M.C Truter (CEO)**1.4 Designated Information Officer: Mr W H Lategan (Financial Director/Secretary)****1.5 Who we are:**

Registered in 1956, Credit Guarantee Insurance Corporation of Africa Limited is a South African underwriting company operating in the field of credit insurance. The company is owned by leading insurers, banks and financial institutions. Its major business is the insurance of domestic and export credit risks and the acceptance as reinsurers of credit, bond and guarantee risks underwritten by South African and foreign insurance companies.

1.6 Inspection of the manual:

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission and from our website.

2. SECTION 10 GUIDE**2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-**

2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;

2.1.2 how to lodge a court application against a decision of a head of a private body;

- 2.1.3 what fees are payable for accessing documentation; and
- 2.1.4 information that has been voluntarily disclosed by the private body.
- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Telefacsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

- 4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may also request information which is available in terms of other legislation such as the following:-
 - 4.1.1 The Short Term Insurance Act 53 of 1998;
 - 4.1.2 The Rules of the Short Term Insurance Act 53 of 1998, Part II;
 - 4.1.3 The Long Term Insurance Act 52 of 1998;
 - 4.1.4 The Rules of the Long Term Insurance Act 52 of 1998, Part II;
 - 4.1.5 The Basic Conditions of Employment Act 75 of 1997;
 - 4.1.6 The Companies Act 61 of 1973;
 - 4.1.7 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
 - 4.1.8 Employment Equity Act 55 of 1998;
 - 4.1.9 Financial markets Control Act 55 of 1989;
 - 4.1.10 The Financial Services Board Act 97 of 1990;
 - 4.1.11 The Income Tax Act 58 of 1962;
 - 4.1.12 Labour Relations Act 66 of 1995;
 - 4.1.13 Occupational Health and Safety Act 85 of 1993;

- 4.1.14 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000;
- 4.1.15 Regional Services Councils Act 109 of 1985;
- 4.1.16 Skills Development Act 97 of 1998;
- 4.1.17 Skills Development Levies Act 9 of 1999.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

- 5.1 The subject matter on which the private body holds records is the following:-
 - 5.1.1 Short-Term Domestic Credit Insurance;
 - 5.1.2 Short -Term Export Credit Insurance;
 - 5.1.3 Medium to long Term- Export Credit Insurance;
 - 5.1.4 Product and service Evaluation.
- 5.2 The following categories of information are available on the body's website:-
 - 5.2.1 Economic reviews;
 - 5.2.2 Export Flashes of weekly Global Highlights;
 - 5.2.3 Industry Flashes;
 - 5.2.4 Press Releases;
 - 5.2.5 Documentation relating to the private body's business.
- 5.3 The body also has the following subjects of information:-
 - 5.3.1 Customer related records;
 - 5.3.2 Personnel records;
 - 5.3.3 Records relating to the Private Body;
 - 5.3.4 Operational Information;
 - 5.3.5 Communications.

6. REQUEST FOR ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 6.1 A request for information must be made to Credit Guarantee Insurance Corporation of Africa Ltd in the prescribed form, a copy of which is available on our website and at our offices.
- 6.2 Please note that if all of the information required in the form is not given by the requester, it will delay the process until such time as the requester has given the necessary information.
- 6.3 The requester must give sufficient information in the prescribed form to:-

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- 6.3.1 identify the record requested and the requester and give contact details of the requester;
 - 6.3.2 indicate the manner which must be used to inform the requester of the outcome of the request for information, and the form in which the requested information must be given;
 - 6.3.3 the requester must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;
 - 6.3.4 in the event of a request being made on behalf of another person, the requester must give proof of the capacity in which the requester makes the request, to the satisfaction of the head or the appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd.
- 6.4 The head or appointed information officer of the private body will decide in accordance with the Access to Information Act whether or not to grant the request for access to information, and will notify the requester accordingly.

7. FEES

- 7.1 All requesters other than a personal requester (which is a requester who wants access to a record containing personal information about the requester), must pay the required request fee:-
- 7.1.1 Once the head or appointed information officer has received the request, the requester will be notified to pay the required fee. The request will not be processed before such fee has been paid. The fee is R50.
- 7.2 If the request is granted, an access fee based on the schedule of fees, will then be charged to the requester for the reproduction, search and time expended on preparation of the information.
- 7.2.1 The head or appointed information officer of the body may also require a deposit to be paid if it is the head's or appointed information officer's opinion that the time expended on the preparation of the information would exceed that prescribed. The deposit shall be one third of the access fee.
- 7.3 A schedule of the prescribed fees is available on our website and at our offices. Please note that the head or appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd may withhold a record until the requester has paid the applicable fees.

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY**

- 1.1 Name of Body:
The Courthouse Beauty Salon
- 1.2 Physical Address:
4A Micham Lane, Bryanston
Postal address:
P O Box 1443, Cramerview, 2060, Telephone: +27 11 463-6035
Telefacsimile: +27 11 463-6035
Website: not applicable
E-Mail: not applicable
- 1.3 Head of Body: Mrs GA Leontsinis
- 1.4 Designated Information Officer: Mrs GA Leontsinis
- 1.5 Who we are:
The Courthouse Beauty Salon was formed in 1995 and carries on business as a beauty salon. The beauty therapy services which it offers are facials, manicures, pedicures and waxing. The sole proprietor of the business is Mrs GA Leontsinis.
- 1.6 Inspection of the manual:
This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission.

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-
- 2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
- 2.1.2 how to lodge a court application against a decision of a head of a private body;
- 2.1.3 what fees are payable for accessing documentation; and
- 2.1.4 information that has been voluntarily disclosed by the private body.
- 2.2 The contact details of the South African Human Rights Commission are as follows:
PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefacsimile: +27 11 484-0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

- 4.1 Where applicable, and in so far as the requester complies with the requirements set out in the relevant Act, the requester may also request information which is available in terms of other legislations such as:
- 4.1.1 Chiropractors, Homeopaths and Allied Health Service Professions Act 63 of 1982.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

- 5.1 The subject matter on which the private body holds records is the following:-
 - 5.1.1 Environ Product Information;
- 5.2 The body also has the following subjects of information:
 - 5.2.1 Customer related records;
 - 5.2.2 Records relating to the private body;
 - 5.2.3 Operational information.

6. REQUEST FOR ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 6.1 A request for information must be made to the Courthouse Beauty Salon in the prescribed form, a copy of which may be obtained at our offices.
- 6.2 Please note that if all of the information required in the form is not given by the requester, it will delay the process until such time as the requester has given the necessary information.
- 6.3 The requester must give sufficient information in the prescribed form to:-
 - 6.3.1 identify the record requested and the requester and give contact details of the requester;
 - 6.3.2 indicate the manner which must be used to inform the requester of the outcome of the request for information, and the form in which the requested information must be given;
 - 6.3.3 the requester must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;
 - 6.3.4 in the event of a request being made on behalf of another person, the requester must give proof of the capacity in which the requester makes the request, to the satisfaction of the head or the appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd.
- 6.4 The head or appointed information officer of the private body will decide in accordance with the Access to Information Act whether or not to grant the request for access to information, and will notify the requester accordingly.

7. FEES

- 7.1 All requesters other than a personal requester (which is a requester who wants access to a record containing personal information about the requester), must pay the required request fee:-
 - 7.1.1 Once the head or appointed information officer has received the request, the requester will be notified to pay the required fee. The request will not be processed before such fee has been paid. The fee is R50.
- 7.2 If the request is granted, an access fee based on the schedule of fees, will then be charged to the requester for the reproduction, search and time expended on preparation of the information.
 - 7.2.1 The head or appointed information officer of the body may also require a deposit to be paid if it is the head's or appointed information officer's opinion that the time expended on the preparation of the information would exceed that prescribed. The deposit shall be one third of the access fee.
 - 7.2.2 A schedule of the prescribed fees is available at our offices. Please note that the head or appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd may withhold a record until the requester has paid the applicable fees.

PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000**PRIVATE BODY MANUAL****1. CONTACT DETAILS OF THE PRIVATE BODY**

- 1.1 Name of Body: St. Mary's School for Girls
- 1.2 Physical Address: 55 Athol Street, Waverley, Johannesburg
- 1.3 Postal address: PO Box 981, Highlands North, 2037
- 1.4 Telephone: (011) 531 1800
- 1.5 Telefacsimile: (011) 786 9652
- 1.6 Website: www.stmary.co.za
- 1.7 E-Mail: rob@stmary.co.za
- 1.8 Head of Body: Robert William Ladbrook
- 1.9 Who we are: We are an Anglican, girls school for grades 000 to 12

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a guide containing information relating to:
 - 2.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 lodging a court application against a decision by the head of a private body;
 - 2.1.3 the fees are payable for accessing a record; and
 - 2.1.4 the voluntary disclosure of information by private bodies,will be available from the Human Rights Commission by no later than August 2003.
- 2.2 The contact details of the South African Human Rights Commission are as follows:
 - PAIA Unit
 - The Research and Documentation Department
 - Postal Address: Private Bag 2700, Houghton, 2041
 - Telephone: +27 11 484 8300
 - Telefacsimile: +27 11 484-0582

Website: www.sahrc.org.za
E-Mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:

- 4.1.1 The Basic Conditions of Employment Act 75 of 1997;
- 4.1.2 The Companies Act 61 of 1973;
- 4.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.4 Employment Equity Act 55 of 1998;
- 4.1.5 Labour Relations Act 66 of 1995;
- 4.1.6 Regional Services Councils Act 109 of 1985;
- 4.1.7 Skills Development Act 97 of 1998;
- 4.1.8 Skills Development Levies Act 9 of 1999;
- 4.1.9 Deeds Registries Act 47 of 1937;
- 4.1.10 Manpower Training Act 56 of 1981;
- 4.1.11 Unemployment Insurance Act 30 of 1966; and
- 4.1.12 South African Schools Act 84 of 1996.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of information on which the private body holds records are as follows:

5.1 Commercial Information:

- 5.1.1 details relating to the operational, commercial and financial interests of St. Mary's;
- 5.1.2 marketing strategy and reports;
- 5.1.3 books of account and other financial reports and records;
- 5.1.4 scholar database;
- 5.1.5 minutes of board meetings;

- 5.1.6 details of directors and share register;
 - 5.1.7 information technology policy; and
 - 5.1.8 asset register and details of asset custodian.
- 5.2 Human Resources:
- 5.2.1 Standard Employment Contracts;
 - 5.2.2 Employment Equity Report;
 - 5.2.3 Skills Development Report;
 - 5.2.4 Personal information of past, present and prospective staff members
 - 5.2.5 HIV/AIDS policy.

The universal resource locator of St. Mary's website is www.stmary.co.za. The website contains information grouped under the following headings: the school; academic achievers, cultural activities; boarding facilities and the school calendar.

6. THE REQUEST PROCEDURES

6.1 Forms and Fees

- 6.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the private body, and must be submitted together with the prescribed fee.
- 6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Rights Commission, whose contact details are set out in paragraph 2.2 above.

6.2 Form of request:

- 6.2.1 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.
- 6.2.2 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 it requires notice of the decision of the head of the private body in any manner, other than in writing.
- 6.2.3 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.
- 6.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3 Fees:

- 6.3.1 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.
- 6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.
- 6.3.3 The requester may lodge an application to court relating to the payment of the request fee.
- 6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

7. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

- 8.1 This manual is available for inspection at St. Mary's School, free of charge.
- 8.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the universal resource locator, www.nra.co.za and was published in the Government Gazette.
- 8.3 It should be noted that the manual accessible on the website of St. Mary's School and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.

PRETORIUM TRUST (Koöp) BPK**INLIGTINGSHANDLEIDING (Wet 2 van 2000 Artikel 51)**

Naam van hoof van die liggaam: Mnr J J E de Wet

Posadres: Posbus 268
PRETORIA
0001

Straatadres: Pretorium Trust Gebou
Paul Krugerstraat 273
PRETORIA
0001

Telefoonnommer: (012) 321-2511
Faksnommer: (012) 321-5002

Elektroniese posadres: prettrst@prettrst.co.za

Pretorium Trust (Koöp) Bkp hou rekords van die volgende onderwerpe in die kategorieë soos vermeld:

1. LEDE - AANKOOPFASILITEIT:

- 1.1 Aansoekvorms met persoonlike inligting aangaande elke lid.
- 1.2 Aankoopkaarte uitgereik aan elke lid met die rekeninglimiet en kaartlimiete van toepassing.
- 1.3 Maandelikse rekeningstate van alle lede met besonderhede van bedrae verskuldig aan die Koöperasie.
- 1.4 Betaalgeskiedenis van lede ten einde kredietwaardigheid te bepaal.
- 1.5 Korrespondensie ontvang en gestuur aan lede.

2. HUURKOPE:

- 2.1 Huurkoopkontrakte deur lede aangegaan met besonderhede van die artikel aangekoop, koopsom, finansieringskoste, maandelikse paalement, deposito betaal en persoonlike inligting van lede.
- 2.2 Aflosbedrae.
- 2.3 Uitstaande saldo's
 - i Kapitaal
 - ii Finansieringskoste

- 2 -

3. PERSOONLIKE LENINGS:

- 3.1 Leningsaansoeke en kontrakte met persoonlike inligting van lede, leningsbedrag, rente en maandelikse paalement betaalbaar.
- 3.2 Aflosbedrae.
- 3.3 Uitstaande saldo's.
 - i Kapitaal
 - ii Rente

4. KORTTERMYNVERSEKERING:

- 4.1 Polisskedule met versekerde besittings, versekerde waardes, premie betaalbaar en persoonlike inligting van lede.
- 4.2 Premiebetalingsgeskiedenis.

5. LEWENSVERSEKERING EN LIEFDADIGHEIDSBYDRAES:

- 5.1 Besonderhede van premies/bydraes oorbetaal aan die organisasies.

6. LEWERANSIERS:

- 6.1 Leweransierskontrakte met besonderhede van leweransier, persentasie handelskorting betaalbaar deur leweransier en kontrakbepalings.
- 6.2 Korrespondensie ontvang en gestuur aan leweransiers.
- 6.3 Maandelikse oorbetaalstate met inligting van transaksies en bedrae oorbetaal.

7. GEBOU:

- 7.1 Huurkontrakte met huurders aangegaan met besonderhede van huurders, maandelikse huur betaalbaar, huurperiode, jaarlikse eskulasie, besonderhede van die perseel en kontrakvoorwaardes.
- 7.2 Maandelikse huurstate.
 - i Huur betaalbaar
 - ii Elektriese verbruik betaalbaar
- 7.3 Afskrifte van fakture ten opsigte van uitgawes aangegaan met betrekking tot die gebou.

3/...

- 3 -

8. PERSONEEL:

- 8.1 Persoonlike inligting van personeel.
- 8.2 Salarisse betaal aan personeel.
- 8.3 Ander voordele betaal aan personeel.
- 8.4 Diensvoorwaardes.
- 8.5 Pligstate.
- 8.6 Belastingopgawes en IRP 5's

9. KANTOORBETALINGS:

- 9.1 Fakture van uitgawes aangeaan deur die Koöperasie.
- 9.2 BTW opgawes.
- 9.3 Streekdiensteraad opgawes.

Die volgende inligting is beskikbaar sonder 'n formele versoek:

- 1. Adres van die Koöperasie.
- 2. Kontaknommers, faksnommers en e-pos adres.
- 3. Algemene besonderhede oor die werksaamhede en produkte wat die Koöperasie aanbied.
- 4. Lys van leweransiers wat Pretorium Trust kaarte aanvaar.

Die volgende inligting is beskikbaar ingevolge ander wetgewing:

- 1. Finansiële jaarstate van die Koöperasie.

FIRST LINK STAFF PENSION FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The First Link Staff 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:** Mr D Collie (Principal Officer)
2. **The Financial Services Board PF Number of the Fund is:** PF 12/8/6349
3. **The registered address of the Fund is:**

Block D, Ground Floor
Anerley Park
7 Anerley Road
Parktown
2193
4. **The postal address of the Fund is:**

P O Box 3123
Houghton
2041
5. **The contact telephone number for the Fund is:** (011) 645 8593/ 8107
6. **The contact facsimile number for the Fund is:** (011) 645 8184
7. **The e-mail address of the Head of the Fund is:** don.collie@firstlink.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.

In terms of the Rules of the Fund, the fee for such access is subject to the Trustees reasonable discretion.

- (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**

- 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/Documentation
- 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

- Basis of 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: Where applicable

- 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)
- 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, funeral, fidelity, etc (where the fund has access to this information).
- 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 Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

INTRODUCTION TO MITCHELL MUNCK (PTY) LTD

Mitchell Munck manufactures components, exports and imports, services and repairs equipment for the meat industries and incinerators.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

- | | | |
|------|--------------------|--|
| i. | Postal address : | P.O. Box 6100
Birchleigh
1621 |
| ii. | Street address : | Mitchell Building
23 Kokerboom Crescent
Birchleigh |
| iii. | Telephone number : | +27 11 972 4111 |
| iv. | Fax number : | +27 11 391 1571 |
| v. | E-mail address: | mitchellpty@mweb.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)]

- Basic Conditions of Employment No.75 of 1997
- Companies Act No.61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Income Tax Act No.95 of 1967
- Occupational Health & Safety Act No.85 of 1993
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No.9 of 1999
- Unemployment Insurance Act No.63 of 2001
- Value Added Tax Act No.89 of 1991

4. Access to the records held by the private body in question [Section 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)]**

Not applicable

- 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)]**

Administration:

- Correspondence

Human Resources:

- Remuneration records and policies

Operations:

- Sales records
- Clients registry

Finances:

- Financial statements
- Annual financial statements
- Vouchers
- Stock records
- Assets inventory

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is also available for inspection at the offices of Mitchell Munck (Pty) Ltd free of charge, and copies are available with the SAHRC and in the Gazette.



**Manual
for**

**ACNielsen South Africa BV (inc. in the Netherlands)
1997/005402/10**

1. INTRODUCTION

The Promotion of Access to Information Act, No. 2 of 2000 ("the act") was enacted on 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 of 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. PURPOSE OF THE MANUAL

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order to them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to "Private Body" in this manual, it will refer to ACNielsen South Africa a company within the Market Research Industry, for whom this manual is drafted.

PART I

INTRODUCTION

Together, ACNielsen and Nielsen Media Research (both being units within the Netherlands-based VNU group) are global leaders in delivering decision-oriented, research-based marketing knowledge and insights to the consumer products, media and service industries. Our operations in over 100 countries provide marketers with access to more than 82% of the world's population.

ACNielsen South Africa and Nielsen Media Research is the largest marketing research group in the country. ACNielsen provides marketing information to a wide range of commercial and governmental organisations, while Nielsen Media Research specialises in media industry insights.

Much of the information we analyse and report on is derived from answers given to us, voluntarily, by members of the public during the course of professional market research surveys.

CONTACT DETAILS

Head of the business: Mr Ken McArthur, Managing Director.
Street address: ACNielsen Office Park, 7 Handel Road, Ormonde, Johannesburg
Postal address: PO Box 2209, Southdale 2135, Gauteng, Republic of South Africa
Phone: +27 (0)11 495 3000
Fax: +27 (0)11 835 3410
Email: acnielsen@acnielsen.co.za
Web site: The company does not maintain a web site in South Africa

PART II

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of section 10 of the Act by no later than August 2003. Any queries should be directed to :

The South African Human Rights Commission

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

Telephone +27 11 484 8300
Fax +27 11 484 0582
Website www.sahrc.org.za
Email PAIA@sahrc.org.za

PART III

RECORDS OF THE COMPANY

This clause serves as a reference to the records that the Company holds in order to facilitate a request in terms of the act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

INCORPORATION DOCUMENTS AND RECORDS

Documents of Incorporation
Constitution Documents

FINANCIAL DOCUMENTS AND RECORDS

Regional Services Council records
PAYE records
UIF records
Stock records
VAT Records
Order Forms
Invoices
Annual statement
Banking accounts
Cash records
Balance sheets
Annual Financial statements

OPERATIONAL RECORDS AND DOCUMENTS

Company Policies
Internal telephone directory
Promotional material
Product manuals
Database of customers
Credit Application forms
Correspondence with Customers
Invoices
Customer Complaints
Quotations

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

PERSONNEL DOCUMENTS AND RECORDS

Personnel records provided by personnel (including permanent and temporary) including but not limited to:

Employment Contracts
Application Forms
Qualifications
Salary records
Leave records
Education history
Conditions of employment
Records relating to increases
Disciplinary records
Performance Management Records
SETA Records
Unemployment insurance

PART IV**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)].

GROUNDINGS FOR REFUSAL OF ACCESS

Mandatory protection of the privacy of a third party who is a natural person
Mandatory protection of the commercial information of a third party
Mandatory protection of certain confidential information of a third party
Mandatory protection of the safety of individuals and the protection of property
Mandatory protection of the safety of individuals and the protection of property
Mandatory protection of records privileged from production in legal proceedings.
The commercial information of ACNielsen South Africa Bv
Mandatory protection of research information of a third party

MANNER OF ACCESS

The requester must use the prescribed form to make the request
No request other than a personal request will be processed without payment of the prescribed request fee
If a request is granted an access fee must be paid
The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.

DISSATISFACTION WITH DECISION OF HEAD OF ACNIELSEN SOUTH AFRICA BV (INCORPORATED IN THE NETHERLANDS)

A requester that is dissatisfied with the decision of ACNielsen South Africa may subject to the provisions of the Act within 30 (thirty) days of notification of the decision, apply to the court for appropriate relief.



**Manual
for**

**ACNielsen MRA (Pty) Ltd
1959/001829/07**

1. INTRODUCTION

The Promotion of Access to Information Act, No. 2 of 2000 ("the act") was enacted on 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 of 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.

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Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to "Private Body" in this manual, it will refer to ACNielsen MRA, a company within the Market Research Industry, for whom this manual is drafted.

PART I

INTRODUCTION

ACNielsen MRA is global leaders in delivering decision-oriented, research-based marketing knowledge and insights to the consumer products, media and service industries. Our operations in over 100 countries provide marketers with access to more than 82% of the world's population.

ACNielsen MRA is the largest marketing research group in the country. ACNielsen provides marketing information to a wide range of commercial and governmental organisations, while Nielsen Media Research specialises in media industry insights.

Much of the information we analyse and report on is derived from answers given to us, voluntarily, by members of the public during the course of professional market research surveys.

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Phone: +27 (0)11 495 3000
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Email: acnielsen@acnielsen.co.za
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Product manuals
Database of customers
Credit Application forms
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Records relating to increases
Disciplinary records
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SETA Records
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- 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)].

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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)].

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Mandatory protection of the privacy of a third party who is a natural person
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 Mandatory protection of the safety of individuals and the protection of property
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 The commercial information of ACNielsen MRA (Pty) Ltd
 Mandatory protection of research information of a third party

MANNER OF ACCESS

The requester must use the prescribed form to make the request
 No request other than a personal request will be processed without payment of the prescribed request fee
 If a request is granted an access fee must be paid
 The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.

DISSATISFACTION WITH DECISION OF HEAD OF ACNIELSEN MRA

A requester that is dissatisfied with the decision of ACNielsen MRA may subject to the provisions of the Act within 30 (thirty) days of notification of the decision, apply to the court for appropriate relief.

Konsephandleiding in terme van die Wet op die Bevordering van Toegang tot Inligting, 2000**BELANGRIKE KENNISGEWING:**

Hierdie dokument is saamgestel vir gebruik deur lede van die Prokureursorde van die Noordelike Provinsies. Dit is slegs 'n riglyn en lede moet die inhoud daarvan aanpas soos dit toepassing vind in hul praktyke.

Milda Stanton

PROKUREUR

**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 Milda Stanton Prokureur in terme van die Wet	3
7. Ander inligting	4
8. Beschikbaarheid 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 Milda Stanton Prokureur 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 Milda Stanton kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van Milda Stanton Prokureur.

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 Milda Stanton;
"Milda Stanton"	beteken Milda Stanton Prokureur, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van Milda Stanton Prokureur is aangewys as die Inligtingsbeampte van Milda Stanton Prokureur, 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: Milda Stanton Prokureur

Vennoot en Inligtingsbeampte:

Milda Stanton

Adres: Malanstraat 42, Riviera, Pretoria, 0084

Posadres: Posbus 23160, Gezina, 0031

Telefoon: 012 329 2944 (w) Faks: 012 329 6895

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
 Privaatzaak 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)**
 Milda Stanton Prokureur hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-
 -Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
 -Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
 -Maatskappijwet, No. 61 van 1973
 -Die Wet op Kopiereg, No. 98 van 1978
 -Wet op Prokureurs, No. 53 van 1979
 -Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
 Die bogenelde rekords, insoverre 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 Milda Stanton Prokureur IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**
 Milda Stanton Prokureur hou inligting / dokumente soos hiema aangedui:
 - Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Milda Stanton Prokureur.
 - 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 Indiensnemingskontrakte
 - Milda Stanton Prokureur Personeel Verslae
 - Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
 - Versekeringspolise

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 Milda Stanton Prokureur 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 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 Milda Stanton Prokureur;
 - 8.2 Afskrifte van die handleiding kan verkry word by die kantore van , onderhewig aan betaling van die voorgeskrewe fooi;
 - 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SA Milda Stanton Prokureur MK (www.sahrc.org.za) en Milda Stanton Prokureur (gee webtuiste-adres) en sal ook gepubliseer word in die Staatskoerant.
 - 8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-estruktuur nie. Die vorms en fooi-estruktuur 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").

RUCOET BELEGGINGS (EDMS) BPK
(REGISTRASIENO. 67/02751/07)

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel : 011 – 825 1436/7/8 Faks : 011 – 825 3883 E-pos : scoetz@netactive.co.za

2. 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@sahrd.org.za

3. INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING (Artikel 51(1)(d) van die Wet)

Rucoet Beleggings (Edms) Bpk hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappyywet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. INLIGTING/DOKUMENTE GEHOU DEUR RUCOET BELEGGINGS (EDMS) BPK IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Rucoet Beleggings (Edms) Bpk hou inligting/dokumente soos hierna aangedui :

4.1 Kliente rekords

- 4.1.1 Eiendoms registers;
- 4.1.2 Huurders besonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 Finansiële rekords

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Rucoet Beleggings (Edms) Bpk gehou word is outomaties bekomt aar 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.

5. ANDER INLIGTING (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Rucoet Beleggings (Edms) Bpk; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Rucoet Beleggings (Edms) Bpk, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Rucoet Beleggings (Edms) Bpk (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

MARSTEPH (EDMS) BEPERK
(REGISTRASIENOMMER 69/09445/07)

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel: 011 – 825 1436/7/8 Faks: 011 – 825 3883 E-pos: scoetz@netactive.co.za

2. 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 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@sahrd.org.za

3. INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING (Artikel 51(1)(d) van die Wet)

MARSTEPH (EDMS) BEPERK hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappiewet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. INLIGTING/DOKUMENTE GEHOU DEUR MARSTEPH (EDMS) BEPERK IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Marsteph (Edms) Bepark hou inligting/dokumente soos hierna aangedui :

4.1 Eiendomsrekords

- 4.1.1 Eiendomsregisters;
- 4.1.2 Huurdersbesonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 Finansiële rekords

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Marsteph (Edms) Bepark 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.

5. ANDER INLIGTING (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Marsteph (Edms) Bepark; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Marsteph (Edms) Bepark, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Marsteph (Edms) Bepark (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

IRIS MIA (EDMS) BPK
(REGISTRASIENR. 61/01738/07)

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel : 011 – 825 1436/7/8 Faks : 011 – 825 3883 E-pos : scoetz@netactive.co.za

2. **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 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@sahrd.org.za

3. **INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING** (Artikel 51(1)(d) van die Wet)

Iris Mia (Edms) Bpk hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappyyewet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. **INLIGTING/DOKUMENTE GEHOU DEUR IRIS MIA (EDMS) BPK IN TERME VAN DIE WET** (Artikel 51(1)(e) van die Wet)

Iris Mia (Edms) Bpk hou inligting/dokumente soos hierna aangedui :

4.1 **Kliente rekords**

- 4.1.1 Eiendoms registers;
- 4.1.2 Huurders besonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 **Finansiële rekords**

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Iris Mia (Edms) Bpk 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.

5. **ANDER INLIGTING** (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Iris Mia (Edms) Bpk; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Iris Mia (Edms) Bpk, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Iris Mia (Edms) Bpk (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

**MARENSA HOF (EDMS) BPK
(REGISTRASIENO. 61/05458/07)**

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel : 011 – 825 1436/7/8 Faks : 011 – 825 3883 E-pos : scoetz@netactive.co.za

2. 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 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@sahrd.org.za

3. INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING (Artikel 51(1)(d) van die Wet)

Marensa hof (Edms) Bpk hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappiewet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. INLIGTING/DOKUMENTE GEHOU DEUR MARENSA HOF (EDMS) BPK IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Marensa Hof (Edms) Bpk hou inligting/dokumente soos hierna aangedui :

4.1 Kliente rekords

- 4.1.1 Eiendoms registers;
- 4.1.2 Huurders besonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 Finansiële rekords

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Marensa Hof (Edms) Bpk 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.

5. ANDER INLIGTING (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Marensa Hof (Edms) Bpk; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Marensa Hof (Edms) Bpk, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Marensa Hof (Edms) Bpk (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

TEPAN BELEGGINGS (EDMS) BPK
(REGISTRASIE NO. 67/12119/07.)

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel: 011 – 825 1436/7/8 Faks: 011 – 825 3883 E-pos: scoetz@netactive.co.za

2. **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 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@sahrd.org.za

3. **INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING** (Artikel 51(1)(d) van die Wet)

Tepan Beleggings (Edms) Bpk hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappynwet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. **INLIGTING/DOKUMENTE GEHOU DEUR TEPAN BELEGGINGS (EDMS) BPK IN TERME VAN DIE WET** (Artikel 51(1)(e) van die Wet)

Tepan Beleggings (Edms) Bpk hou inligting/dokumente soos hierna aangedul :

4.1 **Kliente rekords**

- 4.1.1 Eiendoms registers;
- 4.1.2 Huurders besonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 **Finansiële rekords**

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook rekords;
- 4.2.3 Finansiële beheerstelsels;

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 Tepan Beleggings (Edms) Bpk 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.

5. **ANDER INLIGTING** (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Tepan Beleggings (Edms) Bpk; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Tepan Beleggings (Edms) Bpk, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Tepan Beleggings (Edms) Bpk (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

**CHARMART (EDMS) BPK
(REGISTRASIENR. 69/09430/07)**

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

S C Coetzee, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel: 011 – 825 1436/7/8 Faks: 011 – 825 3883 E-pos: scoetz@netactive.co.za

2. 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@sahrd.org.za

3. INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING (Artikel 51(1)(d) van die Wet)

Charmart (Edms) Bpk hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappyyewet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. INLIGTING/DOKUMENTE GEHOU DEUR CHARMART (EDMS) BPK IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Charmart (Edms) Bpk hou inligting/dokumente soos hierna aangedui :

4.1 Kliente rekords

- 4.1.1 Eiendoms registers;
- 4.1.2 Huurders besonderhede;
- 4.1.3 Onderhoudsrekords;

4.2 Finansiële rekords

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Charmart (Edms) Bpk 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.

5. ANDER INLIGTING (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Charmart (Edms) Bpk; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Charmart (Edms) Bpk, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Charmart (Edms) Bpk (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

SHIGIN EQUITY MANAGEMENT CC
(REGISTRASIENO. CK2002/019634/23)

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

T Ferreira, 2de Vloer, Absa Gebou, Meyerstraat 175, Germiston. Tel : 011 – 825 1436/7/8 Faks : 011 – 825 3883 E-pos : tomx@absafreemail.co.za

2. 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@sahrd.org.za

3. INLIGTING/DOKUMENTE BESKIKBAAR IN GEVOLGE ANDER WETGEING (Artikel 51(1)(d) van die Wet)

Shigin Equity Management CC hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): ; Inkomstebelastingwet, Nr 58 van 1962; Maaskappywet, Nr 61 van 1973; Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Streekdiensterade, Nr 109 van 1985 Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Werkloosheidsversekeringswet, Nr 63 van 2001; Skills Development Levies Act, Nr 9 van 1999; Skills Development Act, Nr 97 van 1998; Employment Equity Act, Nr 55 van 1998.

4. INLIGTING/DOKUMENTE GEHOU DEUR SHIGIN EQUITY MANAGEMENT CC IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Shigin Equity Management CC hou inligting/dokumente soos hierna aangedui :

4.1 Kliente rekords

- 4.1.1 Aansoeke;
- 4.1.2 Verdiskonterings ooreenkomste;
- 4.1.3 Opdragte;

4.2 Finansiële rekords

- 4.2.1 Finansiële Jaarstate;
- 4.2.2 Belastingopgawes en aanslae, asook records;
- 4.2.3 Finansiële beheerstelsels;

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 Shigin Equity Management CC 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.

5. ANDER INLIGTING (Artikel 51(1) van die Wet)

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

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

6.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Shigin Equity Management CC; 6.2 Afskrifte van die handleiding kan verkry word by die kantore van Shigin Equity Management CC, onderhewig aan betaling van die voorgeskrewe fooi. 6.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Shigin Equity Management CC (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant

S C COETZEE PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NR 2 VAN 2000.****INDEKS**

1. INLEIDING 2. KONTRAKBESONDERHEDE 3. RIGLYN IN TERME VAN ARTIKEL 10 VAN DIE WET 4. KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET 5. INLIGTING/DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING 6. INLIGTING/DOKUMENTE GEHOU DEUR S C COETZEE PROKUREURS IN TERME VAN DIE WET 7. ANDER INLIGTING 8. BESKIKBAARHEID VAN DIE HANDLEIDING

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 S C COETZEE PROKUREURS 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 S C COETZEE kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van S C COETZEE PROKUREURS.

Woorde gebruik in die handling se betekening is soos volg:

"DIE WET" beteken die Wet op die Bevordering van Toegang tot Inligting, Nr 2 van 2000, sowel as alle relevante regulasie 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 S C COETZEE PROKUREURS;

"S C COETZEE PROKUREURS" beteken S C COETZEE PROKUREURS, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

"INLIGTINGSBEAMPTTE" die senior vennote van S C COETZEE PROKUREURS is aangewys as die inligtingsbeampte van SIMON CHRISTOFFEL COETZEE, aan wie versoeke vir inligting in terme van die Wet gerig moet word.

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

Naam: S C Coetzee Prokureurs **Inligtingsbeampte:** Mnr Simon Christoffel Coetzee **Adres:** United Huis, 2de Vloer, Meyerstraat 175, Germiston **Posadres:** Posbus 418, Germiston, 1400 **Telefoon:** 011-825 1436/7/8 **Faks:** 011-825 3883 **E-pos:** scoetz@netactive.co.za

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@sahrd.org.za

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

S C COETZEE PROKUREURS hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insolvensiewet, Nr 24 van 1936 (Artikel 134 en 155); Wet op Pensioenfondse, Nr 24 van 1956; Inkomstebelastingwet, Nr 58 van 1962 (Artikel 75); Maaskappyywet, Nr 61 van 1973; Die Wet op Kopiereg, Nr 98 van 1978; Wet op Prokureurs, Nr 53 van 1979; Wet op Streekdiensterade, Nr 109 van 1985; Wet op Belasting op Toegevoegde Waarde, Nr 89 van 1991 (Artikel 65); Wet op Beroepsgesondheid- en Veiligheid, Nr 85 van 1993; Wet op Vergoeding vir beroepsbeserings- en Siektes, Nr 130 van 1993 (Artikel 97); Wet op Arbeidsverhoudinge, Nr 66 van 1995; Wet op Basiese Diensvoorwaardes, nr 75 van 1997 (Artikel 31); Employment Equity Act, Nr 55 van 1998 (Artikel 26); Skills Development Act, Nr 97 van 1998; Wet op Mediese Skemas, Nr 131 van 1998; Skills Development Levies Act, Nr 9 van 1999; Werkloosheidsversekeringswet, Nr 63 van 2001.

6. INLIGTING/DOKUMENTE GEHOU DEUR S C COETZEE PROKUREURS IN TERME VAN DIE WET (Artikel 51(a)(e) van die Wet)

S C COETZEE PROKUREURS hou inligting/dokumente soos hierna aangedui:

Inligting ten opsigte van die operasionele-, handels- en finansiële belange van S C COETZEE PROKUREURS. 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). Verslag ten opsigte van Gelyke Indiensneming. Verslag oor vaardigheidsontwikkeling. S C COETZEE PROKUREURS Personeel Verslae. Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers van vennote/direkteur). Versekeringspolisse. Reëls en Regulasies met betrekking tot die pensioenfonds.

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 S C COETZEE PROKUREURS 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) van die Wet)

Die Minister van Justisie en Konstitusionele ontwikkeling het tot 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 S C Coetzee Prokureurs; 8.2 Afskrifte van die handleiding kan verkry word by die kantore van S C Coetzee Prokureurs, onderhewig aan 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 S C Coetzee Prokureurs (geen webtuiste) en sal ook gepubliseer word in die Staatskoerant. 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-estruktuur nie. Die vorms en fooi-estruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele ontwikkeling (www.doj.org.za) (onder "regulations").



23rd Floor SAAU Building, Cnr Andries and Schoeman Str. P O Box 276 Pretoria 0001 RSA

Docex 43 Pretoria

Telephone +27 12 339 8311 Telefax (012) 339 8300

www.macrobert.co.za macrobt@law.co.za

Incorporated No 1978/004694/21

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

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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 MacRobert 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 G Hay should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from MacRobert 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 MacRobert Incorporated from time to time;
MacRobert Incorporated	shall mean MacRobert Incorporated Attorneys, structured as an 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 partner of MacRobert Incorporated has been appointed as the Information Officer of MacRobert 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:	MacRobert Incorporated
Partner and appointed Information Officer:	Mr G Hay
Address:	C/o Andries & Schoeman Streets, Pretoria
Postal Address:	P O Box 276, Pretoria, 0001
Telephone:	012-3398311
Fax:	012-3398300
E-Mail:	macrobt@law.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. This 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:

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)

MacRobert 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. 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 MACROBERT INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

MacRobert Incorporated holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of MacRobert Incorporated
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past legislation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- MacRobert Incorporated Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension- and medical funds
- Internal policies
- IT records and software programs, databasils, licenses and back ups

The MacRobert Incorporated's website address is www.macrobert.co.za and it is accessible to anyone with access to the Internet. It contains a profile on MacRobert Incorporated, its contact particulars, services rendered and fields of expertise and its professional staff.

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 MacRobert 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 MacRobert Incorporated, free of charge.
- 8.2 Copies of this manual may be obtained, subject to the prescribed fees, at the offices of MacRobert Incorporated.
- 8.3 The manual can also be accessed on the websites of the SAHC (www.sahrc.org.za) and MacRobert Incorporated on www.macrobert.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").

**DU PLESSIS DE HEUS & VAN WYK
ATTORNEYS**

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

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 DU PLESSIS DE HEUS & VAN WYK 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 J.H. du Plessis should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of any information / documents from DU PLESSIS DE HEUS & VAN WYK.

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 DU PLESSIS DE HEUS & VAN WYK from time to time;
"DU PLESSIS DE HEUS & VAN WYK"	shall mean DU PLESSIS DE HEUS & VAN WYK Attorneys, structured as a partnership 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 partner of DU PLESSIS DE HEUS & VAN WYK appointed as the Information Officer of DU PLESSIS DE HEUS & VAN WYK, 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: DU PLESSIS DE HEUS & VAN WYK Attorneys

Partner and appointed Information Officer: Mr J.H. du Plessis

Address: Marilest Building
72 Woburn Avenue
Benoni
1501

Postal address: P.O. Box 1423
Benoni
1500

Telephone: (011) 748 4000

Fax: (011) 421 5733

E-mail: attorneys@ddv.co.za

Website address: www.ddv.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 will be 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)

DU PLESSIS DE HEUS & VAN WYK 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
- 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 Relation 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 it being of a public nature is automatically available without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY DU PLESSIS DE HEUS & VAN WYK IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

DU PLESSIS DE HEUS & VAN WYK holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of DU PLESSIS DE HEUS & VAN WYK
- 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
- DU PLESSIS DE HEUS & VAN WYK Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- 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 DU PLESSIS DE HEUS & VAN WYK 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 DU PLESSIS DE HEUS & VAN WYK, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of DU PLESSIS DE HEUS & VAN WYK.
- 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 TERRY McDONOGH & CO (Pty) Ltd**A. CONTENTS**

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- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
- 1. Contact Details
- 2. The Section 10 Guide on how to use the Act.
- 3. Records available in terms of any other legislation
- 4. Access to the records held by Terry McDonogh & co (Pty) Ltd
 - (i) Records that may be requested (Section 51 (1) (e))
 - (ii) The request procedures
- 5. Any other information that may be prescribed
- 6. The availability of the manual
- 7. Prescribed fees & Prescribed Forms for Private Bodies
- 8. Acknowledgments

Introduction to Terry McDonogh & co (Pty) Ltd

Terry McDonogh & co (Pty) Ltd is an independent Short-term insurance brokerage.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

- 1. **Contact Details**
Mr TP McDonogh (CEO)
111 Verdoorn Str, Sunnyside Pretoria
PO Box 11362 Hatfield 0028
Tel: (012) 3444931
Fax: (012) 3436631
E-Mail: joanne@terrymcdonogh.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 (SAHRC):
PAIA Unit
The Research and Documentation Department
Private Bag 2700 Houghton 2041
Tel: (011) 4848300 Fax: (011) 4840582
Website: www.sahrc.org.za
- 3. **Records available in terms of any other Legislation (Section 51 (1)(d))**
 - Companies Act 61 of 1973
 - Value Added Tax Act No. 89 of 1991
 - Income Tax Act No. 58 of 1962
 - Promotion of Access to Information Act No. 2 of 2000
 - Unemployment Insurance Act No. 30 of 1996
 - Compensation for Occupational Injuries & Diseases Act No. 130 of 1993
 - Regional Services Councils Act No. 109 of 1985
 - Skills Development Levies Act No. 9 of 1999
 - Financial Advisors and Intermediaries Act No. 130 of 2002
 - Financial Intelligence Centre Act
 - Prevention of Organized Crime Act 121 of 1998

4. Access to the records held by Terry McDonogh & Co (Pty) Ltd:**(i) Records that may be requested: (Section 51 (1) (e))**

We set out below the categories of records held by Terry McDonogh & co (Pty) Ltd. Important examples of the type of records in each category are described. These records may be requested subject to the provisions laid down in the Act.

(a) Company Records

- Annual Financial Statements
- Accounting records, books and documents
- Financial & Tax records (Company, Employee & Directors)
- Asset Register
- Lease Agreements
- Banking Accounts
- Shareholding
- Software & Technology
- Insurance Policies
- Valuations
- Pension Fund Rules

(b) Employee Records

- Staff Records
- Employment contracts
- Policies & Procedures

(c) Trade Agreements

- Agency Agreements
- Sub-Agency Agreements

(d) Client Data

- Client Data Base
- Insurance Policies
- Personal Information
- Claims Data

(e) Other

- Memberships
- Personal Data relating to Directors
- Life Policies, Wills & Testaments

(ii) Request Procedures: (Section 53 (1))**Form of Request:**

The requester must make use of the prescribed form to make a request for access to a record. This request must be made to the CEO – contact details supplied under Heading C (1). Please remember in order to facilitate your request you are required to:

- Give sufficient detail of the type of record required and which form of access is required.
- Specify your name, postal address, fax number or e-mail address in South Africa
- Identify the right you want to exercise or protect and give a detailed explanation why the requested record is required to exercise or protect this right.
- Supply proof of the capacity in which you acting, if request is made on behalf of another person

Fees:

A requester who seeks access to a record containing information pertaining to himself is not required to pay a fee, all other requester must pay the prescribed fee for Private Bodies:

- The CEO will notify the requestor of the prescribed fee before processing the request After the CEO has made a decision on the request, the requester will be notified in the required form
- If the request is granted, then a further access fee must be paid for the preparation of the record for disclosure (Section 54 (6))

5. **Other information that may be prescribed:** (Section 51 (1) (f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **Availability of the Manual** (Section 51 (3))

The Manual is available for inspection free of charge at our offices. Copies of the Manual are also available with the SHRC and in the Government Gazette.

7. **Prescribed fees & Prescribed forms for Private Bodies**

Please refer to the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations") which will contain the forms and fee structure. Or alternatively contact our office for a faxed copy.

8. **Acknowledgments**

The framework of this Manual was compiled using the SAHRC's "blueprint" as a guideline for the preparation of the Manual.

SECTION 51 MANUAL FOR ALLEN McDONOGH & co (Pty) Ltd**A. CONTENTS**

- A. CONTENTS
 B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
1. Contact Details
 2. The Section 10 Guide on how to use the Act.
 3. Records available in terms of any other legislation
 4. Access to the records held by Allen McDonogh & co (Pty) Ltd
 - (i) Records that may be requested (Section 51 (1) (e))
 - (ii) The request procedures
 5. Any other information that may be prescribed
 6. The availability of the manual
 7. Prescribed fees & Prescribed Forms for Private Bodies
 8. Acknowledgments

Introduction to Allen McDonogh & co (Pty) Ltd

Allen McDonogh & co (Pty) Ltd is a holding company as well as a property owning company with no employees.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. **Contact Details**
 Mr TP McDonogh (CEO)
 111 Verdoorn Str, Sunnyside Pretoria
 PO Box 11362 Hatfield 0028
 Tel: (012) 3444931
 Fax: (012) 3436631
 E-Mail: joanne@terrymcdonogh.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 (SAHRC):
 PAIA Unit
 The Research and Documentation Department
 Private Bag 2700 Houghton 2041
 Tel: (011) 4848300 Fax: (011) 4840582
 Website: www.sahrc.org.za
3. **Records available in terms of any other Legislation (Section 51 (1)(d))**
 - Companies Act 61 of 1973
 - Value Added Tax Act No. 89 of 1991
 - Income Tax Act No. 58 of 1962
 - Promotion of Access to Information Act No. 2 of 2002
4. **Access to the records held by Allen McDonogh & co (Pty) Ltd**
 - (i) **Records that may be requested:** (Section 51 (1) (e))
 We set out below the categories of records held by Allen McDonogh & co (Pty) Ltd. Important examples of the type of records in each category are described. These records may be requested subject to the provisions laid down in the Act.

(a) Company Records

- Annual Financial Statements
- Accounting records, books and documents
- Financial & Tax records
- Banking Account
- Shareholding
- Insurance Policies
- Valuations
- Property Title Deeds
- Property Bond Details

(ii) Request Procedures: (Section 53 (1))**Form of Request:**

The requester must make use of the prescribed form to make a request for access to a record. This request must be made to the CEO – contact details supplied under Heading C (1). Please remember in order to facilitate your request you are required to:

- Give sufficient detail of the type of record required and which form of access is required.
- Specify your name, postal address, fax number or e-mail address in South Africa
- Identify the right you want to exercise or protect and give a detailed explanation why the requested record is required to exercise or protect this right.
- Supply proof of the capacity in which you acting, if request is made on behalf of another person

Fees:

A requester who seeks access to a record containing information pertaining to himself is not required to pay a fee, all other requester must pay the prescribed fee for Private Bodies:

- The CEO will notify the requestor of the prescribed fee before processing the request After the CEO has made a decision on the request, the requester will be notified in the required form
- If the request is granted, then a further access fee must be paid for the preparation of the record for disclosure (Section 54 (6))

4. Other information that may be prescribed: (Section 51 (1) (f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

5. Availability of the Manual (Section 51 (3))

The Manual is available for inspection free of charge at our offices. Copies of the Manual are also available with the SHRC and in the Government Gazette.

6. Prescribed fees & Prescribed forms for Private Bodies

Please refer to the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations") which will contain the forms and fee structure. Or alternatively contact our office for a faxed copy.

7. Acknowledgments

The framework of this Manual was compiled using the SAHRC's "blueprint" as a guideline for the preparation of the Manual.

SECTION 51 MANUAL FOR STRATEGIC INSURANCE SYSTEMS (Pty) Ltd**A. CONTENTS****A. CONTENTS****B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. Contact Details
2. The Section 10 Guide on how to use the Act.
3. Records available in terms of any other legislation
4. Access to the records held by Strategic Insurance Systems (Pty) Ltd
 - (i) Records that may be requested (Section 51 (1) (e))
 - (ii) The request procedures
5. Any other information that may be prescribed
6. The availability of the manual
7. Prescribed fees & Prescribed Forms for Private Bodies
8. Acknowledgments

Introduction to Strategic Insurance Systems (Pty) Ltd

Strategic Insurance Systems (Pty) Ltd is a registered underwriting and claims management company with SAUMA. Providing services to select short-term insurance brokers in terms of a written mandate with registered short-term insurance companies.

(c) PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**(d) Contact Details**

Mr AM McDonogh (Managing Director)
 3A Guild House, Bronkhorst Street, Brooklyn, Pretoria
 PO Box 122, Cornwall Hill Irene 0178
 Tel: (012) 4601590
 Fax: (012) 3460467
 E-Mail: allen@stratsys.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 (SAHRC):

PAIA Unit

The Research and Documentation Department

Private Bag 2700 Houghton 2041

Tel: (011) 4848300 Fax: (011) 4840582

Website: www.sahrc.org.za

3. Records available in terms of any other Legislation (Section 51 (1)(d))

- Companies Act 61 of 1973
- Value Added Tax Act No. 89 of 1991
- Income Tax Act No. 58 of 1962
- Promotion of Access to Information Act No. 2 of 2000
- Unemployment Insurance Act No. 30 of 1996
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Financial Advisors and Intermediaries Act No. 130 of 2002
- Financial Intelligence Centre Act
- Prevention of Organized Crime Act 121 of 1998

4. Access to the records held by Strategic Insurance Systems (Pty) Ltd**(i) Records that may be requested: (Section 51 (1) (e))**

We set out below the categories of records held by Strategic Insurance Systems (Pty) Ltd. Subject types under each category are described briefly. These records may be requested subject to the provisions laid down in the Act.

(a) Company Records

- Annual Financial Statements
- Accounting records, books and documents
- Financial & Tax records (Company, Employee & Directors)
- Asset Register
- Lease Agreements
- Banking Accounts
- Shareholding
- Software & Technology
- Insurance Policies
- Valuations
- Pension Fund Rules

(b) Employee Records

- Staff Records
- Employment contracts
- Policies & Procedures

(c) Trade Agreements

- Underwriting agreements
- Claims Mandate
- Supplier agreements
- Insurer/re-insurer agreements

(d) Client Data

- Client Data Base
- Insurance Policies
- Personal Information
- Claims Data
- Statistical modeling
- Trend and exposures

(e) Other

- Memberships
- Personal Data relating to Director

(ii) Request Procedures: (Section 53 (1))**Form of Request:**

The requester must make use of the prescribed form to make a request for access to a record. This request must be made to the Managing Director – contact details supplied under Heading C (1). Please remember in order to facilitate your request you are required to:

- Give sufficient detail of the type of record required and which form of access is required.
- Specify your name, postal address, fax number or e-mail address in South Africa
- Identify the right you want to exercise or protect and give a detailed explanation why the requested record is required to exercise or protect this right.
- Supply proof of the capacity in which you acting, if request is made on behalf of another person

Fees:

A requester who seeks access to a record containing information pertaining to himself is not required to pay a fee, all other requester must pay the prescribed fee for Private Bodies:

- The Managing Director will notify the requestor of the prescribed fee before processing the request After the Managing Director has made a decision on the request, the requester will be notified in the required form
- If the request is granted, then a further access fee must be paid for the preparation of the record for disclosure (Section 54 (6))

5. **Other information that may be prescribed:** (Section 51 (1) (f))

To date the Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **Availability of the Manual** (Section 51 (3))

The Manual is available for inspection free of charge at our offices. Copies of the Manual are also available with the SHRC and in the Government Gazette.

7. **Prescribed fees & Prescribed forms for Private Bodies**

Please refer to the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations") which will contain the forms and fee structure. Or alternatively contact our office for a faxed copy.

8. **Acknowledgments**

The framework of this Manual was compiled using the SAHRC's "blueprint" as a guideline for the preparation of the Manual.

**MANUAL PREPARED IN TERMS OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**
FOR

SAGE PROVIDENT UMBRELLA FUND – Registration Number PF12/8/25012
SAGE PENSION UMBRELLA FUND – Registration Number PF 12/8/35362
SAGE PROVIDENT PRESERVATION FUND – Registration Number PF 12/8/29385
SAGE PENSION PRESERVATION FUND – Registration Number PF 12/8/29228

The Promotion of Access to Information Act (the PAIA) recognises that the State must respect and protect the rights contained in the Bill of Rights. The Bill of Rights, as embodied in the Constitution, is the cornerstone of democracy in South Africa.

The PAIA has been promulgated in order to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information. The PAIA aims to promote a society in which the people of this country have effective access to information to enable them to exercise and protect their rights. However this right to access is not absolute and can be subject to limitations e.g. the reasonable protection of privacy or commercial confidentiality.

CONTACT PERSONS

If you have any questions regarding the Promotion of Access to Information Act and any requests for information, you can contact the following people:

i) Charmaine Soobramoney
The Principal Officer
Tel No: (011) 377-5021
Fax No: (011) 377-6043
E-mail : charmaines@sage.co.za

ii) Saloshni Reddy
Legal Assistant
(011) 377-5123
(011) 377 6043
saloshnir@sage.co.za

Funds' Registered Address
Sage Life Limited
10 Fraser Street
Johannesburg
2001

Administrator's Postal Address
Sage Life Limited
P.O. Box 290
Johannesburg
2000

INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the Principal Officer.
- Any request for access to records in terms of the PAIA must be completed on the prescribed forms, which are available electronically on request.
- The person requesting the information must provide:
 - their name and contact information;
 - sufficient information to enable the Principal Officer to identify the record requested; and
 - identify the right that they are 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 person requesting the information must submit proof of the capacity in which he is making the request to the satisfaction of the Principal Officer.
- The Principal Officer will notify the person requesting the information to pay the prescribed fee (if any) before processing the request.
- If a request is granted, then a further access fee may have to be paid for the search, reproduction and preparation of the information.

- The Principal Officer will withhold a record until the applicable fees are paid.

Please note that your right to information in terms of the PAIA is not absolute, with justification certain requests may be refused.

RECORDS THAT COULD BE REQUESTED

These records may be viewed at the Funds registered address or copies can be produced upon payment of the relevant fee.

Legal Services

- Copies of the signed rules and any amendments
- Confirmation of registration and tax approval
- Copies of any insurance policy documents relating to risk benefits and investments
- Copy of the service agreement between the fund and Administrator
- Copies of complaints lodged with the Pension Funds Adjudicator
- Certain communication with the Adjudicator, South African Revenue Services (SARS) and the Financial Services Board (FSB)
- Copy of fidelity and professional indemnity policy
- The Promotion of Access to Information Act

Benefit payments

- Claim Forms
- Calculations of claims
- Tax Applications, (where applicable)
- Tax Directives, (where applicable)
- IT 88 notifications, (where applicable)
- Tax Certificates, (where applicable)
- Client payment instruction
- Client information form
- Trustee resolutions pertaining to section 37C payments in terms of the Pension Funds Act
- Section 37D of the Pension Funds Act - deduction instructions
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary data affidavits (where applicable)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Administration

- Member data
- Contribution records
- Installation & Acquisition data
- Statement of member fund value
- Annual revision data

- Additional benefit calculations
- Member investment choice, investment option and switch forms (where applicable)
- Housing loan application and confirmation (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 Section 14 application lodged with the FSB (transferor fund)
- Copy of Section 14(1)(e) certificate (transferee and transferor funds)
- Copy of liquidator application and approval

Accounting Records

Abbreviated financial returns as prescribed by the Pension Funds Act.

Actuarial Records

The last valuation report or exemption certificate prepared in terms of the Pension Funds Act.

Miscellaneous

- Copy of investment mandates or policies
- Copy of investment returns on the fund
- Medical Information/ underwriting information

Financial Services Board (FSB)

The following can also be obtained from the FSB by members upon payment of the relevant fees.

- Copies of the registered rules of the Fund and any amendment to the rules
- The last valuation report or exemption certificate prepared in terms of the Pension Funds Act.

The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone (012) 428 8000
Facsimile: (012) 3470221
Website: www.fsb.co.za

GERBER 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
2. Kontakbesonderhede
3. Riglyn in terme van Artikel 10 van die Wet
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing
6. Inligting / dokumente gehou deur Gerber Prokureurs in terme van die Wet
7. Ander inligting
8. Besikbaarheid van die Handleiding

1
1
1
1
2
2
2
2

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 Gerber Prokureurs versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Gerber kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van Gerber Prokureurs.

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 die 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 Gerber Prokureurs;
- "Gerber Prokureurs" beteken Gerber Prokureurs, gestruktureer as 'n ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede;
- "SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;
- "Inligtingsbeampte" die senior vennoot van Gerber Prokureurs is aangewys as die Inligtingsbeampte van Gerber Prokureurs, 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:	GERBER PROKUREURS INGELYF
Vennoot en Inligtingsbeampte:	MNR JL GERBER
Fisiese Adres:	PARKSTRAAT 980
	ARCADIA
	0083
Posadres:	DIESELFDE AS FISIESE ADRES
Telefoon:	(012) 342 8252
Faks:	(012) 342 8253
E-pos:	gerberin@mweb.co.za
Webblad:	GEEN

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 req 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)

Gerber Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 10 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 26)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogemelde rekords, insoverre 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 GEHOUD DEUR GERBER PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Gerber Prokureurs hou inligting / dokumente soos hiema aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Gerber Prokureurs
- 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 Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- Gerber Prokureurs Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalinge van die Wet. Geen inligting wat deur Gerber Prokureurs gehou word is outomaties bekombaar sonder dat 'n Persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge 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 datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Gerber Prokureurs;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Gerber Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za);
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en foiestruktuur nie. Die vorms en foiestruktuur 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").

FINDLAY & NIEMEYER INCORPORATED
ATTORNEYS

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

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4. Notice(s) in terms of Section 52(2) of the Act	3
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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 Findlay & Niemeyer 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 O J Price should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Findlay & Niemeyer 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;
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"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Findlay & Niemeyer Incorporated from time to time;
"F&N"	shall mean Findlay & Niemeyer Incorporated, 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 partner of F&N has been appointed as the Information Officer of F&N, 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:	Findlay & Niemeyer Incorporated
Partner and appointed Information Officer:	Mr O J Price
Address:	1027 Schoeman Street Hatfield
Postal address:	P.O. Box 801 Pretoria 0001
Telephone:	(012) 342 9164
Fax:	(012) 342 9165
E-mail:	Lawyers@findlay.co.za
Website address:	www.findlay.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) have been published.

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

N/A

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

F&N holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of F&N
- Commercial contracts
- Client data base
- Human Resources (personal information of present employees and directors)
- Insurance policies
- Rules and regulations relating to the pension fund

The F&N website address is (www.findlay.co.za) and it is accessible to anyone with access to the internet. It will contain a profile on F&N and its professional staff.

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 F&N 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 F&N, free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of F&N.
 - 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and F&N (www.findlay.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.
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BROKSURE ADMINISTRATORS CC
(the close corporation)

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

Broksure Administrators CC is a close corporation registered in terms of the Close Corporations Act, 1984 and is registered in terms of the Income Tax Act, No 58 1962. In addition it is registered with the Financial Services Board ('FSB') as a Private Fund Administrator.

1 CONTACT DETAILS

- 1.1 Public officer : Richard Brenchley
- 1.2 Registered physical address : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.3 Postal address : PO Box 16254, Vlaeberg, 8018
- 1.4 Auditor : AB Zurnamer
- 1.5 Auditor physical address : Unit 303, 90 Beach Boulevard, Tableview, 7441
- 1.6 Auditor postal address : Unit 303, 90 Beach Boulevard, Tableview, 7441
- 1.7 Auditor telephone number : 083 457 1042
- 1.8 Auditor fax number : 021 554 2682
- 1.9 Auditor e-mail address : zurnamer@lycos.com
- 1.10 Close corporation 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

2 CLOSE CORPORATION DETAILS

- 2.1 Registered name : Broksure Administrators CC
- 2.2 Registrar of Companies registration no.: CK 1999 / 060587 / 23
- 2.3 Commissioner for the South African Revenue Services ('SARS') registration numbers for PAYE : 7550735262; SDL : L550735262; UIF : U550735262 and VAT : 4670192121

3 GUIDE

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

The South African Human Rights Commission
Research 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 LIST OF RELEVANT LEGISLATION

Basic Conditions of Employment Act No. 75 of 1997

Close Corporations Act No. 69 of 1984

Income Tax Act No. 58 of 1962

Financial Services Board Act No. 97 of 1990

Pension Funds Act No. 24 of 1956

Skills Development Levies Act No. 9 of 1999

Unemployment Insurance Act No. 63 of 2001

Value Added Act No. 89 of 1991

5 RECORDS AVAILABLE

IN TERMS OF VARIOUS LEGISLATION

General, financial and contractual records

- . general correspondence with creditors, suppliers, banks and landlords
- . bank statements
- . cashbook records and reconciliations thereof
- . fee and commission records
- . general ledgers
- . trial balances
- . asset registers
- . financial statements
- . contracts with various parties
- . rental agreements
- . employment contracts & records
- . payment records for PAYE, SDL, UIF, VAT and income tax
- . personnel records
- . statutory records
- . computer records
- . insurances including fidelity guarantee & professional indemnity
- . administration agreement contracts
- . registration records with various parties in the insurance and investment industries

6 AVAILABILITY OF MANUAL

In terms of regulation 9(1) of the regulations to the Act, the manual must be made available to or for the following parties and purposes :

- . the SAHRC for their purposes in terms of the Act;
- . the Government Gazette for publication;
- . the body to which the close corporation reports ie the FSB; and
- . publication on a website if a site is available (no website is available)

This manual is available during office hours at no charge.

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SIANNEILL CC
(‘the close corporation’)

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

Sianneill CC is a close corporation registered in terms of the Close Corporations Act, 1984 and is registered in terms of the Income Tax Act, No 58 1962.

1 CONTACT DETAILS

- 1.1 Public officer : Richard Brenchley
- 1.2 Registered physical address : 3 Ivy Lane, Tokai, Cape Town, 8000
- 1.3 Postal address : 3 Ivy Lane, Tokai, Cape Town, 8000
- 1.4 Accounting officer : BH Storer
- 1.5 Accounting officer physical address : 50 Peak Road, Fish Hoek, 7975
- 1.6 Accounting officer postal address : 50 Peak Road, Fish Hoek, 7975
- 1.7 Accounting officer telephone number : 021 782 6891
- 1.8 Accounting officer fax number : 021 782 3301
- 1.9 Accounting officer e-mail address : storbh@planetpastel.com
- 1.10 Close corporation 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

2 CLOSE CORPORATION DETAILS

- 2.1 Registered name : Sianneill CC
- 2.2 Registrar of Companies registration no.: CK 1994 / 002218 / 23
- 2.3 Commissioner for the South African Revenue Services (‘SARS’) registration numbers for PAYE : 7610704100; SDL : L610704100; UIF : U610704100 and VAT : 4220142378

3 GUIDE

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

The South African Human Rights Commission
Research 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 LIST OF RELEVANT LEGISLATION

Basic Conditions of Employment Act No. 75 of 1997

Close Corporations Act No. 69 of 1984

Income Tax Act No. 58 of 1962

Value Added Tax Act No. 89 of 1991

5 RECORDS AVAILABLE**IN TERMS OF VARIOUS LEGISLATION****General, financial and contractual records**

- . general correspondence with creditors, suppliers, banks and landlords
- . bank statements & paid cheques
- . cashbook records and reconciliations thereof
- . sales records
- . general ledgers
- . trial balances
- . asset register
- . year end financial statements
- . contracts with various parties
- . rental agreements with landlords
- . employment contracts & records
- . payment records for PAYE, SDL, UIF, VAT and income tax
- . personnel records,
- . employment contracts
- . statutory records
- . founding statements
- . computer records

6 AVAILABILITY OF MANUAL

In terms of regulation 9(1) of the regulations to the Act, the manual must be made available to or for the following parties and purposes :

- . the SAHRC for their purposes in terms of the Act;
- . the Government Gazette for publication; and
- . publication on a website if a site is available (no website is available)

This manual is available during office hours at no charge.

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DR GEOFF WILSON INC

ROMNEY COTTAGE
9 RIVERSTONE ROAD
WYNBERG 7800

EYE SPECIALIST - OPHTHALMOLOGIST

Phone 021 761-0140
Fax 021 797-8028
Home 021 794-6957
Fax 021 794-4751

Director: Dr Geoff Wilson MBBCH (Wits) DO RCS (Eng) RCP (Lond) FRCS (Edin) FRCOphth (Eng)

Co reg no: 99/09279/21

Practice Number 2601613

Dr GEOFF WILSON INCORPORATED

MANUAL TO ACCESS TO INFORMATION in terms of section 51 of the Promotion of Access to Information Act.

INTRODUCTION TO THE PRACTICE

This private practice is the practice of Dr Geoff Wilson. I run my practice according to the requirements set by the Health Professions Act of 1974, and am subject to the authority of the Health Professions Council of SA (HPCSA). My business is to practice medicine within the scope and ambit of my competence and training, as defined from time to time. I am bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court compels me to breach this duty.

SECTION A: MY DETAILS

Full name: Dr Rolland Geoffrey Wilson

Registration number: MP 011991

Registered address: Romney Cottage, 9 Riverstone Road, WYNBERG 7708

Postal address: Romney Cottage, 9 Riverstone Road, WYNBERG 7708

Telephone number: 021 761-0140

Fax number: 021 797-8028

Head: Dr Geoff Wilson

Designated Information Officer: Dr Geoff Wilson

SECTION C: INFORMATION AVAILABLE FROM THIS PRACTICE**1 CATEGORIES OF INFORMATION**

a) Information on form of practice: We are practising in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not limited to the prescribed certificates, memorandum and articles of association, minute books, resolutions, forms and registers of directors and shareholders, etc.

d) Patient Records: Records are held on all patients. Records are kept for between 6 and 9 years, or as legislation from time to time determines. Children's records are kept until age 21. These records constitute personal confidential information that is protected from unauthorised third party access.

h) Property (Fixed and Movable): Title deeds, leases, building plans, mortgage bonds or servitudes to fixed property, asset registers and finance and lease agreements.

i) Taxation and VAT: Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

n) Insurance: Insurance policies, professional indemnity, claim records, details of insurance coverages, limits and insurers.

2 PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION

If you wish to request access to any of the above information, you are required to complete a request form available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or 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. **Access to information 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 this right.** You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.

**MANUAL IN TERMS OF SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000
ACT NO 2 OF 2000 ("THE ACT")**

SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSIONS ("SACAP")

1. STRUCTURE AND FUNCTIONS

The South African Council for the Architectural Profession is a statutory, regulatory body, initially established as the South African Council for Architects in terms of Act No 35 of 1970 and after repeal of this legislation re-established under a new name in terms of Act No 44 of 2000.

The powers of the council are set out in Act No 44 of 2000 as follows-

Section 10: Administrative powers

Section 11: Powers with regard to registration

Section 12: Powers with regard to fees and charges

Section 13: Powers with regard to education in architecture

Section 14: General Powers

2. CONTACT PARTICULARS

Block 5

Private Bag x02

Randridge Office Park

Randpark Ridge

Ateljee Street

2156

Randpark Ridge

Randburg

2156

Tel. (011) 794 8333

Fax (011) 794 8339

E-mail: rinadt@architecturalcouncilsa.com

Website: <http://www.architecturalcouncilsa.com>

Information Officer: Mr M Knoetze

Deputy information officers: Mrs R du Toit, Mrs T Jacobs, and Mrs P Mellin

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

A copy of the guide contemplated in section 10 of the Act may be obtained from the Human Rights Commission, Tel (011) 484 8300, Fax (011) 484 7149

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION: SUBJECTS ON WHICH SACAP HOLDS RECORDS AND CATEGORIES OF RECORDS HELD: SECTION 14 (1)(d)

Information, which is not readily available, may be requested in terms of section 18 of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from SACAP.

The following records are kept in terms of the Architectural Profession Act No 44 of 2000

A. Specific

Item

Architectural Profession Act 44 of 2000

Delegation of functions to Registrar	Section 8(3)
Minutes of meetings	Section 10(d)
Register of registered persons	Section 11(c)
Voluntary Association Requirements	Section 14(d)
Balance Sheet & accounts	Section 15(7)(a) and Section 15(7)(c)
Annual Report to Council for the Built Environment (CBE)	Section 16
Identification of Work Rules	Section 26
Code of Conduct	Section 27
Investigating Committee Reports	Section 28
Disciplinary Tribunal Findings	Section 32(4)
Gazette Notices of Tribunal Findings and sanctions imposed	Section 32(5)
Appeals to Council	Section 33(1)
Council appeals to High Court	Section 33(6)(a) & (b)
Gazette notices of guideline professional fees	Section 34(2)
Appeals against decisions of the Council by a member of the public whose interests and rights are affected by the decision	Section 35
Rules made by the council which are published in the gazette	Section 36
Rules regarding exemption from provisions of the Act	Section 38(2)
List of persons exempted in terms of section 38(2)	Section 38(3)

B. General

Item

Council nominations 2001

Staff appointments, remuneration and allowances
 Record of practices
 Visiting Boards to Educational Institutes: Programme
 Visiting Boards: Reports
 Records of correspondence
 Guidelines and conditions for registration

5. RECORDS, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT: SECTION 14(1)(e)

Information	Cost
List of registered persons	Available on enquiry
List of architectural practices	Available on enquiry
Voluntary Association Rules	Free of charge
Balance Sheets and accounts	Reproduction Cost
Annual Report to CBE	Printing Cost
Code of Conduct (Gazette Notice)	Printing Cost
Rules in terms of the Act (Gazette Notices)	Printing Cost
Guideline Professional Fees	Printing Cost
Visiting Board Reports	Reproduction Cost
Guidelines and conditions of registration	Free of charge
Any information on the web site www.architecturalcouncilsa.com	Free of charge

6. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO IT SECTION 14(1)(f)

6.1 Professional Matters

Assistance to members of the public relating to enquiries of a general nature e.g. in connection with professional fees, improper conduct, contractual matters and the like.

Manner of access.

Enquiries to be addressed in writing or telephonically or by way of appointment.

6.2 Disciplinary Matters

Investigation and prosecution of alleged unprofessional or improper conduct by registered persons.

Manners of access.

- Complaints are to be submitted in writing and should be accompanied by all relevant documentation
- The rule in the Code of Conduct in terms of which the complaint is made should be indicated.

6.3 Information

Access is via the website

7. PARTICIPATION TO FORMULATE POLICY/EXERCISE POWERS OR PERFORMANCES OF DUTIES

The council determines policy and exercises the power given to it by the Architectural Profession Act No 44 of 2000. It is assisted by various committees and required to consult with statutory bodies and voluntary associations as follows-

With regard to education in architecture

- Council on Higher Education
- South African Qualifications Authority
- Voluntary Associations and registered persons relating to continuing education and training

With regard to general matters

- Voluntary Associations and the Council for the Built Environment (CBE) re professional conduct rules.
- Voluntary Associations and the CBE re identification of work which each category of registered persons may perform.
- Voluntary Associations and the CBE re guideline professional fees.
- General public and all interested parties re rules required to be prescribed via publication in the Gazette for comment.

8. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SACAP

If a request for information in terms of the Act had been refused by the SACAP, the requester may, within 60 days and in the prescribed form and against payment of the prescribed fee, lodge an internal appeal against the decision of the information officer in accordance with the provisions of Section 75 of the Act. If an internal appeal is lodged after expiry of the prescribed period, the SACAP will, upon good cause shown, allow the late lodging of the internal appeal.

In terms of Section 35 of the Architectural Profession Act any member of the public whose interests and rights are affected by a decision by the council, may within 30 days from that person becoming aware of the decision, request the council in writing to furnish him or her in writing of the reasons for that decision. The individual may within 90 days after being given the reasons, appeal to the CBE against the decision of the SACAP and may thereafter appeal further to the registrar of the appropriate High Court.

**HANDLEIDING INGEVOLGE ARTIKEL 14 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING, 2000
WET NR 2 VAN 2000 ("DIE WET")**

SUID-AFRIKAANSE RAAD VIR DIE ARGITEKTUURPROFESSIE ("SARA")

1. STRUKTUUR EN FUNKSIES

Die Suid-Afrikaanse Raad vir die Argitektuurprofessie is 'n statutêre regulerende liggaam, aanvanklik ingestel as die Suid-Afrikaanse Raad vir Argitekte ingevolge Wet Nr 35 van 1970 en, na die herroeping van hierdie wetgewing, heringestel onder 'n nuwe naam ingevolge Wet Nr 44 van 2000

Die magte van die raad word soos volg in Wet Nr 44 van 2000 uiteengesit:

Artikel 10: Administratiewe bevoegdhede
Artikel 11: Bevoegdhede met betrekking tot registrasie
Artikel 12: Bevoegdhede met betrekking tot gelde en heffings
Artikel 13: Bevoegdhede met betrekking tot onderrig in argitektuur
Artikel 14: Algemene bevoegdhede

2. KONTAKBESONDERHEDE

Blok 5
Randridge Kantoorpark
Ateljeestraat
Randparkrif
Randburg
2158

Privaatsak X02
Randparkrif
2156

Tel (011) 794 8333

Faks (011) 794 8339

E-pos: rinadt@architecturalcouncilsa.com

Webwerf: <http://www.architecturalcouncilsa.com>

Inligtingsbeampte: Mnr M Knoetze

Adjunk Inligtingsbeamptes: Mev R du Toit, Mev T Jacobs en Mev P Mellin

3. GIDS INGEVOLGE ARTIKEL 10 VAN DIE WET

'n Afskrif van die gids soos beoog in artikel 10 van die Wet kan van die Menseregtekommissie, Tel (011) 484 8300, Faks (011) 484 7149 verkry word

**4. FASILITERING VAN 'N VERSOEK OM TOEGANG TOT INLIGTING EN
ONDERWERPE TEN OPSIGTE WAARVAN SARA INLIGTING HOU EN
KATEGORIEË VAN INLIGTING GEHOU: ARTIKEL 14(1)(d)**

Inligting wat nie redelikerwys beskikbaar is nie, kan ingevolge artikel 18 van die Wet versoek word

Afskrifte van die voorgeskrewe vorms vir die indiening van 'n versoek is by SARA beskikbaar

Die volgende inligting word ingevolge die Wet op die Argitektuurprofessie Nr 44 van 2000 gehou:

A. Spesifiek

<u>Item</u>	<u>Wet op die Argitektuurprofessie Nr 44 van 2000</u>
Opdrag van funksies aan registrator	Artikel 8(3)
Notules van vergaderings	Artikel 10(d)
Register van geregistreerde persone	Artikel 11(c)
Vrywillige organisasie vereistes	Artikel 14(d)
Balanstaat en rekeninge	Artikel 15(7)(a) en Artikel 15(7)(c)
Jaarverslag aan Raad vir die Bou-omgewing (RBO)	Artikel 16
Reëls t.o.v. identifisering van werk	Artikel 26
Gedragkode	Artikel 27
Komitee van Ondersoek verslae	Artikel 28
Dissiplinêre Tribunaal bevindings	Artikel 32(4)
Staatskoerantkennisgewings van tribunaalbevindings en sanksies opgelê	Artikel 32(5)
Appêlle aan die raad	Artikel 33(1)
Appêlle van die raad aan die Hoë Hof	Artikel 33(6)(a) & (b)
Staatskoerantkennisgewings met betrekking tot riglynprofessionele gelde	Artikel 34(2)
Appêlle teen besluite van die raad deur 'n lid van die publiek wie se belange en regte deur die besluit geraak word	Artikel 35
Reëls uitgevaardig deur die raad en in die Staatskoerant gepubliseer	Artikel 36
Reëls met betrekking tot vrystelling van bepalings van die Wet	Artikel 38(2)
Lys van persone wat ingevolge artikel 38(2) vrygestel is	Artikel 38(3)

B. AlgemeenItem

Raadnominasies 2001

Personeelaanstellings, vergoeding en toelaes

Besonderhede van praktyke

Besoekende rade na opvoedkundige instansies: Program

Besoekende rade: Verslae

Korrespondensierekords

Riglyne en voorwaardes vir registrasie

5. REKORDS WAT BESKIKBAAR IS SONDER DAT 'N PERSOON TOEGANG DAARTOE HOEF TE VERSOEK INGEVOLGE DIE WET: ARTIKEL 14(1)(e)

Inligting	Koste
Lys van geregistreerde persone	Beskikbaar op aanvraag
Lys van argitektuurpraktyke	Beskikbaar op aanvraag
Vrywillige organisasie vereistes	Gratis
Balanstaat en rekeninge	Reproduksiekoste
Jaarverslag aan RBO	Drukkoste
Gedragkode (Staatskoerant)	Drukkoste
Reëls ingevolge die Wet (Staatskoerant)	Drukkoste
Riglyn professionele gelde	Drukkoste
Besoekende rade verslae	Drukkoste
Riglyne en voorwaardes van registrasie	Gratis
Enige inligting op die webwerf www.architecturalcouncilsa.com	Gratis

6. DIENSTE BESKIKBAAR AAN LEDE VAN DIE PUBLIEK EN HOE OM DIT TE BEKOM : ARTIKEL 14(1)(f)**6.1 Professionele Sake**

Bystand aan lede van die publiek met betrekking tot algemene navrae by professionele gelde, onbehoorlike gedrag, kontraktuele aangeleenthede ensovoorts

Wyse van toegang

Skriftelike of telefoniese navraag of by wyse van 'n afspraak

6.2 Dissiplinêre aangeleenthede

Ondersoek en vervolging van beweerde onbehoorlike gedrag deur geregistreerde persone

Wyses van toegang

- Klagtes moet skriftelik ingedien en van alle toepaslike dokumentasie vergesel word
- Die reël in die gedragkode ingevolge waarvan die klag gelê word, moet aangedui word

6.3 Inligting

Toegang is via die webwerf

7. DEELNAME AAN DIE FORMULERING VAN BELEID/UITVOERING VAN MAGTE OF PLIGTE

Die raad bepaal beleid en voer die magte uit wat ingevolge die Wet op die Argitektuurprofessie Nr 44 van 2000 aan hom toegeskryf word. Die raad word deur verskeie komitees bygestaan en moet samesprekings hou met die volgende statutêre liggame en vrywillige organisasies:

Met betrekking tot opvoedkunde in argitektuur

- Die Raad op Hoër Onderwys
- Suid-Afrikaanse Kwalifikasie Owerheid
- Vrywillige organisasies en geregistreerde persone in verband met voortgesette opvoedkunde en opleiding

Met betrekking tot algemene aangeleenthede

- Vrywillige organisasies en die Raad vir die Bou-omgewing (RBO) in verband met professionele gedragsreëls
- Vrywillige organisasies en die RBO in verband met identifisering van werk wat elke kategorie van geregistreerde persone mag verrig
- Vrywillige organisasies en die RBO in verband met riglyn professionele gelde
- Algemene publiek en alle belangstellendes in verband met reëls wat vir kommentaar in die Staatskoerant gepubliseer moet word

8. BESKRYWING VAN BESKIKBARE REGSMIDDELE IN DIE GEVAL VAN 'N HANDELING OF NALATE DEUR DIE SARA

Indien 'n versoek om inligting ingevolge die Wet deur die SARA afgewys word, kan die versoeker binne 60 dae in die voorgeskrewe vorm en teen betaling van die voorgeskrewe fooi 'n interne appèl teen die besluit van die inligtingsbeampte aanteken in ooreenstemming met die bepalinge van Artikel 75 van die Wet. Indien 'n interne appèl aangeteken word na die verstryking van die voorgeskrewe periode, sal die SARA, indien goeie rede aangevoer word, sodanige laat indiening toelaat

Ingevolge artikel 35 van die Wet op die Argitektuurprofessie, kan enige lid van die publiek wie se belange en regte geraak word deur 'n besluit wat die raad geneem het, binne 30 dae nadat daardie persoon bewus geword het van die besluit, die raad skriftelik versoek om sy redes vir daardie besluit aan hom of haar te verskaf. Die individu mag binne 90 dae vanaf die datum waarop die redes aan hom of haar verskaf is, na die RBO teen die besluit van die SARA appelleer en mag daarna verder appèl by die registrateur van die toepaslike Hoë Hof aanteken

**Mošupatsela go ya ka Karolo 14 ya Kgodišo ya Phihlelo ya Tshedimošo Molao. 2000
Molao wa 2 wa 2000 ("Molao")**

Khansele ya Afrika-Borwa ya Mediro ya Thuta-boagi ("SACAP")

1. Sebopego le Mehola

Khansele ya Afrika-Borwa ya Mediro wa Thuta-boagi ke mokgahlo wa molao; wa taolo; wo mathomong o bego o theilwe bjalo ka Khansele ya Boithuta-boagi ya Afrika-Borwa go ya ka molao wa 3 wa 1970 mme morago phedišo ya molaokakanywa wo e ile ya theiwa seswa ka fase ga leina le leswa go ya ka molao wa 44 wa 2000.

Maatla a khansele a adilwe Molaong wa 44 wa 2000 ka mokgwa wo o latelago -

Karolo 10: Maatla a taolo

Karolo 11: Maatla go ya ka boingwadišo

Karolo 12: Maatla go ya ka meputso le ditshenyegelo

Karolo 13: Maatla go ya ka thuto go tša thuta-boagi

Karolo 14: Maatlakakaretšo

2. Dintlha tša go ikopanya

Block 5
Randridge Office Park
Ateljee Street
Randpark Ridge
Randburg
2156

Private Bag x02
Randpark Ridge
2156

Tel. (011) 794 8333

Fax (011) 794 8339

E-mail: rinadt@architecturalcouncilsa.com

Website: <http://www.architecturalcouncilsa.com>

Moofisiri wa tša tshedimošo: Morena M. Knoetze

Batlatša-ofisiri ba tša tshedimošo: Mohumagatšana R du Toit; Mohumagatšana T Jacobs; le Mohumagatšana P Mellin

3. Tšhupatsela go ya ka Karolo 10 ya Molao

Lengwalolwa la tšhupatsela le le akantšwego Karolong ya 10 ya Molao le ka hwetšwa go tšwa go Khomišene ya Ditokelo Tša Botho; Nomorong ya (011) 484 8300; Fekseng ya (011) 484 7149

4. Nolofatšo ya kgopelo Go Phihlelelo ya Tshedimošo Dintlha Tše SACAP e swarago direkoto go tšona le Magoro a Direkoto a a swarwago: Karolo 14 (1)(d)

Tshedimošo; ye e sa hwetšagalego ka boithatelo; e ka kgopelwa go ya ka Karolo 18 ya Molao.

Mangwalollwa a diforomo tše di baleletšwego tše di swanetšego go tlatšwa ge o hlagiša kgopelo di hwetšagala SACAP.

Direkoto tše di latelago di bolokwa go ya ka Molao wa 44 wa 2000 wa Modiro wa Thutaboagi.

A. Tihomamo

Hlogwana

Molao 44 wa 2000 wa Modiro wa Thutaboagi

Botseta bja Mediro go Mongwadiši	Karolo 8(3)
Metsotso ya kopano	Karolo 10(d)
Lengwalo la maina la batho ba ba ngwadišitšwego	Karolo 11(c)
Dinyakwa tša Lekgotla la Boithaopo	Karolo 14(d)
Pampiri ya tekanyetšo le Tshupaletlotlo .	Karolo 15(7)(a) le Karolo 15(7)(c)
Pegelo ya Nwaga ka Ngwaga go Khansele ka Tikologo-kago (CBE)	.Karolo 16
Temogo/Taetšo ya Melawana ya Mošomo .	.Karolo 26
Molawana wa Boitshwaro .	Karolo 27
Dipegelo tša Komiti ya Dinyakišišo	Karolo 28
Diphihlelo tša Lekgotlakgalemo	Karolo 32(4)
Ditemošo tša Gazette tša Diphihlelo .	Karolo 32(5)
Tša Lekgotla le dikiletšo tše di Dirilwego	Karolo 33(1)
Boipiletšo go Khansele Boipiletšo bja Khansele go Lekgotla le le Phagamego	Karolo 33(6)(a) & (b)
Ditemošo tša Gazette tša tšhupatsela ya meputso ya modiro .	Karolo 34(2)
Boipiletšo kgahlanong le dipheho tša Khansele ka leloko la setšhaba ledikgahlego le ditokelo tša lona diamilwego ke sephetho	Karolo 35
Melawana ye e dirilwego ke khansele ye e gatišitšwego gazeteng	Karolo 36
Melawana ka go tokollo go tšwa go Dithušo tša Molao .	.Karolo 38(2)
Lenaneo la batho ba ba lokotšwego go ya ka Karolo 38(3)	Karolo 38(3)

B. Kakaretšo**Hlogwana**

Ditlhopo tša Khansele 2001

Dikgetho tša badiřišani, tefo le meputso

Direkoto tša ditirišo

Go etela Di boto Ditlhomong tša Thuto: Lenaneo

Go etela Di boto: Dipegelo

Direkoto tša kwano/ngwalelano

Melawana le Dipeelano tša boingwadišo

5. Direkoto, tše di hwetšagalago ntle le gore motho kgopele go di hwetša/fihlella go ya ka molawana: Karolo 14(1)(e)

Tshedimošo	Tshenyegelo/Theko
Lenaneo la batho ba ba ngwadišitšwego	Le hwetšagala ge o le kgopela
Lenaneo la ditirišo tša Thutaboagi	Le hwetšagala ge o le kgopela
Melawana ya Lekgotla ya boithaopo	Mahala-hala
Pampiri ya matlotlo le ditshupamolato	Tshenyegelo ya pušološo
Pegelo ya ngwaga ka ngwaga go CBE	Tshenyegelo ya kgatišo
Mokgwa wa Boitshwaro (Ditemošo tša Gazette)	Tshenyegelo ya kgatišo
Melawana go ya ka Molao (Ditemošo tša Gazette)	Tshenyegelo ya kgatišo
Tšhupatsela ya Meputšo ya Modiro	Tshenyegelo ya kgatišo
Ketelo go dipegelo tša Boto	Tshenyegelo ya kgatišo
Ditshupatesela le dipeelano tša boingwadišo	Mahala-hala
Tshedimošo efe goba efe mo websa-eteng www.architecturalcouncilsa.com	Mahala-hala

6. Ditirelo tše di hwetšagalago go maloko a setšhaba le gore o di fihlelela bjang. Karolo 14(1)(f)**6.1 Ditaba tša profesešnale**

Thušo go maloko a setšhaba malebana le dipotšišo ka kakaretšo, mohl. malebana le meputso ya profesešnale, boitshwaro bjo bo sa lokago, dintlha ka ga dikontraka le tše dingwe.

Mokgwa wa go fihlelela

Dipotšišo/Dingongorego di swanetše go dirwa ka go ngwalwa goba ka mogala goba ka tsela ya peelano.

6.2 Ditaba tša kgalemo

Nyakišišo goba tshekišo ya boitshwaro bjo bo sa lokago bjo bo belaelwago goba bjo e sego bja seprofesešnale ka motho yo a ngwadišitšwego.

Mekgwa ya go fihlelela/hwetša

- Dingongorego di swanetše go hlagišwa ka go ngwalwa mme di swanetše go sepela mmogo le mangwalo ka moka a maleba.
- Molawana go Mokgwa wa Boitshwaro wo ka wona ngongorego e dirilwego o swanetše

go laetšwa

6.3 Tshedimošo

E hwetšagala ka websaete

7. Go tšea karolo go bopa Molao/Pholisi/Go diragatša maatla goba ditiragatšo tša Mediro.

Khansele e laetša pholisi/molao le go diragatša maatla a e a filwego ke Molao 44 wa 2000 wa Modiro wa Thutaboagi. E thušwa ke dikomiti tša go fapafapana gape go hlokega gore e ikopanye le makgotla a Molao le makgotla a a ithaopago ka ditsela tše di latelago.

Go ya ka Thuto go Thutaboagi

- Khansele ya Thuto ye e Phagamego
- Taolo ya Thuto/Bohlatse Bja Bokgoni ya Afrika-Borwa (SAQA)
- Mekgatlo ya boithaopo le batho ba ba ingwadišitšego malebana le thuto ye e tšwelago pele le thupello.

Go ya ka ditaba/dintlha tša kakaretšo

- Mekgatlo ya Boithaopo le Khansele ya Kago ya Tikologo (CBE) le melawana ya boitshwaro ya profeseinale.
- Mekgatlo ya Boithaopo le CBE le taetšo ya mošomo ye lefapha le lengwe le le lengwe la batho ba ba ngwadišitšwego ba ka e diragatšago.
- Mekgatlo ya Boithaopo le dišhupatsela tša meputso ya CBE
- Melawana ya setšhaba ka kakaretšo le diphatlhi ka moka ye e hlokegago go laetšwa ka kgatišo Gazeteng go pharwa dipataka.

8. Tihalošo ya dithušo ye e hwetšagalago go ntlha ya go tšea dikgato goba go palelwa ke go tšea dikgato.

Ge kgopelo ya tshedimošo go ya ka Molao e gannwe ke SACAP, Mokgopedi a ka dira boipiletšo mo matšatšing a 60 le ka foromo ye e laeleditšwego goba kgahlanong le tefo ye e laeleditšwego/hlokegago, kgahlanong le sephetho sa ofisiri ya tshedimošo go ya ka dithušo/melawana ya Karolo 75 ya Molao. Ge boipiletšo bja ka gare bo dirwa morago go phelo ya paka ye e beetšwego, SACAP ka mabaka a mabotse a a bontšhwago, e tlo dumelela go dirwa ga boipiletšo bja ka gare morago ga paka ye e beetšwego.

Go ya ka Karolo 35 ya Molao wa Modiro wa Thutaboagi, leloko lengwe le lengwe la setšhaba le dikgahlego le ditokelo tša lona di angwago ke sephetho sa khansale, le ka re mo matšatšing a 30 go tloga mo le tsebilego ka sephetho, la kgopela khansale ka lengwalo go mo fa mabaka a sephetho. Motho yo e ka re mo matšatšing a 90 morago ga go fiwa mabaka, a dira boipiletšo go CBE kgahlanong le sephetho sa SACAP mme a ka re morago ga moo a dira boipiletšo gape go Mongwadiši wa Lekgotla le le phagamego la Tsheko le le swanetšego.



Abvest Associates Limited

Registration Number: 1997/017903/06
2nd Floor, Swiss Re House, 5 Protea Road, CLAREMONT, 7708
P. O. Box 44952, CLAREMONT, 7735
Tel: (021) 657 6000
Fax: (021) 657 6100
E-mail: info@abvest.com
Website: www.abvest.com

Manual

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

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PART I**INTRODUCTION**

ABVEST Associates Limited is an asset management company, held by Abvest Holdings (Proprietary) Limited and governed by a Board of Directors. Its activities are regulated by the Financial Services Board ("the F.S.B.") as well as the Stock Exchanges Control Act, 1 of 1985 ("SECA"), and the Financial Markets Control Act, 55 of 1989 ("FMCA").

ABVEST is an approved investment manager in terms of section 4(1)(a) of the SECA and section 5(1)(a) of the FMCA. In addition ABVEST is authorised in terms of condition 3 of the Conditions determined in terms of section 5(1)(c) of the FMCA, to manage investments consisting of futures and options contracts and loan stock. In terms of section 13B of the Pension Funds Act, 24 of 1956, as amended ABVEST is approved to administer on behalf of pension funds the investments of such a pension fund.

PART II. PARTICULARS IN TERMS OF SECTION 51

This manual has been compiled in accordance with the Promotion of Access to Information Act 2 of 2000 (the Act) and applies to Abvest Associates Limited and to Abvest Holdings (Proprietary) Limited.

1. Information Officer – Contact details

Direct Enquiries to: The Information Officer

Company Name: Abvest Associates Limited

Company Registration No.: 1997/017903/06

Postal Address:

P. O. Box 44952
CLAREMONT
7735

Physical Address:

2nd Floor, Swiss Re House
5 Protea Road
CLAREMONT
7708

Tel: (021) 657 6000

Fax: (021) 657 6100

E-mail: info@abvest.co.za

Website: www.abvest.com

2. SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51 (1)(b)]

Should greater clarity on or assistance with the Act be required we refer you to the Guide that must be published by the Human Rights Commission in terms of section 10 of the Act. It will, inter alia, include:-

- What the objects of this Act are;
- The relevant contact details of each public and private body (where possible);
- The process that needs to be followed in order to request access to records;
- Assistance available from the "SAHRC" and information officers of public bodies;
- How to get access to the manual of a private body;
- All the remedies available in law to you;
- Details on prescribed fees payable in respect of requests for information.

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 Human Rights Commission by no later than August 2003.

The South African Human Rights Commission has at the date of printing hereof up dated its website with the guide contemplated in Section 10 of the Act. The guide contains 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:

SAHRC Contact details

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: PIAI@sahrc.org.za

3. TYPES OF RECORDS**(a) Records available in terms of any other legislation**

All records kept and made available in terms of legislation applicable to any of the entities listed in this Manual and the Financial Services Industry in general, as it applies to the specific environment in which ABVEST operates, are available in accordance with said legislation.

(b) Records available without requesting access in terms of the Act

A private body may, on voluntary and periodic basis, submit to the Minister a description of categories of records, which are automatically available without a person having to request access in terms of the Act. The Minister must publish any description so submitted by notice in the gazette.

The ABVEST has not submitted any such description for publication in the Gazette. Certain records are however freely available on the website at www.abvest.com.

(c) Access to the records held by Abvest [Section 51(1)(c)]

This clause serves as a reference to the records that the institutions within the financial asset management industry hold in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:-

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

(i) PERSONNEL RECORDS

- Personal records provided by personnel;
- Records provided by a third party relating to personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records and other internal records;
- Correspondence relating to personnel;
- Training schedules and material;
- Staff recruitment policies and procedures;
- Remuneration records and policies;
- Records pertaining to The Abvest Employee Incentive Scheme;
- Disciplinary records;
- Leave records (including sick leave, annual leave, study leave and family responsibility leave);
- Salary/payroll information and IRP5's
- Medical Aid information and records pertaining to medical aid deductions;
- Staff records (including documents relations to qualifications, taxation, contracts and banking details);
- Beneficiary records;

"Personnel" refers to any person who works for, or provides services to or on behalf of the company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the institution. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.

(ii) CLIENT RELATED RECORDS

- Valuation reports;
- Daily and monthly effective exposure reports;
- Bank statements;
- Correspondence between ABVEST and Clients;
- Bank reconciliation statements;
- Broker notes;
- Client information and details

(iii) COMPANY RELATED RECORDS (PRIVATE BODY)

- Financial records;
- Operational records;
- Databases;
- Information Technology;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal Policies and Procedures;
- Treasury related records;
- Securities and Equities; and
- Records held by directors of the company.

These records include, but are not limited to, the records which pertain to the company's own affairs.

(iv) OTHER PARTY RECORDS

The private body may possess records pertaining to other parties, including without limitation:-

- Client related records which are held by another party, as opposed to the records held by the company itself;
- Records held by the institution pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.
- Marketing brochures and copies of press releases, as well as company marketing presentation material are also available from ABVEST.
- Agreements pertaining to: -
 - Lease
 - Cession
 - Staff Share Loan Scheme
 - Maintenance
 - Services
 - Suppliers
 - Consulting
 - Vendors
 - Information sharing
 - Memoranda of understanding
 - License/ assignment
 - Business

The company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to the company.

4. Requesting Procedure

A person who wants access to the records of any identified entities must complete the necessary request form.

The request form can be accessed on www.abvest.com or www.sahrc.org.za. If a person needs assistance to obtain the form or any other matter, please contact the Information Officer at the telephone number provided in Clause 1.

The completed request must be sent to the address or fax number provided in Clause 1 and marked for the attention of the Information Officer.

The Information Officer will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies can be accessed on www.abvest.com.

All the pertinent sections must be completed fully, failing which the process will be delayed while the Information Officer requests such additional information.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

The main grounds for the company to refuse a request for information relates to the: -

- a) Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- b) Mandatory protection of the commercial information of a third party, if the records contains:
 - i. trade secrets of that third party;
 - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - iii. information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- c) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- d) Mandatory protection of the records which would be regarded as privileged in legal proceedings;
- e) Mandatory protection of the safety of individuals and the protection of property;
- f) The commercial activities of the company, which may include:-
 - i. trade secrets of the company;
 - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - iii. information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition
 - iv. computer programmes/ software owned by the company which is protected by copyright.
- g) The research information of the company or a third party, if its disclosure would disclose the identity of the company, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous, or irrational, or which involve an unreasonable diversion of resources shall be refused.

5. Availability of the Manual

This manual is made available for inspection, free of charge, at the offices of Abvest Associates Limited and on the company's website, www.abvest.com. Copies are also available from the South African Human Rights Commission, from the Government Printer.

ACE SYNDICATION LTD

Registration number; 2002/ 012375/06

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

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 Ace Syndication LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Ace Syndication LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Ace Syndication LTD from time to time. "Ace Syndication LTD" – shall mean Ace Syndication LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" – shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Ace Syndication LTD, 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: Ace Syndication LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Ace Syndication LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 ACE SYNDICATION LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Ace Syndication LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Ace Syndication LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Ace Syndication LTD, free of charge, Copies of this manual may be obtained, subject to the prescribed fees at the offices of Ace Syndication LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

BLACK JACK SYNDICATION LTD
Registration number; 2001/ 009349/ 06

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

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 Black Jack Syndication LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Black Jack Syndication LTD.

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

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"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Black Jack Syndication LTD from time to time. "Black Jack Syndication LTD" – shall mean Black Jack Syndication LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" - shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Black Jack Syndication LTD, 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: Black Jack Syndication LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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The above records, in so far as 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 BLACK JACK SYNDICATION LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Black Jack Syndication LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Black Jack Syndication LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Black Jack Syndication LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Black Jack Syndication LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

DEUCE SYNDICATION LTD

Registration number 1999/009021/06

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

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 Deuce Syndication LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Deuce Syndication LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Deuce Syndication LTD from time to time. "Deuce Syndication LTD" – shall mean Deuce Syndication LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" – shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Deuce Syndication LTD, 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: Deuce Syndication LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Deuce Syndication LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 DEUCE SYNDICATION LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Deuce Syndication LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Deuce Syndication LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Deuce Syndication Ltd, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Deuce Syndication LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

EVORPROP LTD

Registration number: 99/12561/06

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

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 Evorprop LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Evorprop LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Evorprop LTD from time to time. "Evorprop LTD" – shall mean Evorprop LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" – shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Evorprop LTD, 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: Evorprop LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Evorprop LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 EVORPROP LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Evorprop LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Evorprop LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Evorprop LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Evorprop LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

HEARTS SYNDICATION LTD
Registration number 2001/025257/06

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

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 Hearts Syndication LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Hearts Syndication LTD.

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.
"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Hearts Syndication LTD from time to time. "Hearts Syndication LTD" – shall mean Hearts Syndication LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" - shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Hearts Syndication LTD, 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: Hearts Syndication LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Hearts Syndication LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 HEARTS SYNDICATION LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Hearts Syndication LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Hearts Syndication LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Hearts Syndication LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Hearts Syndication LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

KING SYNDICATION NO. 2 LTD

Registration number 99/03513/06

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

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 King Syndication No. 2 LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from King Syndication No. 2 LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of King Syndication No. 2 LTD from time to time. "King Syndication No. 2 LTD" – shall mean King Syndication No. 2 LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" - shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of King Syndication No. 2 LTD, 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: King Syndication No. 2 LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

King Syndication No. 2 LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 KING SYNDICATION NO. 2 LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of King Syndication No. 2 LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by King Syndication No. 2 LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 King Syndication No. 2 LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of King Syndication No. 2 LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

SPADES SYNDICATION LTD

Registration number: 2001/009347/06

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

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 Spades Syndication LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Spades Syndication LTD.

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.
 "this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Spades Syndication LTD from time to time. "Spades Syndication LTD" – shall mean Spades Syndication LTD structured as a incorporated company which owns and manages a commercial property.
 "SAHRC" – shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Spades Syndication LTD, 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: Spades Syndication LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Spades Syndication LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 SPADES SYNDICATION LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Spades Syndication LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Spades Syndication LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Spades Syndication LTD, free of charge. Copies of this manual may be obtained , subject to the prescribed fees at the offices of Spades Syndication LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za) under "regulations).

PERSONAL FINANCIAL CONSULTANTS (PTY)LTD
Registration number 2001/007491/07

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

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 Personal Financial Consultants (PTY)LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Personal Financial Consultants (PTY)LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Personal Financial Consultants (PTY)LTD from time to time. "Personal Financial Consultants (PTY)LTD" – shall mean Personal Financial Consultants (PTY)LTD structured as a incorporated company which is a registered portfolio managing company.

"SAHRC" - shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Personal Financial Consultants (PTY)LTD, 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: Personal Financial Consultants (PTY)LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Personal Financial Consultants(PTY) LTD keeps information/ documents in accordance with the following legislation: Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr . 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 PERSONAL FINANCIAL CONSULTANTS (PTY)LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Personal Financial Consultants (PTY)LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and directors), Insurance policies, Client database.

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, Non of the information/ documents held by Personal Financial Consultants (PTY)LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Personal Financial Consultants (PTY) LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Personal Financial Consultants (PTY)LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za)(under "regulations).

FP VAN DEN BERG INCORPORATED Reg. No. 2002/ 013873/ 21
HANDLEIDING SAAMGESTEL OOREENKOMSTIG BEPALINGS IN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING
VAN TOEGANG TOT INLIGTING

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 F P VAN DEN BERG INC versoek word in terme van die wet. Die handleiding kan gewysig word, en sodra wysigings gefinaliseer is sal opgedateerde wysigings beskikbaar gestel word. 'n Versoeker kan Mnr FP Van den Berg kontak indien hy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/ of die rig van 'n versoek tot inligting / dokumente van FP VAN DEN BERG INC

Woorde gebruik in hierdie handleiding se betekenis is soos volg :

“ die wet “ – beteken 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 FP VAN DEN BERG INC, “FP VAN DEN BERG INC” – beteken FPVAN DEN BERG INCORPORATED prokureurs gestruktureer as 'n ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliente, besighede en organisasies. “SAMK” - beteken Suid - Afrikaanse Menseregtekommissie, “Inligtingsbeampte” – die senior vennoot van FP VAN DEN BERG INC. is aangewys as die inligtingsbeampte van FP VAN DEN BERG INC, aan wie versoeke gerig moet word vir inligting in terme van die Wet.

2. KONTAK BESONDERHEDE(Artikel 51)(1)(a) van die Wet.

Naam van liggaam: F P VAN DEN BERG INC, Adres: Rautenbach Laan 211. Waterkloof, Pretoria, 0001, Senior vennoot en inligtingsbeampte: FP Van den Berg, Posadres : Condonlaan no 8, Pierre Van Ryneveld, 0145, Telefoon: 012-6622455
Faks:012- 3462470, E-pos: vdberginc@absamail.co.za

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

In terme van die bepaling 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 uitoefensoos beoog in die wet.die gids sal beskikbaar gemaak word deur die SAMK.

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

Op hierdie stadium is geen kennisgewing gepubliseer nie.

5. INLIGTING/ DOKUMENTE GEHOU DEUR FP VAN DEN BERG INC IN TERME VAN DIE WET(Artikel 51)(1)(d) van die Wet

FP VAN DEN DERG INC hou inligting/ dokumentesoo hierna aangedui:

Inkomstebelastingwet no 58 van 1962(Artikel 75), Maatskappywet no 61 van 1973, Wet op prokureurs no53 van1979
Wet op Basiese Diensvoorwaardes no 75 van 1997(Artikel 31)

Enige en alle inligting/ dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n Versoeker ondehewig aan die bepaling van van die Wet. Geen inligting/ dokumente wat deur FP VAN DEN BERG INC gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepaling van die Wet nie. Die versoek moet in 'n voorgeskrewe vorm wees, gerig aan die inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

6. INLIGTING/ DOKUMENTE GEHOU DEUR FP VAN DEN BERG INC INTERME VAN DIE WET Artikel 51)(1)(e) van die Wet

FP VAN DEN BERG INC hou inligting/dokumente soos hierna aangedui.

Inligting tenopsigte van die operasionele-, handels-, en finansiële belange van FP VAN DEN BERG INC
Kliente databasis (persoonlike inligting van kliente, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliente

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 HIERDIE HANDLEIDING(Artikel 53)(3) van die Wet.

Die handleiding is gratis beskikbaar vir inspeksie by die kantore van FP VAN DEN BERG INC. Afskrifte van die handleiding kan verkry word by FP VAN DEN BERG INC onderhewig aan betaling van die voorgeskrewe fooi. Toegang kan tot die handleiding bekom word op die webblad van SAMK (www.sahrc.org.za), en sal ook gepubliseer word in die staatskoerant. Die handleiding wat bekombaar is op die webblad van SAMK en in die staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK of die Departement van Justisie en Konstitusionele Ontwikkeling(www.doi.gov.za) (onder” regulations”).

SYNDICATION KING LTD
Registration number 98/20610/06

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

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 Syndication King LTD as contemplated in the act. This manual may be amended and as soon as any amendments have been finalized, the latest version will be made public. Any requestor is advised to contact Miss A Lategan should he/ she require any assistance in respect of the utilization of this manual and/ or the requesting of information/ documents from Syndication King LTD.

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.

"this/ the manual" – shall mean this manual together with all annexures thereto as available at the offices of Syndication King LTD from time to time. "Syndication King LTD" – shall mean Syndication King LTD structured as a incorporated company which owns and manages a commercial property.

"SAHRC" – shall mean the South African Human Rights Commission. "the information Officer" – Miss A Lategan has been appointed the information Officer of Syndication King LTD, 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: Syndication King LTD, Information Officer: Miss A Lategan, Address: 32 Third Road, Bredell, 1623, Postal address: PO Box 8406 Edleen 1625. Telephone: 011-979 3288, Fax: 011-9793284

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 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.

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)

Syndication King LTD keeps information/ documents in accordance with the following legislation:

Income Tax act, Nr. 58 of 1962(Section 75), Companies Act Nr. 61 of 1973, Regional Services Councils Act, Nr 109 of 1985, Valued Added Tax Act, Nr. 89 of 1991(Section 65), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997(Section 31), Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act, Nr. 63 of 2001.

The above records, in so far as 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 SYNDICATION KING LTD IN TERMS OF THE ACT(SECTION 51(1)(e) of the Act)

Details relating to the operational, Commercial and financial interest of Syndication King LTD, Standard Employment Contracts, Human Resources (personal information of past, present employees and 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, Non of the information/ documents held by Syndication King LTD is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

The Minister of Justice and Constitutional Development has to date not published any regulations on 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 Syndication King LTD, free of charge, Copies of this manual may be obtained , subject to the prescribed fees at the offices of Syndication King LTD, 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 forms and fee structure can be obtained from the SAHRC website or the website of Department of Justice and Constitutional Development(www.doi.gov.za)(under "regulations).



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

1. INTRODUCTION

FirstNet (Pty) Limited t/a Gateway Communications ("**Gateway Communications**") has positioned itself as the leading provider of electronic communications services to carriers, multinationals and enterprises throughout Africa and the Middle East. Gateway Communications is a business partner in the implementation and provision of electronic commerce strategies and solutions supporting world-wide communication of business transactions and trade documents. Gateway Communications offers its customers the widest range of business network services in South Africa, allowing them to grow from the simplest Internet connection to complex networking solutions. We supply scalable solutions that meet an increasingly diverse set of virtual private network (VPN) and electronic commerce needs.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information or documents from Gateway Communications in terms of the Act. Any requestor is advised to contact Michael John van den Bergh should he or she require any assistance in using this manual and/or requesting information from Gateway Communications.

This 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.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, as amended, together with all relevant regulations published in terms of the Act;
"Information Officer"	shall mean the managing director of Gateway Communications who has been appointed as the Information Officer of Gateway Communications, to which requests for information in terms of the Act, should be addressed;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Gateway Communications from time to time;
"SAHRC"	shall mean the South African Human Rights Commission.

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

Name of body:	FirstNet (Pty) Ltd t/a Gateway Communications
Managing Director and Information Officer:	Michael John van den Bergh
Street Address:	9 Kramer Road (corner Desmond Street) Kramerville Sandton

Postal Address: PO Box 3818
Randburg
2125

Telephone Number: +2711 322 5400

Fax Number: +2711 322 5413

E-mail Address: mvdbergh@gatewaycomms.co.za

Website: www.gatewaycomms.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 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 available from the SAHRC by no later than August 2003. Please direct any queries to:

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

Telephone Number: +2711 484 8300

Fax Number: +2711 484 0582/1360

E-mail Address: PAIA@sahrc.org.za

Website: www.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 notices have been published.

5. RECORDS HELD IN ACORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Gateway Communications keeps information and documents in accordance with other legislation, including but not limited to:

- Telecommunications Act No 103 of 1996;
- Companies Act, No 61 of 1973;
- Insolvency Act, No 24 of 1936;
- Income Tax Act, No 58 of 1962;
- Value Added Tax Act, No 89 of 1991;
- Regional Services Councils Act, No 109 of 1985;
- Labour Relations Act, 66 of 1995;
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993;
- Basic Conditions of Employment Act, No 75 of 1997;
- Employment Equity Act, No 55 of 1998;
- Skills Development Levies Act, No 9 of 1999; and
- Unemployment Insurance Act, No 63 of 2001.

6. DESCRIPTION OF RECORDS HELD (section 51(1)(e) of the Act)

Gateway Communications holds the information and documents listed below:

- human resources information, including:
 - employment contracts;
 - personnel reports;
 - personal information and records of past, present and prospective employees and directors;
 - rules and regulations relating to the pension fund and medical aid;
- operational, commercial and financial information, including:
 - company documents;
 - marketing material;
 - commercial contracts;
 - insurance records;
 - licences and permits;
 - company policies;
 - internal directories;
 - financial and tax records;
- customer information, including:
 - contact information;
 - agreements;
 - account information;
- supplier information, including:
 - contact information;
 - agreements;
 - account information;
- product information, including:
 - product list;
 - technical specifications.

It is recorded that any and all documents or information requested pertaining to the above-mentioned information shall only be made available to a requestor subject to the provisions of the Act. With the exception of information that is posted on the publicly accessible pages of the website of Gateway Communications (www.gatewaycomms.co.za), none of the information held by Gateway Communications 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 shall be in the form prescribed in terms of the Act, addressed to the Information Officer and submitted against payment of the fee prescribed in terms of the Act. 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").

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 of the Act.

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

This manual is available for inspection at the offices of Gateway Communications, free of charge. Copies of the manual may be obtained, subject to the fees prescribed in terms of the Act having been paid, at the offices of Gateway Communications.

This manual is also available on the website of Gateway Communications (www.gatewaycomms.co.za) and at the SAHRC. This manual will also be published in the *Government Gazette*.

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

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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 LE GRANGE PROKUREURS 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 Le Grange kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van LE GRANGE PROKUREURS 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 LE GRANGE PROKUREURS ING;

- 2 -

"LE GRANGE PROKUREURS"	beteken LE GRANGE PROKUREURS 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 vennoot van LE GRANGE PROKUREURS ING is aangewys as die inligtingsbeampte van LE GRANGE PROKUREURS ING aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

LE GRANGE PROKUREURS ING

MNR LE GRANGE

Posadres:

Posbus 2863
PRETORIA
0001

Straatadres:

Walkerstraat 555
Muckleneuk
Pretoria
0002

Telefoon: 012 3442611
Telefaks : 012 3443292
E-pos: legrange@mweg.co.za

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.

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Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon: +27 11 4948300
Faks: +27 1 4840582/1360
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)

LE GRANGE PROKUREURS ING hou inligting / dokumente ingevolge die volgende wetgewing:

- Insolvensiewet, No. 24 van 1936 van 1936 (Artikels 134 en 155)
- Maatskappywet, No. 61 van 1973
- Wet op Prokureurs, No. 53 van 1979
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991 (Artikel 65)
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Skills Development Act, No. 97 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 53 van 2001

Die bogemelde rekords, insoverre 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 LE GRANGE PROKUREURS ING IN TERME VAN DIE WET (Artikel 51(1)(a) van die Wet)

LE GRANGE PROKUREURS ING hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van operasionele-, handels-, en finansiële belange van Le Grange Prokureurs ING
- Kontrakte

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- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome bestaande en afgehandelde litigasie, inligting ten opsigte ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- LE GRANGE PROKUREURS ING personeel verslae

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 LE GRANGE PROKUREURS ING 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 vooreskrewe gelde.

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

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot 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 LE GRANGE PROKUREURS ING;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van LE GRANGE PROKUREURS ING, onderhewig aan 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 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 fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konsitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

**SECTION 51 MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO. 2 OF 2002 FOR:**

MODEL MECHANICS (PTY) LTD 99/ 11455/ 07

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CONTENTS:

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. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]
7. Prescribed fees for private bodies and prescribed forms

1. Contact details [Section 51(1)(a)]

Postal Address:	P O Box 7367, Halfway House, 1685
Street Address:	Block B, Central Park, 16 Street, Midrand
Contact Person:	T C Fatsilidis
Telephone Number of Contact Person:	+27 11 805 3000
Fax Number of Contact Person:	+27 11 805 3010
E-mail address of Contact Person:	lucky@lgrtelecoms.com

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, if and where applicable [Section 51(1)(d)]

1. Companies Act No. 61 of 1973
2. Copyright Act No. 98 of 1978
3. Credit Agreements Act No. 75 of 1980
4. Currency and Exchanges Act No. 9 of 1933
5. Customs and Excise Act No. 91 of 1964
6. Income Tax Act No. 95 of 1967
7. Intellectual Property Laws Amendments Act No. 38 of 1997
8. Long Term Insurance Act No. 52 of 1998
9. Regional Services Councils Act No. 109 of 1985

10. Short Term Insurance Act No. 53 of 1998
11. Stamp Duties Act No. 77 of 1968
12. Value Added Tax Act No. 89 of 1991.

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)]

No such notice has been published as at date of this Manual.

- 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)]

Trade Secrets: Availability to be determined upon receipt of request.

Domain name registrations: Availability to be determined upon receipt of request.

Company Documentation: Availability to be determined upon receipt of request.

Agreements with suppliers: Availability to be determined upon receipt of request.

Agreements with service providers: Availability to be determined upon receipt of request.

Agreements with customers: Availability to be determined upon receipt of request.

Minutes of meetings and general correspondence: Availability to be determined upon receipt of request.

Website information: Freely available at www.modelmechanics.com

- 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. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is also available for inspection at the offices of the private body free of charge. Copies are available with the SAHRC and a copy has been published in the Government Gazette. A copy is also available on the private body's website.

7. **Fees in respect of private bodies and Prescribed Forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doi.gov.za under "regulations".

**SECTION 51 MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO. 2 OF 2002 FOR:**

INSTRUMACH TELECOMMUNICATIONS (PTY) LTD 96/ 17281/ 07

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 - 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. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]
7. Prescribed fees for private bodies and prescribed forms

1. Contact details [Section 51(1)(a)]

Postal Address:	P O Box 7367, Halfway House, 1685
Street Address:	Block B, Central Park, 16 Street, Midrand
Contact Person:	T C Fatsilidis
Telephone Number of Contact Person:	+27 11 805 3000
Fax Number of Contact Person:	+27 11 805 3010
E-mail address of Contact Person:	lucky@lgrtelecoms.com

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, if and where applicable [Section 51(1)(d)]

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Copyright Act No. 98 of 1978
5. Credit Agreements Act No. 75 of 1980
6. Currency and Exchanges Act No. 9 of 1933
7. Customs and Excise Act No. 91 of 1964
8. Employment Equity Act No. 55 of 1998
9. Income Tax Act No. 95 of 1967
10. Intellectual Property Laws Amendments Act No. 38 of 1997
11. Labour Relations Act No. 66 of 1995
12. Long Term Insurance Act No. 52 of 1998
13. Medical Schemes Act No. 131 of 1998
14. Occupational Health & Safety Act No. 85 of 1993
15. Pension Funds Act No. 24 of 1956

16. Regional Services Councils Act No. 109 of 1985
17. Short Term Insurance Act No. 53 of 1998
18. Skills Development Levies Act No. 9 of 1999
19. Skills Development Act No. 97 of 1998
20. Stamp Duties Act No. 77 of 1968
21. Stock Exchange Control Act No. 1 of 1985
22. Tax on Retirement Funds Act No. 38 of 1996
23. Unemployment Contributions Act No. 4 of 2002
24. Unemployment Insurance Act No. 63 of 2001
25. Value Added Tax Act No. 89 of 1991.

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)]

No such notice has been published as at date of this Manual.

- 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)]

Employment contracts: Availability to be determined upon receipt of request.

Trade Secrets: Availability to be determined upon receipt of request.

Domain name registrations: Availability to be determined upon receipt of request.

Company Documentation: Availability to be determined upon receipt of request.

Agreements with suppliers: Availability to be determined upon receipt of request.

Agreements with customers: Availability to be determined upon receipt of request.

Minutes of meetings and general correspondence: Availability to be determined upon receipt of request.

Website information: Freely available at www.instrumach.co.za

- 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. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is also available for inspection at the offices of the private body free of charge. Copies are available with the SAHRC and a copy has been published in the Government Gazette. A copy is also available on the private body's website.

7. **Fees in respect of private bodies and Prescribed Forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doj.gov.za under "regulations".

**SECTION 51 MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO. 2 OF 2002 FOR:**

LGR TELECOMMUNICATIONS (PTY) LTD 99/ 11721/ 07

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5. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]
7. Prescribed fees for private bodies and prescribed forms

1. Contact details [Section 51(1)(a)]

Postal Address:	P O Box 7367, Halfway House, 1685
Street Address:	Block B, Central Park, 16 Street, Midrand
Contact Person:	T C Fatsilidis
Telephone Number of Contact Person:	+27 11 805 3000
Fax Number of Contact Person:	+27 11 805 3010
E-mail address of Contact Person:	lucky@lgrtelecoms.com

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, if and where applicable [Section 51(1)(d)]

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Copyright Act No. 98 of 1978
5. Credit Agreements Act No. 75 of 1980
6. Currency and Exchanges Act No. 9 of 1933
7. Customs and Excise Act No. 91 of 1964
8. Employment Equity Act No. 55 of 1998
9. Income Tax Act No. 95 of 1967

10. Intellectual Property Laws Amendments Act No. 38 of 1997
11. Labour Relations Act No. 66 of 1995
12. Long Term Insurance Act No. 52 of 1998
13. Medical Schemes Act No. 131 of 1998
14. Occupational Health & Safety Act No. 85 of 1993
15. Pension Funds Act No. 24 of 1956
16. Regional Services Councils Act No. 109 of 1985
17. Short Term Insurance Act No. 53 of 1998
18. Skills Development Levies Act No. 9 of 1999
19. Skills Development Act No. 97 of 1998
20. Stamp Duties Act No. 77 of 1968
21. Stock Exchange Control Act No. 1 of 1985
22. Tax on Retirement Funds Act No. 38 of 1996
23. Unemployment Contributions Act No. 4 of 2002
24. Unemployment Insurance Act No. 63 of 2001
25. Value Added Tax Act No. 89 of 1991.

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)]**

No such notice has been published as at date of this Manual.

- 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)]**

Employment contracts: Availability to be determined upon receipt of request.

Trade Secrets: Availability to be determined upon receipt of request.

Domain name registrations: Availability to be determined upon receipt of request.

Company Documentation: Availability to be determined upon receipt of request.

Agreements with suppliers: Availability to be determined upon receipt of request.

Agreements with customers: Availability to be determined upon receipt of request.

Minutes of meetings and general correspondence: Availability to be determined upon receipt of request.

Website information: Freely available at www.lgtelecoms.com

- 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. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is also available for inspection at the offices of the private body free of charge. Copies are available with the SAHRC and a copy has been published in the Government Gazette. A copy is also available on the private body's website.

7. **Fees in respect of private bodies and Prescribed Forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doj.gov.za under "regulations".

**SECTION 51 GUIDE PREPARED IN TERMS OF THE PROMOTION OF
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FATSILIDIS DU TOIT ATTORNEYS

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6. Availability of the manual [Section 51(3)]
7. Prescribed fees for private bodies and prescribed forms

B. PARTICULARS OF THE SECTION 51 MANUAL

- 1. Contact details [Section 51(1)(a)]**

Postal Address:	P O BOX 39505, FAERIE GLEN, 0043
Street Address:	227 LYNNWOOD ROAD, BROOKLYN, 0181
Telephone Number of contact person:	+27 12 362 4251
Fax Number of Contact Person:	+27 12 362 4256
E-mail address of Contact Person:	fatsdt@absamail.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, if and where applicable [Section 51(1)(d)]**

1. Arbitration Act No. 42 of 1965
2. Copyright Act No. 98 of 1978
3. Income Tax Act No. 95 of 1967
4. Attorneys Act No. 53 of 1979

- 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)]

No such notice has been published as at date of this manual.

- 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)]

Trade Secrets: Availability to be determined upon receipt of request.

Agreements with Clients, classed into Fee Agreements, Mandate Agreements and Agreements for Work: Availability to be determined upon receipt of request.

Client Files which may be divided into current and archived files, classed into Correspondence, Pleadings and Evidence: Availability to be determined upon receipt of request.

- 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. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The Manual is available for inspection at the offices of the body free of charge. A copy of the Manual is also available with the South African Human Rights Commission and has been published in the Government Gazette.

7. **Fees in respect of private bodies and Prescribed Forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doj.gov.za under "regulations".

**SECTION 51 MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, NO. 2 OF 2000 FOR:**

SAPU TRUST REGISTRATION NUMBER: IT 7338/ 01

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7. Prescribed fees for private bodies and prescribed forms

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal Address:	Private Bag X 900, Pretoria, 0001
Street Address:	227 Lynnwood Road, Brooklyn, 0181
Contact Person:	Mr Baptist Sigidi
Telephone Number of Contact Person:	+27 12 362 4251
Fax Number of Contact Person:	+27 12 362 4256
E-mail address of Contact Person:	sapu@icon.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, if and where applicable [Section 51(1)(d)]

1. Trust Property Control Act No. 57 of 1988
2. Copyright Act No. 98 of 1978
3. Financial Institutions Act No. 39 of 1984
4. Financial Services Board Act No. 97 of 1990
5. Income Tax Act No. 95 of 1967
6. Intellectual Property Laws Amendments Act No. 38 of 1997
7. Long Term Insurance Act No. 52 of 1998

8. Short Term Insurance Act No. 53 of 1998
9. Stamp Duties Act No. 77 of 1968.

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)]

No such notice has been published as at the date of this Manual.

- ii. **Records that may be requested with 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)]

Trade Secrets: Availability to be determined upon receipt of request.

Company Documentation, which may be classed as follows:

Trust Deed, Mandates, Minutes of Meetings, Notices, Feedback from

Chairperson, Statements and Correspondence: Availability to be determined upon receipt of request.

- 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. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is available for inspection at the offices of the body free of charge. Copies are also available with the South African Human Rights Commission and a copy has been published in the Government Gazette.

7. **Fees in respect of private bodies and Prescribed Forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doj.gov.za under "regulations".

**SECTION 51 MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, NO. 2 OF 2000 FOR:**

BOKELETSA INVESTMENTS (PTY) LTD 99/ 14375/ 07

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B. PARTICULARS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal Address:	Private Bag X 900, Pretoria, 0001
Street Address:	227 Lynnwood Road, Brooklyn, 0181
Contact Person:	Mr Baptist Sigidi
Telephone Number of Contact Person:	+27 12 362 4251
Fax Number of Contact Person:	+27 12 362 4256
E-mail address of Contact Person:	sapu@icon.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, if and where applicable [Section 51(1)(d)]

1. Companies Act No. 61 of 1973
2. Copyright Act No. 98 of 1978
3. Financial Institutions Act No. 39 of 1984
4. Financial Services Board Act No. 97 of 1990
5. Income Tax Act No. 95 of 1967
6. Intellectual Property Laws Amendments Act No. 38 of 1997
7. Long Term Insurance Act No. 52 of 1998
8. Short Term Insurance Act No. 53 of 1998
9. Stamp Duties Act No. 77 of 1968.

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)]**

No such notice has been published as at the date of this Manual.

- ii. **Records that may be requested with 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)]**

Trade Secrets: Availability to be determined upon receipt of request.

Company Documentation, which may be classed as follows:

(a) **Board of Directors** which may be further divided into annual reports, minutes, presentations, statements and correspondence; (b) **Bokeletsa** which may further be divided into presentations and correspondence; (c) **Code of Conduct**s; (d) **Edbel 5** which may further be divided into agreements, correspondence and statements; (e) **General** which may further be divided into contracts with service providers and correspondence: Availability to be determined upon receipt of request.

- 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. **Other information as may be prescribed [Section 51(1)(f)]**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

The manual is available for inspection at the offices of the body free of charge. Copies are also available with the South African Human Rights Commission and a copy has been published in the Government Gazette.

7. **Fees in respect of private bodies and prescribed forms**

The fees payable as requester fees and access fees and the forms upon which requests must be made may be obtained from www.sahrc.org.za or www.doi.gov.za under "regulations".

BARLOWORLD COATINGS (PTY) LIMITED
(Company Registration No. 1922/014245/07)

And those subsidiary companies listed in Annexure 1
(hereinafter collectively referred to as "Barloworld Coatings (Pty) Ltd")

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

PART I

Information required under section 51 (1) (a) of the Act

Name of body: Barloworld Coatings (Pty) Limited

Head of body: Mr P M Surgey

Address: Barloworld Corporate Office
180 Katherine Street
Sandton
2126

Postal Address: P.O. Box 1227
Johannesburg
2000

All requests for information in terms of the Act should be addressed to the appointed Deputy Information Officer, Mr Maurice Pin who can be contacted as follows:

Telephone No.: 011 – 301 – 4600

Fax: 011 – 301 - 4684

e-mail: mpin@plascon.co.za

PART II

Information required under section 51 (1) (b) of the Act

As at the time of compiling this manual the guide referred to in this section has not yet been compiled by the Human Rights Commission. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III

Information referred to under section 51 (1) (c) of the Act

The following categories of records will be freely available:

1. Annual Reports
2. Marketing and promotional material published by Barloworld Coatings (Pty) Ltd
3. All information published on the Barloworld Coating's Website (www.plascon.co.za)

PART IV

Information required under section 51 (1) (d) of the Act

Records are kept in accordance with the following legislation:

Income Tax Act, 58 of 1962

Unemployment Insurance Act, 30 of 1966

Value-Added Tax Act, 89 of 1991

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

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

Companies Act, 61 of 1973

National Environmental Management Act, 107 of 1998

Regional Services Councils Act, 109 of 1985

Occupational Health and Safety Act, 85 of 1993

Stock Exchanges Control Act, 1 of 1985

Aviation Act, 74 of 1962

Trademarks Act, 194 of 1993

PART V

Information required under section 51 (1) (e) of the Act

Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Barloworld Coating's (Pty) Ltd and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Barloworld Coating's (Pty) Ltd. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to Barloworld Coating's (Pty) Ltd by their personnel;
- Any records that a third party has provided to Barloworld Coating's (Pty) Ltd about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity who receives services from Barloworld Coating's (Pty) Ltd. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of Barloworld Coating's (Pty) Ltd;
- Any records a third party has provided to Barloworld Coating's (Pty) Ltd; and
- Records generated by or within Barloworld Coating's (Pty) Ltd pertaining to the customer, including transactional records.

Records pertaining to Barloworld Coating's (Pty) Ltd

The following are considered to include but not be limited to records that pertain to Barloworld Coating's (Pty) Ltd's own affairs:

- Financial records;
- Operational records;
- Databases;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of the Company;
- Software and licensing agreements.

Other Parties

Barloworld Coating's (Pty) Ltd may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary and associated companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to Barloworld Coating's (Pty) Ltd.

The following records fall under this category:

- Personnel, customer or Barloworld Coating's (Pty) Ltd's records which are held by another party as opposed to being held by Barloworld Coating's (Pty) Ltd; and
- Records held by Barloworld Coating's (Pty) Ltd pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

ANNEXURE 1

COMPANY

REGISTRATION NO.

Barloworld Plascon South Africa (Pty) Ltd	1945/019549/07
Barloworld Coatings Automotive (Pty) Ltd	1947/024248/07
Plascon Property Holdings (Pty) Ltd	1920/002108/07
Barloworld Plascon (Coastal) (Pty) Ltd	1967/005384/07
Barloworld Plascon (Cape) (Pty) Ltd	1948/029629/07
Plascon Inks (Pty) Ltd	1935/006803/07
Angle Chemicals (Pty) Ltd	1950/038976/07
Plascon Exports (Pty) Ltd	1966/005336/07
Weblers Investments (Pty) Ltd	1969/000491/07
Plascon Industrial (Pty) Ltd	1964/002469/07

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