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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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**Trivetts Electrical Services
(Proprietary) Limited**

A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

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

Introduction to this private body

Trivetts (Pty) Ltd is a firm of electrical and mechanical engineers capable of repairing all types of electrical motors and transformers. The company serves mining and general industry and also provides full turnkey maintenance and upgrade services in the electro-mechanical field.

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

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

Section A – Our details

Full Name : Trivetts Electrical Services (Proprietary) Limited

Registration Number : 1953/000573/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Association;
- (iv) Certificate to Commence Business;
- (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (vi) Proxy Forms;
- (vii) A Register of Allotments – after a person ceased to be a member;
- (viii) Register of Members;
- (ix) Index of Members;
- (x) Register of Mortgages and Debentures and Fixed Assets;
- (xi) Register of Directors' shareholdings;
- (xii) Register of Directors and Certain Officers;
- (xiii) Directors' Attendance Register;
- (xiv) A Branch Register;
- (xv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvi) Books of Account regarding information required by the Companies Act, 1973;
- (xvii) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;

- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;
- (xvii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Disability scheme;
- (vii) Funeral insurance scheme;
- (viii) Group personal accident;
- (xii) Group life;
- (xiii) Micro loan scheme;
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
- (iii) Records of assessment and air monitoring and asbestos inventory; (general)
- (iv) Records of assessment and air monitoring for lead exposure;
- (v) Medical surveillance records in respect of lead exposure;
- (vi) Safety management systems, data and audits;
- (vii) Industrial hygiene programs, data and audits;
- (viii) Employee public health emergency action plans;

- (ix) Permits, licences, approvals and registrations for operations of sites and business;
- (x) Emergency response plans;
- (xi) Environmental impact assessments;
- (xii) Environmental management programs and systems;
- (g) **FIXED PROPERTY**
 - (i) Title Deeds;
 - (ii) Leases;
 - (iii) Building plans;
 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) **MOVABLE PROPERTY**
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
- (i) **INTELLECTUAL PROPERTY**
 - (i) Trademarks, trade names and protected names;
- (j) **AGREEMENTS AND CONTRACTS**
 - (i) Material agreements concerning provision of services or materials;
 - (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
 - (iii) Agreements with shareholders, officers or directors;
 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
 - (vii) Warranty agreements;
 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
 - (xii) Purchase or lease agreements.
- (k) **TAXATION**
 - (i) Copies of all Income Tax Returns and other tax returns and documents;
- (l) **LEGAL**
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (ii) Material licences, permits and authorisations;

(m) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
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- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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

Reid & Mitchell (Proprietary) Limited

A Guide to

ACCESSING OUR INFORMATION

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Section A – Our details

Full Name : Reid & Mitchell (Proprietary) Limited

Registration Number : 1966/012473/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

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Website: www.sahrc.org.za

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- (vii) Employment equity plan;

- (viii) Salary and wages register;
- (ix) Records of foreign employees;
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- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Disability scheme;
- (vii) Funeral insurance scheme;
- (viii) Group personal accident;
- (xii) Group life;
- (xiii) Micro loan scheme;
- (xiv) Code of conduct.

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- (iv) Records of assessment and air monitoring for lead exposure;
- (v) Medical surveillance records in respect of lead exposure;
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- (viii) Employee public health emergency action plans;
- (ix) Permits, licences, approvals and registrations for operations of sites and business;

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- (m) INSURANCE
 - (i) Insurance policies;

- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

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- (ii) Markets;
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- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
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- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

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Metalplus (Proprietary) Limited

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Introduction to this private body

Metalplus (Pty) Ltd's business is centered around the rebuilding, by the process of specialized submerged micro welding, worn shafts, crankshafts and damaged components such as electric motors, end shields, pump casings, motor casings etc.

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

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

Section A – Our details

Full Name : Metalplus (Proprietary) Limited

Registration Number : 1990/005204/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Certificate to Commence Business;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) A Register of Allotments – after a person ceased to be a member;
- (vii) Register of Members;
- (viii) Index of Members;
- (ix) Register of Mortgages and Debentures and Fixed Assets;
- (x) Register of Directors' shareholdings;
- (xi) Register of Directors and Certain Officers;
- (xii) Directors' Attendance Register;
- (xiii) A Branch Register;
- (xiv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xv) Books of Account regarding information required by the Companies Act, 1973;
- (xvi) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;

- (viii) Salary and wages register;
 - (ix) Records of foreign employees;
 - (x) Collective agreements;
 - (xi) Arbitration awards;
 - (xii) Determinations made in terms of the Wage Act;
 - (xiii) Records of strikes, lockouts or protest action.
 - (xiv) Industrial training records;
 - (xv) Staff records (after date of employment ceases);
 - (xvi) Expense accounts;
 - (xvii) Tax returns of employees;
- (d) OTHER EMPLOYEE RECORDS
- (i) Employee contracts;
 - (ii) Incentive schemes;
 - (iii) Staff loan schemes;
 - (iv) Study assistance schemes;
 - (v) Maternity leave policy;
 - (vi) Disability scheme;
 - (vii) Funeral insurance scheme;
 - (viii) Group personal accident;
 - (ix) Group life;
 - (x) Micro loan scheme;
 - (xi) Code of conduct.
- (e) PENSION AND RETIREMENT FUNDING RECORDS
- (i) Pension Fund Rules;
- (f) ENVIRONMENTAL HEALTH AND SAFETY
- (i) Noise exposure records;
 - (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
 - (iii) Records of assessment and air monitoring and asbestos inventory; (general)
 - (iv) Records of assessment and air monitoring for lead exposure;
 - (v) Medical surveillance records in respect of lead exposure;
 - (vi) Safety management systems, data and audits;
 - (vii) Industrial hygiene programs, data and audits;
 - (viii) Employee public health emergency action plans;
 - (ix) Permits, licences, approvals and registrations for operations of sites and business;

- (x) Emergency response plans;
- (xi) Environmental impact assessments;
- (xii) Environmental management programs and systems;
- (g) **FIXED PROPERTY**
 - (i) Title Deeds;
 - (ii) Leases;
 - (iii) Building plans;
 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) **MOVABLE PROPERTY**
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
- (i) **INTELLECTUAL PROPERTY**
 - (i) Trademarks, trade names and protected names;
- (j) **AGREEMENTS AND CONTRACTS**
 - (i) Material agreements concerning provision of services or materials;
 - (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
 - (iii) Agreements with shareholders, officers or directors;
 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
 - (vii) Warranty agreements;
 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
 - (xii) Purchase or lease agreements.
- (k) **TAXATION**
 - (i) Copies of all Income Tax Returns and other tax returns and documents;
- (l) **LEGAL**
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (iii) Material licences, permits and authorisations;
- (m) **INSURANCE**
 - (i) Insurance policies;

- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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

**Marthinusen & Coutts (Proprietary)
Limited**

A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

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

Introduction to this private body

Marthinusen & Coutts (Pty) Ltd is a firm of electrical and mechanical engineers capable of repairing all types of electrical motors and transformers. The company serves mining and general industry and also provides full turnkey maintenance and upgrade services in the electro-mechanical field.

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

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

Section A – Our details

Full Name : Marthinusen & Coutts (Proprietary) Limited

Registration Number : 1954/002996/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

Section B – The official guide

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

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
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Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (iv) Proxy Forms;
- (v) A Register of Allotments – after a person ceased to be a member;
- (vi) Register of Members;
- (vii) Index of Members;
- (viii) Register of Mortgages and Debentures and Fixed Assets;
- (ix) Register of Directors' shareholdings;
- (x) Register of Directors and Certain Officers;
- (xi) Directors' Attendance Register;
- (xii) A Branch Register;
- (xiii) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xiv) Books of Account regarding information required by the Companies Act, 1973;
- (xv) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;

- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;
- (xvii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Disability scheme;
- (vii) Funeral insurance scheme;
- (viii) Group personal accident;
- (xii) Group life;
- (xiii) Micro loan scheme;
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
- (iii) Records of assessment and air monitoring and asbestos inventory; (general)
- (iv) Records of assessment and air monitoring for lead exposure;
- (v) Medical surveillance records in respect of lead exposure;
- (vi) Safety management systems, data and audits;
- (vii) Industrial hygiene programs, data and audits;
- (viii) Employee public health emergency action plans;
- (ix) Permits, licences, approvals and registrations for operations of sites and business;
- (x) Emergency response plans;

- (xi) Environmental impact assessments;
- (xii) Environmental management programs and systems;
- (g) FIXED PROPERTY
 - (i) Title Deeds;
 - (ii) Leases;
 - (iii) Building plans;
 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) MOVABLE PROPERTY
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
- (i) INTELLECTUAL PROPERTY
 - (i) Trademarks, trade names and protected names;
- (j) AGREEMENTS AND CONTRACTS
 - (i) Material agreements concerning provision of services or materials;
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 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
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 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
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- (k) TAXATION
 - (i) Copies of all Income Tax Returns and other tax returns and documents;
- (l) LEGAL
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (iii) Material licences, permits and authorisations;
- (m) INSURANCE
 - (i) Insurance policies;
 - (ii) Claim records;

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

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
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- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
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- Witness Protection Act No. 112 of 1998

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3. Reports.
4. Posters.
5. Other literature intended for public viewing.

**Loco Coil Technologies (Proprietary)
Limited**

A Guide to

ACCESSING OUR INFORMATION

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

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Introduction to this private body

Loco Coil Technology (Pty) Ltd's business is the manufacturing and refurbishment of armature coils, field coils and transition related products.

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

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

Section A – Our details

Full Name : Loco Coil Technologies (Proprietary) Limited

Registration Number : 1976/003645/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

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- (xii) Register of Directors and Certain Officers;
- (xiii) Directors' Attendance Register;
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 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvi) Books of Account regarding information required by the Companies Act, 1973;
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- (vii) Employment equity plan;
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- (i) Employee contracts;
 - (ii) Incentive schemes;
 - (iii) Staff loan schemes;
 - (iv) Study assistance schemes;
 - (v) Maternity leave policy;
 - (vi) Disability scheme;
 - (vii) Funeral insurance scheme;
 - (viii) Group personal accident;
 - (xii) Group life;
 - (xiii) Micro loan scheme;
 - (xiv) Code of conduct.
- (e) PENSION AND RETIREMENT FUNDING RECORDS
- (i) Pension Fund Rules;
- (f) ENVIRONMENTAL HEALTH AND SAFETY
- (i) Noise exposure records;
 - (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
 - (iii) Records of assessment and air monitoring and asbestos inventory; (general)
 - (iv) Records of assessment and air monitoring for lead exposure;
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 - (vi) Safety management systems, data and audits;
 - (vii) Industrial hygiene programs, data and audits;
 - (viii) Employee public health emergency action plans;

- (ix) Permits, licences, approvals and registrations for operations of sites and business;
 - (x) Emergency response plans;
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 - (ii) Leases;
 - (iii) Building plans;
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- (h) **MOVABLE PROPERTY**
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 - (ii) Finance and Lease Agreements;
- (i) **INTELLECTUAL PROPERTY**
- (i) Trademarks, trade names and protected names;
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 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
 - (vii) Warranty agreements;
 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
 - (xii) Purchase or lease agreements.
- (k) **TAXATION**
- (i) Copies of all Income Tax Returns and other tax returns and documents;
- (l) **LEGAL**
- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (ii) Material licences, permits and authorisations;

(m) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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

LH Marthinusen (Proprietary) Limited

A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

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

Introduction to this private body

LH Marthinusen (Pty) Ltd is a firm of electrical and mechanical engineers capable of repairing all types of electrical motors and transformers. The company serves mining and general industry and also provides full turnkey maintenance and upgrade services in the electro-mechanical field.

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

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

Section A – Our details

Full Name : LH Marthinusen (Proprietary) Limited

Registration Number : 1972/000116/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Association;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) A Register of Allotments – after a person ceased to be a member;
- (vii) Register of Members;
- (viii) Index of Members;
- (ix) Register of Mortgages and Debentures and Fixed Assets;
- (x) Register of Directors' shareholdings;
- (xi) Register of Directors and Certain Officers;
- (xii) Directors' Attendance Register;
- (xiii) A Branch Register;
- (xiv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xv) Books of Account regarding information required by the Companies Act, 1973;
- (xvi) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;

- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;
- (xvii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Disability scheme;
- (vii) Funeral insurance scheme;
- (viii) Group personal accident;
- (xii) Group life;
- (xiii) Micro loan scheme;
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
- (iii) Records of assessment and air monitoring and asbestos inventory; (general)
- (iv) Records of assessment and air monitoring for lead exposure;
- (v) Medical surveillance records in respect of lead exposure;
- (vi) Safety management systems, data and audits;
- (vii) Industrial hygiene programs, data and audits;
- (viii) Employee public health emergency action plans;
- (ix) Permits, licences, approvals and registrations for operations of sites and business;

- (x) Emergency response plans;
- (xi) Environmental impact assessments;
- (xii) Environmental management programs and systems;
- (g) FIXED PROPERTY
 - (i) Title Deeds;
 - (ii) Leases;
 - (iii) Building plans;
 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) MOVABLE PROPERTY
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
- (i) INTELLECTUAL PROPERTY
 - (i) Trademarks, trade names and protected names;
- (j) AGREEMENTS AND CONTRACTS
 - (i) Material agreements concerning provision of services or materials;
 - (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
 - (iii) Agreements with shareholders, officers or directors;
 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
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 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
 - (xii) Purchase or lease agreements.
- (k) TAXATION
 - (i) Copies of all Income Tax Returns and other tax returns and documents;
- (l) LEGAL
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (iii) Material licences, permits and authorisations;
- (m) INSURANCE
 - (i) Insurance policies;

- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
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- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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5. Other literature intended for public viewing.

**Electrical Repair Engineering
(Proprietary) Limited**

A Guide to

ACCESSING OUR INFORMATION

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

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

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

Section A – Our details

Full Name : Electrical Repair Engineering (Proprietary) Limited

Registration Number : 1983/002158/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : PO Box 78396
Sandton
2146

Telephone Number : (011) 615 6002

Fax Number : (011) 615 9458

Head/CEO : Mr. C.M.E. Baret

Designated Information Officer : Mr. D Liebenberg

Email Address of Information Officer : Dawiel@ere.co.za

Section B – The official guide

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Certificate to Commence Business;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) A Register of Allotments – after a person ceased to be a member;
- (vii) Register of Members;
- (viii) Index of Members;
- (ix) Register of Mortgages and Debentures and Fixed Assets;
- (x) Register of Directors' shareholdings;
- (xi) Register of Directors and Certain Officers;
- (xii) Directors' Attendance Register;
- (xiii) A Branch Register;
- (xiv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xv) Books of Account regarding information required by the Companies Act, 1973;
- (xvi) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;

- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;
- (xvii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Disability scheme;
- (vii) Funeral insurance scheme;
- (viii) Group personal accident;
- (xii) Group life;
- (xiii) Micro loan scheme;
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Employee medical surveillance records in respect to hazardous chemical substances; (general)
- (iii) Records of assessment and air monitoring and asbestos inventory; (general)
- (iv) Records of assessment and air monitoring for lead exposure;
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- (vii) Industrial hygiene programs, data and audits;
- (viii) Employee public health emergency action plans;
- (ix) Permits, licences, approvals and registrations for operations of sites and business;

- (x) Emergency response plans;
- (xi) Environmental impact assessments;
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- (g) **FIXED PROPERTY**
 - (i) Title Deeds;
 - (ii) Leases;
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 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) **MOVABLE PROPERTY**
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
- (i) **INTELLECTUAL PROPERTY**
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- (j) **AGREEMENTS AND CONTRACTS**
 - (i) Material agreements concerning provision of services or materials;
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 - (iv) Acquisition or disposal documentation;
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 - (viii) Sale agreements;
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 - (iii) Material licences, permits and authorisations;
- (m) **INSURANCE**
 - (i) Insurance policies;

- (ii) Claim records;
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(n) INFORMATION TECHNOLOGY

- (i) Hardware;
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- (x) Development or Investment Plans;
- (xi) Agreements;
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- (i) Products;
- (ii) Markets;
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- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

- Basic Conditions of Employment Act No. 75 of 1997
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- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
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- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes

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- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

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

1

Transwire (Pty) LTD

A Guide to

ACCESSING OUR INFORMATION

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

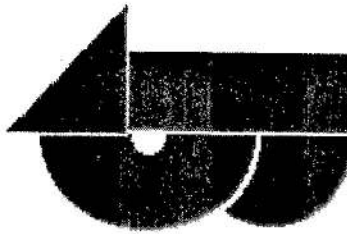


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Preamble

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

Introduction to this private body

Transwire manufactures copper magnet wire to be used in the winding of motors, transformers, ballasts and alternators. Transwire further manufactures shaped copper conductor wire for the transformer industry.

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

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

A copy of this manual is also available on our website Transwire.co.za.

Section A – Our details

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Full Name : Transwire (Pty) LTD

Registration Number : 1982/06563/07

Registered Address : 28 Main Rd
: Clayville Ext 4
: Olifantsfontein
: 1665

Postal Address : Po Box 92
: Olifantsfontein
: 1665

Telephone Number : (011) 316 2480

Fax Number : (011) 316 4085

Head/CEO : Paulo Jorge Soares Mateus

Designated Information Officer : Patrick Hudson Barnes

Email Address of Information Officer : patrickb@transwire.co.za

Website : Transwire.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- i. Certificate of Incorporation;
- ii. Certificate of Change of Name (if any);
- iii. Memorandum and Articles of Association;
- iv. Certificate to Commence Business;
- v. Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- vi. Proxy Forms;
- vii. A Register of Allotments – after a person ceased to be a member;
- viii. Register of Members;
- ix. Index of Members;
- x. Register of Mortgages and Debentures and Fixed Assets;
- xi. Register of Directors' shareholdings;
- xii. Register of Directors and Certain Officers;
- xiii. Directors' Attendance Register;
- xiv. Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
 - i. Books of Account regarding information required by the Companies Act, 1973;
 - ii. Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- i. Employees' names and occupations;
- ii. Time worked by each employee;
- iii. Remuneration paid to each employee.
- iv. Date of birth of each employee;

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- v. Wages register;
- vi. Attendance register;
- vii. Employment equity plan;
- viii. Salary and wages register;
- ix. Records of foreign employees;
- x. Collective agreements;
- xi. Arbitration awards;
- xii. Determinations made in terms of the Wage Act;
- xiii. Records of strikes, lockouts or protest action.
- xiv. Industrial training records;
- xv. Staff records (after date of employment ceases);
- xvi. Expense accounts;
- xvii. Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- i. Employee contracts;
- ii. Incentive schemes;
- iii. Staff loan schemes;
- iv. Study assistance schemes;
- v. Maternity leave policy;
- vi. Relocation policy;
- vii. Disability scheme;
- viii. Funeral insurance scheme;
- ix. Group personal accident;
- x. Group life;
- xi. Micro loan scheme;
- xii. Employee stock purchase plan;
- xiii. Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- i. Pension Fund Rules;
- ii. Pension Fund account records;
- iii. Minutes of Meetings of trustees and members;
- iv. Actuarial Valuation Reports;
- v. Contribution Reports;
- vi. Annual accounts.

(f) ENVIRONMENTAL HEALTH AND SAFETY

- i. Noise exposure records;
- ii. Water quality monitoring programme records;
- iii. Waste water assessment and monitoring records;
- iv. Records of waste water discharges;
- v. Employee medical surveillance records in respect to hazardous chemical substances;
- vi. Records of investigations and tests in respect to hazardous chemicals and substances;
- vii. Records of risk assessments and monitoring results in respect to hazardous biological agents;
- viii. Medical surveillance records related to asbestos work;
- ix. Safety management systems, data and audits;
- x. Industrial hygiene programs, data and audits;
- xi. Employee public health emergency action plans;
- xii. Permits, licences, approvals and registrations for operations of sites and business;
- xiii. Emergency response plans;
- xiv. Environmental impact assessments;
- xv. Environmental management programs and systems;

(g) FIXED PROPERTY

- i. Title Deeds;
- ii. Leases.

(h) MOVABLE PROPERTY

- i. Asset register;

(i) INTELLECTUAL PROPERTY

- i. Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;

(j) AGREEMENTS AND CONTRACTS

- i. Material agreements concerning provision of services or materials;
- ii. Agreements with shareholders, officers or directors;
- iii. Acquisition or disposal documentation;
- iv. Agreements with contractors and suppliers;
- v. Agreements with customers;

- vi. Warranty agreements;
- vii. Sale agreements;
- viii. Distributor, dealer or agency agreements;
- ix. Restraint agreements;
- x. Purchase or lease agreements.

(k) TAXATION

- i. Copies of all Income Tax Returns and other tax returns and documents;

(l) LEGAL

- i. Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- ii. Settlement agreements;
- iii. Material licences, permits and authorisations;

(m) INSURANCE

- i. Insurance policies;
- ii. Claim records;
- iii. Details of insurance coverage's, limits and insurers.

(n) TRANSPORTATION

- i. Transportation rights;
- ii. Permits;
- iii. Transportation System Delivery Plan;

(o) INFORMATION TECHNOLOGY

- i. Hardware;
- ii. Operating Systems;
- iii. Telephone Exchange Equipment;
- iv. Telephone Lines, Leased Lines and Data Lines;
- v. LAN Installations;
- vi. Software Packages;
- vii. Disaster Recovery;
- viii. Internal Systems Support and Programming / Development;
- ix. Capacity and Utilization of Current Systems;
- x. Development or Investment Plans;
- xi. Agreements;

xii. Licenses;

xiii. Audits.

(p) SALES AND MARKETING

i. Products;

ii. Markets;

iii. Customers;

iv. Brochures, Newsletters and Advertising Materials;

v. Sales;

vi. Public Relations Policies and Procedures;

vii. Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001

Where applicable to our operations, we also retain records and documents in terms of the following statutes

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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

Section F – General

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Equipment Spare Parts Africa (Pty) Ltd

A Guide to

ACCESSING OUR INFORMATION

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



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Preamble

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

Introduction to this private body

This private body distributes parts, through a number of branches in South Africa, for earthmoving equipment, diesel engines and heavy duty trucks.

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

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

A copy of this manual is also available on our website www.espa.co.za.

Section A – Our details

Full Name : Equipment Spare Parts Africa (Propriety) Limited

Registration Number : 1968/012427/07

Registered Address : 3 Hulley Road,
Isando Extension 3,
Kempston Park,
South Africa

Postal Address : P.O. Box 658,
Isando,
1600

Telephone Number : (011) 974 - 1541

Fax Number : (011) 392 - 1444

Head/CEO : Andrew Leonard Grobler

Designated Information Officer : Hans Lamers

Email Address of Information Officer : hansl@espa.co.za

Website : www.espa.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name;
- (iii) Memorandum and Articles of Association;
- (iv) Certificate to Commence Business;
- (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general meetings;
- (vi) Proxy Forms;
- (vii) A Register of Allotments – after a person ceased to be a shareholder;
- (viii) Register of Shareholders;
- (ix) Index of Shareholders;
- (x) Register of Mortgages and Debentures and Fixed Assets;
- (xi) Register of Directors' shareholdings;
- (xii) Register of Directors and Certain Officers;
- (xiii) Directors' Attendance Register;
- (xiv) A Branch Register;
- (xv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvi) Books of Account regarding information required by the Companies Act, 1973;
- (xvii) Supporting schedules to books of account and ancillary books of account.

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register/clock cards;
- (vii) Employment equity plan;

- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Records of strikes, lockouts or protest action.
- (xiii) Industrial training records;
- (xiv) Staff records (after date of employment ceases);
- (xv) Expense accounts;
- (xvi) Tax records of employees.

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Maternity leave policy;
- (v) Relocation policy;
- (vi) Group personal accident;
- (vii) Group life;
- (viii) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members;
- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports;
- (vi) Annual accounts.

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Records of investigations and tests in respect to hazardous chemicals and substances;
- (iii) Safety management systems, data and audits;
- (iv) Permits, licences, approvals and registrations for operations of sites and business;
- (v) Emergency response plans.

(g) FIXED PROPERTY

- (i) Leases;
- (ii) Building plans.

(h) MOVABLE PROPERTY

- (i) Asset register.

(i) INTELLECTUAL PROPERTY

- (i) Trademarks, trade names and protected names;
- (ii) Litigation and other disputes involving intellectual property.

(j) AGREEMENTS AND CONTRACTS

- (i) Agreements with shareholders, officers or directors;
- (ii) Acquisition or disposal documentation;
- (iii) Agreements with suppliers;
- (iv) Agreements with customers;
- (v) Warranty agreements;
- (vi) Sale agreements;
- (vii) Distributor, dealer or agency agreements;
- (viii) Restraint agreements.

(k) TAXATION

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

(l) LEGAL

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

(m) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Agreements;
- (xi) Licenses;

(xii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

1. Marketing Newsletters.
2. Pamphlets / Brochures.

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 20 OF 2000 ("THE ACT")
FOR THE
MUNICIPAL GRATUITY FUND ("THE MGF")**

FUND OVERVIEW

The Municipal Gratuity Fund ("the MGF") is a pension fund as defined in the Pension Funds Act, 24 of 1956 and provides benefits for employees in the local government sector.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Head/Information Officer (Principal Officer)	:	M J D Jacobsohn
Postal Address	:	Private Bag X1190, Bedfordview, 2008
Registered Address	:	14 Bedfordview Office Park, 3 Riley Road, Bedfordview, 2007
Telephone Number	:	(011) 450-1224
Facsimile Number	:	(011) 450-1454
Website	:	www.mymgf.co.za
E-mail address of the Information Officer	:	dewald.jacobsohn@coriscapital.com
Financial Services Board PF Number of MGF	:	12/8/29256/2

2. GUIDE ON HOW TO USE THE ACT [Section 51(1)(b) of the Act]

The guide contemplated in Section 10 of the Act will be available from the South African Human Rights Commission by no later than August 2003. Any enquiries regarding this guide should be directed to:

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

*Postal Address : Private Bag X2700, Houghton, 2041
Telephone Number : (011) 484-8300
Facsimile Number : (011) 484-1360
Website : www.sahrc.org.za
E-mail Address : PAIA@sahrc.org.za*

3. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT [Section 51(1)(c) of the Act]

The MGF has not submitted any description in terms of section 52(1) regarding the categories of records of the MGF which are available without a person having to request access.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION [Section 51(1)(d) of the Act]

4.1. THE PENSION FUNDS ACT, 24 of 1956

4.1.1 The following Records of the MGF are available on request by a **member** of the Fund:

- (i) the registered Rules of the MGF, including all amendments thereto, and
- (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 24 of 1956.

The fee for access to such records will be determined by the Trustees of the MGF from time to time.

4.1.2 The following records are available for inspection at the registered address of the Fund at no charge:

- (i) the documents in 4.1.1 above;
- (ii) the last statutory valuation report by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon, where a valuation is unnecessary, prepared in terms of section 17 of the Pension Funds Act, 1956, and
- (iv) any scheme which is being carried out by the MGF when the MGF is not in a sound financial condition in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

4.1.3 Section 22 of the Pension Funds Act, 1956 provides that **any person** (upon payment of the prescribed fees) has the right to inspect at the office of the Registrar of Pension Funds any record referred to in 4.1.1 and 4.1.2 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 contact details of the Registrar of Pension Funds are as follows:

Address	:	446 Rigel Avenue, Pretoria, 2001
Telephone Number	:	(012) 428-8000
Facsimile Number	:	(012) 347-0221
Website Address	:	http://www.fsb.co.za

4.1.4 Members of the MGF should bear in mind that in terms of the Pension Fund Circulars No 86 and No 90 issued by the Registrar of Pension Funds, the Registrar has laid down disclosure requirements. PF Circular 86 lays down the minimum disclosure requirements in respect of active fund members, communications on restructuring of the Fund and information on withdrawal, retirement and death benefits. PF Circular 90 prescribes disclosure requirements pertaining to pensioners, deferred pensioners and dependants of deceased members. Although the PF Circulars are not law, the MGF adheres to the requirements of both circulars and discloses the relevant information to its members and pensioners in order to enable them to exercise or protect any of their rights.

4.1.5 The chairman's reports delivered at the Annual Meetings of the MGF are also available on request.

4.2. OTHER LEGISLATION

Records are kept in accordance with such other legislation as is applicable to the MGF, which includes but is not limited to, the following:

- Basic Conditions of Employment Act, 75 of 1997
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Constitution of SA, 108 of 1996
- Income Tax Act, 58 of 1962
- Labour Relations Act, 66 of 1995
- Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000
- Regional Service Councils Act, 109 of 1985
- Skill Development Levies Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001
- Tax on Retirement Funds Act, 38 of 1996
- Value Added Tax Act, 89 of 1991.

5. DESCRIPTION OF RECORDS HELD BY THE MGF [Section 51(1)(e) of the Act]**5.1 General Records**

- Rules and Rule amendments
- Summary of Rules
- FSB Certificate of Registration
- FSB Certificates of Name Change
- Notice of Vat Registration
- Confirmation as to appointment of Principal Officer, Auditor and Actuary of Fund
- Fidelity and Indemnity Contract
- Newsletters
- Trustee Register
- Attendance Registers
- Minute Books and Agendas for Trustee and Subcommittee meetings
- Minutes and Agendas for Annual Meetings
- Investment strategy
- Pension Fund Adjudicator complaints lodged against the MGF
- Statutory records.

5.2 Records of members and pensioners of MGF

- Membership details
- Contribution records
- Member benefit statements
- Claims records in relation to all withdrawals (resignations, retrenchments, retirements, disabilities and deaths).
- Member housing loans
- Section 37D deduction instruction
- Copy of any other court order against benefits
- Data relating to calculations of members' benefits
- Tax applications, directives, certificates and duplicates (where applicable)
- IT 88 notifications
- Section 14 Transfers including all applicable documentation such as Section 14 applications, certificates, calculations and option forms, where applicable
- Resolutions relating to disability benefits with supporting documentation, including medical reports
- Resolutions relating to disposal of death benefits with supporting documentation.

5.3 Contracts

- Contracts with Service Providers such as Fund Administrator, Consultants, Actuary and Auditor
- Investment Contracts and mandates to Portfolio Managers
- Funeral Policy
- Housing Loan Agreements.

5.4 Financial Records

- Annual financial statements
- Bank statements
- Cashbooks and bank reconciliations
- General ledgers
- Statutory valuation reports and certificates

5.5 Personnel Records

- Conditions of employment and other personnel-related contractual and quasi-legal records
- Correspondence relating to personnel
- Personal records provided by personnel, including employment contracts, identity documents, curriculum vitae, application forms and qualifications.

5.6 Other Party Records

The MGF may possess records pertaining to other parties, including without limitation, trustees, contractors, suppliers, service providers, advisors, auditors, banking institutions, brokers, consultants and investors. Alternatively, such other parties may possess records that can be said to belong to the MGF.

5.7 Types of information held

The MGF holds the following types of information:

Business, confidential, contractual, commercial, financial, legal, machine-readable, medical, operational, official, policy, procedural, research, statutory, scientific, strictly confidential and trade.

6. REQUEST PROCEDURE AND FEES**6.1. Request Procedure**

- 6.1.1 A requester will be given access to a record if complied with all the procedural requirements contained in the Act relating to the request for access to that record and access to that record is not refused on any ground of refusal mentioned in the Act.
- 6.1.2 The requester must complete the prescribed form in terms of the Act and the Regulations thereto, and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer of the MGF at the postal or registered address, fax number or e-mail address as stated in 1 above.
- 6.1.3 The prescribed form must be completed with enough information to at least enable the MGF Information Officer to identify:
- (i) The record or records requested;
 - (ii) the identity of the requester;
 - (iii) which form of access is required, if the request is granted, and
 - (iv) the postal address or fax number of the requester.
- 6.1.4 The requester must state that he requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.1.5 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer of the MGF.
- 6.1.6 If a requester is illiterate or disabled, he may make the request orally. The Information Officer will then fill in the form on behalf of such requester and provide him with a copy thereof.

6.2. FEES

6.2.1 The Act provides for two types of fees namely:

- (i) A request fee, which will be a standard fee, and
- (ii) an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

6.2.2 A requester who is seeking access to a record containing personal information about that requester (personal requester) is not required to pay the request fee. The MGF will provide the requested information, or give access to any record with regard to the requester's personal information. The applicable prescribed fee for reproduction of the information requested may be charged.

6.2.3 Every other requester must fulfill the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

6.2.4 When the request is received by the Information Officer of the MGF, such officer will by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

6.2.5 The request fee payable to the MGF is R50-00. The requester may lodge an application to the court against the tender or payment of the request fee.

6.2.6 After the Information Officer has made a decision on the request, the requester will be notified of such decision in the required form.

6.2.7 The Information Officer of the MGF will withhold a record until the requester has paid the fees as prescribed.

6.2.8 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the requested form.

7. 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.

8. AVAILABILITY OF THE MANUAL

This manual will be made available via e-mail and for inspection free of charge at the registered address of the MGF. A copy can also be obtained from the Human Rights Commission and the MGF's website.

9. PRESCRIBED FORMS AND FEE STRUCTURE

The prescribed forms and the fee structure are available on the website of the MGF and will also be made available on hard copy on request.

Lloyd Viljoen Suid
Registered Accountants and Auditors

**A Guide to promoting accesses to information manual in terms of Section 51 of the
Promotion of Access to Information Act, No. 2 of 2000**

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1. Introduction

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

Summary of activities

The extensive services provided by Lloyd Viljoen, include amongst others the following:

- Auditing financial statements;
- Reporting on the financial statements of close corporations;
- Completing personal and corporate income tax returns, advising on the implications of income tax legislation, and contacting the South African Revenue Services on the client's behalf;
- Advising on other forms of taxation, such as PAYE, company tax, stamp duty, estate duty, donations tax, VAT, RSC and SDL;
- Advising on capital gains tax;
- Maintaining accounting records of business entities;
- Studying accounting records and related systems, and recommending modifications and improvements;
- Estate and financial planning;
- Financial investigations into such matters as low return on investments, high overhead costs, abnormally high stock levels and suspected fraud;
- Providing profit improvement studies;
- Acting as liquidators and trustees in bankruptcies and insolvency matters;
- Acting as executors and administrators of estates and as trustees of family and other trusts;
- Acting as arbitrators;
- Preparing financial reports for presentation to board of directors, management, shareholders or statutory bodies;
- Computing the value of business interests;
- Advising on acquisitions, mergers and reconstructions;
- Advising on computer systems and their installation and implementation;
- Preparing cash flow statements and financial information for banks and other financial institutions to support loan applications;
- Providing secretarial and share register services;
- Advising generally on financial and management opportunities and investments;
- Registration of companies, close corporations and trusts;
- Management consultancy, strategic planning and implementation, and
- Internal management workshops.

- Due diligence studies
- Forensic audits
- Internal audit – implementing and maintaining systems, manuals etc
- Reconstructions
- Accounting services
- Secretarial services

The aim of this manual is to assist potential requestors as to the procedures to be followed when requesting access to information or documents from the private body as contemplated in 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.

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

2. Contact details

Full Name:	Lloyd Viljoen
Practice number:	903914
Address:	1 st Floor Randpark Building 20 Dover Street Randburg
Postal address:	PO Box 933 Randburg 2125
Telephone number:	(011) 789 8550
Fax number:	(011) 789 2999
Senior Partner:	W. Viljoen
Designated information officer:	W. Viljoen
Email address of information officer:	Viljoen@lloydviljoen.co.za
Website:	www.lloydviljoen.co.za

3. The guide as described in section 10

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

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. 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 SAHRC, the contact details of which are as follows:

Post:	South African Human Rights Commission Promotion of Access to Information Act Unit Research- and documentation department Private Bag 2700 HOUGHTON 2041
Telephone:	(011) 484-8300
Fax:	(011) 484-0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. Notices in terms of Section 52(2) of the Act (Section 51(1)(c) of the Act)

The Minister has made no notice of such record.

5. Records available in terms of other legislation

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

- Administration of Estates Act, No. 66 of 1965
- Basic Conditions of Employment Act, No. 75 of 1997
- Close Corporations Act, No. 69 of 1984
- Companies Act, No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Competition Act, No. 89 of 1998
- Constitution of the Republic of South Africa
- Co-operatives Act, No. 91 of 1981
- Credit Agreements Act, No. 75 of 1980
- Custody and Administration of Securities Act, No. 85 of 1992
- Customs and Excise Act, No. 91 of 1964
- Debt Collectors Act, No. 114 of 1998
- Employment Equity Act, No. 55 of 1998
- Estate Agency Affairs Act, No. 112 of 1976
- Financial Markets Control Act, No. 55 of 1989
- Income Tax Act, No. 58 of 1962
- Insolvency Act, No. 24 of 1936
- Labour Relations Act, No. 66 of 1995
- Legal Deposit Act, No. 54 of 1997
- Occupational Health and Safety Act, No. 85 of 1993
- Prevention of Organised Crime Act, No. 121 of 1998
- Public Accountants' and Auditors' Act, No. 80 of 1991
- Public Finance Management Act, No. 1 of 1999
- Sectional Titles Act, No. 95 of 1986
- Security Officers Act, No. 92 of 1987
- Skills Development Levies Act, No. 9 of 1999
- Stamp Duties Act, No. 77 of 1968
- Transfer Duty Act, No. 40 of 1949
- Unemployment Insurance Act, No. 63 of 2001
- Value-added Tax Act, No. 89 of 1991

6. Records available in terms of the Act

6.1 Procedure for requesting access to the records below

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

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

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

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

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

6.2 Categories of record

We hold the following categories of information:

(a) ACCOUNTING RECORDS

- (i) Books of account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.
- (iii) Fixed asset register.

(b) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Attendance register;
- (vi) Employment equity plan;
- (vii) Salary and wages register;
- (viii) Collective agreements;
- (ix) Arbitration awards;
- (x) Determinations made in terms of the Wage Act;

(xi) Training records;

- (xii) Staff records (after date of employment ceases);

(xiii) Expense accounts;

(c) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Maternity leave policy;
- (iii) Disability scheme;
- (iv) Code of conduct.
- (v) Training accountant records and contracts

(d) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and lease agreements;
- (iii) Notarial bonds;
- (iv) Deeds of pledge.

(e) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials;
- (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- (iii) Acquisition or disposal documentation;
- (iv) Agreements with contractors and suppliers;
- (v) Agreements with customers;
- (vi) Warranty agreements;
- (vii) Sale agreements;
- (viii) Distributor, dealer or agency agreements;
- (ix) Restraint agreements;
- (x) Agreements with governmental agencies;
- (xi) Purchase or lease agreements.
- (vi) Employee contracts;
- (vii) Trainee accountant contracts

(f) TAXATION

- (i) Copies of all income tax returns and other tax returns and documents;

(g) LEGAL

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- (ii) Settlement agreements;

- (iii) Material licences, permits and authorisations;

(h) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverage, limits and insurers.

(i) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating systems;
- (iii) Telephone exchange equipment;
- (iv) Telephone lines, leased lines and data lines;
- (v) LAN installations;
- (vi) Software packages;
- (vii) Disaster recovery;
- (viii) Internal systems support and programming/development;
- (ix) Capacity and utilization of current systems;
- (x) Development or investment plans;
- (xi) Agreements;
- (xii) Licenses;

(j) SALES AND MARKETING

- (i) Products;
- (ii) Clients;
- (iii) Brochures, newsletters and advertising materials;
- (iv) Public relations policies and procedures;

7. Information automatically available

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

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

1. Newsletters.
2. Booklets.
3. Pamphlets/brochures.
4. Reports.
5. Posters.
6. Other literature intended for public viewing.

8. Other information as may be prescribed (Section 51(1)(f))

Not applicable.

9. Availability of the manual (Section 51(3))

This manual is available from the South African Human Rights Commission (see details above), this private body (see details above), and in electronic format at www.lloydvilljoen.co.za

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)

Viljoen Auditors Inc

A Guide to promoting accesses to information manual in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000

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1. Introduction

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

Summary of activities

- The extensive services provided by Viljoen Auditors Inc, include amongst others the following:
- Auditing financial statements;
- Reporting on the financial statements of close corporations;
- Completing personal and corporate income tax returns, advising on the implications of income tax legislation, and contacting the South African Revenue Services on the client's behalf;
- Advising on other forms of taxation, such as PAYE, company tax, stamp duty, estate duty, donations tax, VAT, RSC and SDL;
- Advising on capital gains tax;
- Maintaining accounting records of business entities;
- Studying accounting records and related systems, and recommending modifications and improvements;
- Estate and financial planning;
- Financial investigations into such matters as low return on investments, high overhead costs, abnormally high stock levels and suspected fraud;
- Providing profit improvement studies;
- Acting as liquidators and trustees in bankruptcies and insolvency matters;
- Acting as executors and administrators of estates and as trustees of family and other trusts;
- Acting as arbitrators;
- Preparing financial reports for presentation to board of directors, management, shareholders or statutory bodies;
- Computing the value of business interests;
- Advising on acquisitions, mergers and reconstructions;
- Advising on computer systems and their installation and implementation;
- Preparing cash flow statements and financial information for banks and other financial institutions to support loan applications;
- Providing secretarial and share register services;
- Advising generally on financial and management opportunities and investments;
- Registration of companies, close corporations and trusts;
- Management consultancy, strategic planning and implementation, and
- Internal management workshops.
- Due diligence studies
- Forensic audits
- Internal audit – implementing and maintaining systems, manuals etc
- Reconstructions
- Accounting services
- Secretarial services

The aim of this manual is to assist potential requestors as to the procedures to be followed when requesting access to information or documents from the private body as contemplated in 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.

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

2. Contact details

Full Name: Viljoen Auditors Inc.
Practice number: 900484
Registration number: 2001/023188/07
Address: 1 st Floor
Randpark Building
20 Dover Street
Randburg
Postal address: PO Box 933
Randburg
2125
Telephone number: (011) 789 8550
Fax number: (011) 789 2999
Senior Partner: W. Viljoen
Designated information officer: W. Viljoen
Email address of information officer: Viljoen@lloydviljoen.co.za
Website: www.lloydviljoen.co.za

3. The guide as described in section 10

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

The Guide will contain the following information:

- 3.11. The objects of the Act;
- 3.12. Particulars of the information officer of every public body;
- 3.13. Particulars of every private body as are practicable;
- 3.14. The manner and form of a request for access to information held by a body;
- 3.15. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- 3.16. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- 3.17. Schedules of fees to be paid in relation to requests for access to information;
- 3.18. 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 SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research- and documentation department
Private Bag 2700
HOUGHTON
2041
Telephone: (011) 484-8300
Fax: (011) 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Notices in terms of Section 52(2) of the Act (Section 51(1)(c) of the Act)

The Minister has made no notice of such record.

5. Records available in terms of other legislation

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

- Administration of Estates Act, No. 66 of 1965
- Basic Conditions of Employment Act, No. 75 of 1997
- Close Corporations Act, No. 69 of 1984
- Companies Act, No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Competition Act, No. 89 of 1998
- Constitution of the Republic of South Africa
- Co-operatives Act, No. 91 of 1981
- Credit Agreements Act, No. 75 of 1980
- Custody and Administration of Securities Act, No. 85 of 1992
- Customs and Excise Act, No. 91 of 1964
- Debt Collectors Act, No. 114 of 1998
- Employment Equity Act, No. 55 of 1998
- Estate Agency Affairs Act, No. 112 of 1976
- Financial Markets Control Act, No. 55 of 1989
- Income Tax Act, No. 58 of 1962
- Insolvency Act, No. 24 of 1936
- Labour Relations Act, No. 66 of 1995
- Legal Deposit Act, No. 54 of 1997
- Occupational Health and Safety Act, No. 85 of 1993
- Prevention of Organised Crime Act, No. 121 of 1998
- Public Accountants' and Auditors' Act, No. 80 of 1991
- Public Finance Management Act, No. 1 of 1999
- Sectional Titles Act, No. 95 of 1986
- Security Officers Act, No. 92 of 1987
- Skills Development Levies Act, No. 9 of 1999.
- Stamp Duties Act, No. 77 of 1968
- Transfer Duty Act, No. 40 of 1949
- Unemployment Insurance Act, No. 63 of 2001
- Value-added Tax Act, No. 89 of 1991

6. Records available in terms of the Act

6.1. Procedure for requesting access to the records below

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

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

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

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

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

6.2. Categories of record

We hold the following categories of information:

a) STATUTORY COMPANY INFORMATION

- i) Certificate of incorporation;
- ii) Certificate of change of name (if any);
- iii) Memorandum and articles of association;
- iv) Certificate to commence business;
- v) Minute book as well as resolutions passed at general/class meetings;
- vi) Proxy forms;
- vii) Proxy forms used at court convened meetings;
- viii) A register of allotments – after a person ceased to be a member;
- ix) Register of members;
- x) Register of mortgages and debentures and fixed assets;
- xi) Register of directors' shareholdings;
- xii) Register of directors and certain officers;
- xiii) Directors' attendance register;
 - Annual financial statements including:
 - Annual accounts;
 - Directors' reports;
- xiv) Auditor's report.
- xv) Books of account regarding information required by the Companies Act, 1973;
- xvi) Supporting schedules to books of account and ancillary books of account;

b) ACCOUNTING RECORDS

- i) Books of account including journals and ledgers;
- ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.
- iii) Fixed asset register.

c) INTELLECTUAL PROPERTY

- i) Trademarks, trade names and protected names;
- ii) Goodwill;
- iii) Agreements relating to intellectual property such as licence agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;
- iv) Litigation and other disputes involving intellectual property.

d) AGREEMENTS AND CONTRACTS

- i) Material agreements concerning provision of services or materials;
- ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- iii) Acquisition or disposal documentation;
- iv) Agreements with contractors and suppliers;
- v) Agreements with customers;
- vi) Warranty agreements;

- vii) Sale agreements;
- viii) Distributor, dealer or agency agreements;
- ix) Restraint agreements;
- x) Agreements with governmental agencies;
- xi) Purchase or lease agreements.
- e) TAXATION
 - i) Copies of all income tax returns and other tax returns and documents;
- f) LEGAL
 - i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- ii) Settlement agreements;
- iii) Material licences, permits and authorisations;
- g) INSURANCE
 - i) Insurance policies;
 - ii) Claim records;
 - iii) Details of insurance coverage, limits and insurers.
- h) SALES AND MARKETING
 - i) Products;
 - ii) Clients;
 - iii) Brochures, newsletters and advertising materials;
 - iv) Public relations policies and procedures;

7. Information automatically available

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

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

- 1) Newsletters.
- 2) Booklets.
- 3) Pamphlets/brochures.
- 4) Reports.
- 5) Posters.
- 6) Other literature intended for public viewing.

8. Other information as may be prescribed (Section 51(1)(f))

Not applicable.

9. Availability of the manual (Section 51(3))

This manual is available from the South African Human Rights Commission (see details above), this private body (see details above), and in electronic format at www.lloydviljoen.co.za

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)

Bickels Coins & Medals (Edms) Bpk

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepalinge van Artikel 51 van Die Wet op 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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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 tyd tot tyd beskikbaar is by die kantore van die maatskappy;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Die maatskappy dryf handel in munte, medaljes en ander versamelaar items.

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 R. J. Liggett kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	Bickels Coins & Medals (Edms) Bpk
Registrasienommer:	1965/007326/07
Besturende direkteur:	Mnr. R. J. Liggett
Inligtingsbeampte:	Mnr. R. J. Liggett
Adres:	Volkshuisgebou Markstraat 76 Johannesburg 2001
Posadres:	Posbus 61002 Marshalltown 2107
Telefoon:	(011) 833 1343
Faks:	(011) 834 2980
E-pos:	bickels@absamail.co.za
Webblad:	nvt

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 (SAMK) saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon: +27 11 484 8300
Faks: +27 11 484 0582/1360
Webblad: www.sahrc.org.za
E-pos: PAIA@sahrc.org.za

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

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

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

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No 63 van 2001
- Wet op Arbeidsverhoudinge, No 66 van 1995
- Wet op Basiese Diensvoorwaardes, No 75 van 1997
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Beroepsgesondheid en Veiligheid, No 85 van 1993
- Wet op Gelyke Indiensneming, No 55 van 1998
- Wet op Mededinging, No 89 van 1998
- Wet op Streekdiensterade, No. 109 van 1985
- Wet op Vergoeding vir Beroepsbeserings en Siektes, No 130 van 1993

Die bogenoemde 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 MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|---|---|
| <p>a) Statutêre maatskappy inligting</p> <ul style="list-style-type: none"> i) Sertifikaat van inlywing ii) Akte en statute iii) Sertifikaat om met besigheid te begin iv) Notule boek, asook besluite aangeneem by algemene vergaderings v) Volmag vorms vi) Lederegister vii) Verbandlenings- en vaste bateregister viii) Register van direkteure en beamptes ix) Bywoningsregister vir direkteure x) Jaarlikse finansiële state insluitende, <ul style="list-style-type: none"> • Jaarlikse rekeninge • Direkteursverslae • Ouditeursverslae | <ul style="list-style-type: none"> xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke. <p>b) Rekeningkundige rekords</p> <ul style="list-style-type: none"> i) Rekeningkundige rekords insluitende joernale en grootboeke ii) Afleweringsnotas, bestelvorms, fakture, state, kwitansies, bewyse en tjeks <p>c) Statutêre werknemers rekords</p> <ul style="list-style-type: none"> i) Name en beroepe van werknemers ii) Tyd gewerk deur elke werknemer iii) Vergoeding betaal aan elke werknemer iv) Geboortedatum van elke werknemer |
|---|---|

- v) Bywoningsregister
- vi) Gelyke indiensnemingsplan
- vii) Salaris en loonregister
- viii) Rekords van alle buitelandse werknemers
- ix) Kollektiewe ooreenkomste
- x) Arbitrasie toekennings
- xi) Bepalings gemaak in terme van die loon wet
- xii) Uitgawe rekeninge
- d) Ander werknemer rekords
 - i) Werknemerskontrakte
 - ii) Aansporingskemas
 - iii) Skemas vir personeelleninge
 - iv) Kraamverlof beleid
 - v) Behuisingskemas
 - vi) Ongeskiktheid skemas
 - vii) Gedragskode
- e) Omgewingsgesondheid en veiligheid
 - i) Veiligheidsbestuurstelsels, data en oudits
 - ii) Openbare gesondheid en noodgeval aksieplan vir werknemers
 - iii) Noodgeval aksieplan
- f) Roerende eiendom
 - i) Bateregister
 - ii) Bruikhuur- en finansieringsooreenkomste
 - iii) Notariese akte
 - iv) Pandakte
- g) Intellektuele eiendom
 - i) Patente, patentaansoeke en uitvindings
 - ii) Handelsmerke, handelsname en beskermde name
 - iii) Kopieregte
- h) Ooreenkomste en kontrakte
 - i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal.
 - ii) Gesamentlike ondernemings-, vennootskap-, deelnemings-, eksklusiewe agentskap-, mede bemaking-, mede promosie- of ander bondgenootskapoooreenkomste
 - iii) Ooreenkomste met lede, beamptes of direkteure
- iv) Dokumentasie met betrekking tot verkrygings en vervreemdings
- v) Ooreenkomste met kontrakteurs en verskaffers
- vi) Ooreenkomste met kliënte
- vii) Verkoopsooreenkomste
- viii) Koop en huurkoop ooreenkomste
- ix) Ondergeskikstellings ooreenkomste
- x) Huur ooreenkomste
- xi) Kontrakte register
- i) Belasting
 - i) afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie.
- j) Wetlik
 - i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsgeeding, arbitrasie of ondersoeke
 - ii) Skikkingsooreenkomste
 - iii) Wesenlike lisensies, permitte en magtigings
- k) Versekering
 - i) Versekeringspolis
 - ii) Eis rekords
 - iii) Detail van versekeringsdekkings, limiete en versekeraars
- l) Inligtingstegnologie
 - i) Hardeware
 - ii) Bedryfstelsel
 - iii) Sagteware pakkette
 - iv) Ramp herstellings
 - v) Ooreenkomste
 - vi) Lisensies
- m) Verkope en bemaking
 - i) Produkte
 - ii) Markte
 - iii) kliënte
 - iv) brosjures, nuusbriewe en advertensie materiaal
 - v) Beleid op openbare verhoudings en prosedure

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 die maatskappy 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)

- Die handleiding is gratis beskikbaar vir inspeksie by die kantore van die maatskappy;
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi;
- Toegang kan tot die handleiding kan bekom word op die webblad van die SAMK www.sahrc.org.za en sal ook gepubliseer word in die Staatskoerant
- Die 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.doj.gov.za) (onder "regulations").

**DIE AFRIKAANSE TAAL- EN
KULTUURVERENIGING**
(Vereniging ingelyf kragtens Artikel 21)

‘n Handleiding vir die

BEVORDERING VAN TOEGANG TOT INLIGTING

**Handleiding saamgestel ooreenkomstig die bepalings van Artikel 51 van Die Wet op
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 of dokumente van die ATKV versoek word, in terme van die Wet.

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 die ATKV;
“ATKV”	beteken Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens Artikel 21);
“SAMK”	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Huidige struktuur en funksionering van die ATKV

Die ATKV (en sy filiale) bedryf die bevordering van Afrikaanse kultuur oor 'n wye spektrum deur middel van bedryfsaktiwiteite en verskeie projekte wat die Afrikaanse kultuur bevorder. Die meer as 100 projekte wat landswyd op nasionale, asook streek- en takvlak aangebied word, bereik ongeveer 120 000 mense per jaar. Enkele van hierdie aktiwiteite word vervolgens opgesom :

- **Kultuur.** Kultuur word in sy wydste betekenis op talle gebiede bevorder deur die aanbied van verskeie projekte wat strek van musiekkompetisies, toneel-opvoerings en -kompetisies, redenaarswedstryde, skryfskole, taaldienste, deelname aan kunstefeeste, toekennings, pryse en koorkompetisies. Enkele projekte in hierdie verband is ATKV-Crescendo, ATKV-Muziq, ATKV-Koorfees, ATKV-Applous, ATKV-Tienertoneel, ATKV-Kinderteater, ATKV-Redenaarskompetisie, ATKV-Prosaprys, ATKV-Kinderboektoekenning, borgskap van die ATKV-Skryfskool aan die PU vir CHO en die borgskap aan die Eenheid vir Taalfasilitering en Bemagtiging aan die Universiteit van die Oranje-Vrystaat vir die opleiding van tolke. 'n Televisie- en Radioprys vir programme wat die Afrikaanse taal en kultuur in die wydste sin bevorder, borgskappe vir die Afrikaanse olimpiades vir moedertaal- en niemoedertaalsprekers, Taaldienste, borgskappe vir die Pendoringtoekenning vir die bevordering van Afrikaanse reklame, verteenwoordiging by verskeie kunstefeeste, soos die Klein Karoo Nasionale Kunstefees en die Aardklop Kunstefees waartydens verskeie programme aangebied, word asook ontwikkelingsprojekte vir die plaaslike gemeenskap.

- **Onderwys en ontwikkeling.** Die ATKV se betrokkenheid sluit onder andere jeugberade, skryfkursusse en pryse, redevoering, leierskursusse, entrepreneursontwikkeling, koorleierskursusse, winterskole en werkskole vir onderwysers in. Hierdie betrokkenheid het onder meer ten doel om die jeug en volwassenes te bemagtig sodat hulle 'n bydrae kan lewer om van Suid-Afrika 'n wenland te maak. Hierby lewer die ATKV ook 'n aktiewe bydrae tot basiese geletterdheidsopleiding vir volwassenes ("ABET"), deur skenkings aan instansies soos "Project Literacy" te maak. Opleiding word ook aan personeel en ander belangstellendes verskaf. Twee universiteitsafdelings word verder geborg, te wete die ATKV-Skryfskool vir kreatiewe skryfkuns aan die PU vir CHO, en die Eenheid vir Taalfasilitering en Bemagtiging aan die Universiteit van die Oranje-Vrystaat vir die opleiding van tolke. Enkele projekte in hierdie verband is jeugberade, leierskapkursusse, kompetisies in naaldwerk en handvaardigheid vir veral leerders, Boetman en sy Classic-span, 'n marionettespel waardeur kinders kennis maak met klassieke musiek. Daarby is daar die Top-Entrepreneurskompetisie, ATKV-Winterskool vir die Kunste, ATKV-Ligteliedjiewerkskool, ATKV-Koorleierskursus vir opleiding aan koorleiers in dirigeertegniese asook werkskole vir onderwysers wat betrokke is by leierskapstrukture in hulle skool.
- **Godsdiens.** Die ATKV onderskryf die Christelike geloof en waardestelsel en bevorder dit op talle terreine. Hierdie betrokkenheid behels onder andere die bekroning van kunstenaars wat geestelike musiek bevorder, borgskappe aan godsdiensuitsendings oor die radio, die aanbied van feeste en byeenkomste soos die Christusfeeste. Enkele projekte in hierdie verband is die ATKV-Liertoekenning, waardeur bydraes tot die bevordering van ligte Afrikaanse geestelike musiek bekroon word, Christusfeeste wat gehou word waartydens kunstenaars ligte geestelike musiekoptredes by die ATKV-oorde en op ander plekke aanbied, asook 'n borgskap vir die uitsending van Christelike kerkdienste en oordenkings oor RSG.
- **Welsyn en humanitêr.** Verskeie aksies en projekte word jaarliks geïnisieer om aandag te gee aan die sosiaal-maatskaplike nood van mense en om dit te probeer verlig. Hierdie betrokkenheid sluit onder andere die volgende in: die uitdeel van kombersies aan vigswesies waartoe die hele Suid-Afrikaanse gemeenskap mildelik bydra, donasies aan ouetehuse, kosvoorsieningskemas, hulp aan kinderhuise, gemeenskapsprojekte om armoede te verminder en te verlig, finansiële hulp vir die betaling van skoolfonds, die ontwikkeling van lewensvaardighede, deelname aan veldtogte ter bestryding van geweld teen vroue en kinders, en die toekenning van studieleninge en -beurse. Enkele projekte in hierdie verband is die Skoolhulpfonds waaruit behoeftige gesinne gehelp word om skoolfonds te betaal en skooldrag te koop, die toekenning van studieleninge en 'n studiebeurs om tersiêre studie te bevorder teen 'n baie lae rentekoers, 'n Mensboupromjek wat daarop fokus om familieledede van personeellede op te lei in handvaardighede en entrepreneurskap, mensverryking, eendagseminare met die oog op die bekamping van gesinsgeweld, vigsuitreikingsprojekte, byvoorbeeld deur kombersies aan babas te voorsien en donasies aan tehuse, Jeugdagvierings op 16 Junie wanneer minder bevoorregte kinders by die vyf ATKV-vakansieoorde onthaal word. Tydens die Aardklop Nasionale Kunstefees word uitgereik na agtergeblewe gemeenskappe met ontwikkelingsprogramme vir kinders en senior burgers wat hoofsaaklik gerig is op die aanleer van handvaardighede soos kralewerk en blommerangskikking asook 'n verskeidenheid demonstrasies.
- **Sterftefonds.** Die ATKV het as 'n ledevoordeel 'n Sterftefonds in 1932 gestig. Hierdie fonds is as 'n onderlinge hulpvereniging geregistreer en is gedeeltelik uit ledegeld befonds. Die fonds

maak voorsiening vir die uitbetaling van 'n sterftevoordeel by die afsterwe van 'n lid of lede van die gesin. Dit is daarop gerig om in die materiële behoeftes te voorsien wat ontstaan veral met die dood van 'n broodwinner.

- **Taalgenoot.** Die Taalgenoot is 'n publikasie wat gereeld aan lede versprei word (tans 10 uitgawes per jaar). Dit dien as kommunikasiemiddel om deurlopend met ATKV-lede te kommunikeer en om oor sake van algemene en kulturele belang te berig. Dit word ook wyer in Suid-Afrika versprei veral onder skole.
- **Takstrukture en werksaamhede.** Die ATKV se lede word georganiseer in meer as 200 takke landwyd (met enkele takke in Namibië). Van hierdie lede word jaarliks afgevaardig om die ATKV se kongres en algemene jaarvergadering by te woon ooreenkomstig die Statute. Voorts is takke ook georganiseer om projekte aan te bied om sodoende betrokke te raak in hul plaaslike gemeenskap. Talle projekte word jaarliks deur takke uitgevoer wat gerig is op die verligting en vermindering van armoede, soos voedingskemas en traumasentrums, die ontwikkeling van leesvaardighede, die aanbied van musiekprogramme, skryfkompetisies, natuurbewaring en borgskappe aan verdienstelike instansies of persone. Verder is baie takke en lede direk betrokke by verskeie gemeenskapsprojekte wat onder andere insluit die uitdeel van geskenkies vir polisiemanne wat oor Kersfees diens doen, geskenkies vir kinders in kinderhuise, gebreide mussies vir jong kankerlyers, voedingskemas, sopkombuise, traumasentrums en die skenk van klere om babas wat aan vigs sterf in te begrawe. Voorts word takke ook omvattend betrek by projekte wat nasionaal gekoördineer word en wat reeds hierbo genoem is.
- **Uitgewery.** Die ATKV bedryf 'n uitgewery via 'n filiaal, LAPA Uitgewers (Edms.) Bpk., wat 'n belasbare entiteit en 'n volfiliaal van die houermaatskappy, DH van der Walt (Edms.) Bpk. is. Die uitgewery is 'n algemene boekuitgewer wat fokus op die gesinsmark wat Afrikaans gebruik. Daar word ongeveer 120 nuwe titels per jaar gepubliseer wat ook nie-Afrikaanse boeke insluit. Verskeie boekklubs word bedryf en daar word ook jaarliks 'n boek aan ATKV-lede geskenk wat deur die ATKV betaal word.
- **Oorde.** Die ATKV bedryf vyf ontspanningsoorde wat regoor die RSA versprei is, naamlik Hartenbos, Klein-Kariba, Buffelspoort, Goudini en Natalia. Drie van die oorde (Hartenbos, Klein-Kariba, en Natalia) se eiendom is in die naam van die ATKV geregistreer, terwyl twee oorde (Buffelspoort en Goudini) se eiendomme in twee aparte volfiliale gesetel is. Die oorde is selfsorgoorde en bied verblyf, konferensiefasiliteite, restaurante en ontspanningsfasiliteite aan besoekers. ATKV-lede ontvang afslag op verblyf en geniet ook voorkeur ten opsigte van besprekings oor spitsye. Voorts word 'n verskeidenheid vakansieprogramme aangebied wat die Afrikaanse kultuur aktief bevorder. Op hierdie wyse dien die oorde ook in 'n groot mate as kultuursentrum.

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 Willem Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die ATKV.

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

Naam van liggaam:	Die Afrikaanse Taal- en Kultuurvereniging
Registrasienommer:	1962/005157/08
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. Willem Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@sahrc.org.za

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

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

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

Die ATKV hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Die Wet op Kopiereg., No. 98 van 1978
- Drankwet, No 27 van 1989
- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Nasionale Omgewingsbestuurswet, No 107 van 1998
- Nasionale Padverkeerswet, No 93 van 1996
- Nasionale Waterwet, No 36 van 1998
- Pensioenfondswet, No. 24 van 1956
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No 63 van 2001
- Wet op Arbeidsverhoudinge, No 66 van 1995
- Wet op Basiese Diensvoorwaardes, No 75 van 1997
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Beroepsgesondheid en Veiligheid, No 85 van 1993
- Wet op Fondsinsameling, No107 van 1978
- Wet op Gelyke Indiensneming, No 55 van 1998
- Wet op Mededinging, No 89 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Wet op Onderlinge Hulpverenigings, No 25 van 1956
- Wet op Streekdiensterade, No. 109 van 1985
- Wet op Vergoeding vir Beroepsbeserings en Siektes, No 130 van 1993

Die bogenoemde 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 ATKV IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

ATKV hou inligting en dokumente soos hierna aangedui:

- a) Statutêre maatskappy inligting
 - i) Sertifikaat van inlywing
 - ii) Akte en statute
 - iii) Sertifikaat om met besigheid te begin
 - iv) Notule boek, asook besluite aangeneem by algemene klas vergaderings
 - v) Volmag vorms
 - vi) Lederegister
 - vii) Verbandlenings- en vaste bateregister
 - viii) Register van direkteure en beampes
 - ix) Bywoningsregister vir direkteure
 - x) Jaarlikse finansiële state insluitende,
 - Jaarlikse rekeninge
 - Direkteursverslae
 - Ouditeursverslae
 - xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang
 - xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke
- b) Rekeningkundige rekords
 - i) Rekeningkundige rekords, insluitende joernale en grootboeke
 - ii) Afleweringsnotas, bestelvorms, fakture, state, kwitansies, bewyse en tjeks
 - iii) Beleggingsregister
- c) Statutêre werknemer rekords
 - i) Name en beroepe van werknemers
 - ii) Tyd gewerk deur elke werknemer
 - iii) Vergoeding betaal aan elke werknemer
 - iv) Geboortedatum van elke werknemer
 - v) Bywoningsregister
 - vi) Gelyke indiensenemingsplan
 - vii) Salaris en loonregister
 - viii) Kollektiewe ooreenkomste
 - ix) Arbitrasie toekennings
 - x) Bepalings gemaak in terme van die Loonwet
 - xi) Uitgawe rekeninge
- d) Ander werknemer rekords
 - i) Werknemerskontrakte
 - ii) Aansporingskemas
 - iii) Skemas vir personeellenings
 - iv) Studiehulpskemas
 - v) Kraamverlofbeleid
 - vi) Hervestigingsbeleid
 - vii) Behuisingskemas

- viii) Ongeskiktheidskemas
- ix) Groeplewens
- x) Gedragskode
- e) Pensioen en uittredingsfondsrekords
 - i) Pensioenfondsreëls
 - ii) Rekeningkundige rekords van pensioenfondse
 - iii) Notules van trustee- en ledevergadering
 - iv) Aktuariële waardasie verslae
 - v) Bydrae verslae
 - vi) Jaarlikse finansiële state
- f) Omgewingsgesondheid en veiligheid
 - i) Veiligheidsbestuurstelsels, data en oudits
 - ii) Openbare gesondheid en noodgeval-aksieplan vir werknemers
 - iii) Noodgeval-aksieplan
- g) Vaste eiendom
 - i) Titelaktes
 - ii) Bouplanne
 - iii) Verbandlenings en beswaring van eiendomme
 - iv) Serwitute
- h) Roerende eiendom
 - i) Bateregister
 - ii) Bruikhuur- en finansieringsooreenkomste
 - iii) Notarieële akte
 - iv) Pandakte
- i) Intellektuele eiendom
 - i) Handelsmerke, handelsname en beskermde name
 - ii) Kopieregte
- j) Ooreenkomste en kontrakte
 - i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal.
 - ii) Gesamentlike ondernemings-, vennootskap-, deelnemings-, eksklusiewe agentskap-, mede bemarking-, mede promosie- of ander bondgenootskapoooreenkomste
 - iii) Ooreenkomste met beamptes of direkteure
 - iv) Dokumentasie met betrekking tot verkrygings en vervreemdings
 - v) Ooreenkomste met kontrakteurs en verskaffers
 - vi) Ooreenkomste met kliënte
 - vii) Verkoopsooreenkomste
 - viii) Koop en huurkoop ooreenkomste
 - ix) Ondergeskikstellingsooreenkomste
 - x) Huurooreenkomste
 - xi) Kontrakteregister

- k) Belasting
 - i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie.
- l) Wetlik
 - i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsgedinge, arbitrasies of ondersoeke
 - ii) Skikkingsooreenkomste
 - iii) Wesenlike lisensies, permitte en magtigings
 - iv) Fondsinsamelingsregistrasie
 - v) Dranklisensies
- m) Versekering
 - i) Versekeringspolis
 - ii) Eisrekords
 - iii) Besonderhede van versekeringsdekkings, limiete en versekeraars
- n) Vervoer
 - i) Motorvoertuiglisensies
- o) Inligtingstechnologie
 - i) Hardeware
 - ii) Bedryfstelsel
 - iii) Telefoonsentrale
 - iv) Telefoonlyn, gehuurde lyn en datalyn
 - v) LAN installasies
 - vi) Sagteware pakkette
 - vii) Rampherstellings
 - viii) Interne stelselondersteuning en programmering/ontwikkeling
 - ix) Kapasiteit en benutting van huidige stelsels
 - x) Ooreenkomste
 - xi) Lisensies
- p) Verkope en bemarking
 - i) Produkte
 - ii) Markte
 - iii) Kliënte
 - iv) Brosjures, nuusbriewe en advertensie materiaal
 - v) Beleid op openbare verhoudings en prosedures

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van ATKV, kontakbesonderhede en bedrywighede.

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 die ATKV 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die ATKV;
- Afskrifte van die handleiding kan verkry word by die kantore van die ATKV, onderhewig aan betaling van die voorgeskrewe fooi;
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant
- 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 Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

LAPA UITGEWERS (EDMS) BPK**'n Handleiding vir die****BEVORDERING VAN
TOEGANG TOT INLIGTING****Handleiding saamgestel ooreenkomstig die bepalings van Artikel 51 van Die Wet op
Bevordering van Toegang tot Inligting, no 2 van 2000.****INDEKS**

- | | |
|---|-----|
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| 2. Kontakbesonderhede | 3 |
| 3. Gids in terme van Artikel 10 van die Wet | 3 |
| 4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet | 4 |
| 5. Inligting/dokumente beskikbaar ingevolge ander wetgewing | 4 |
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| 7. Ander inligting | 7 |
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BLADSY

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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 die ATKV;
“ATKV”	beteken Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens Artikel 21);
“SAMK”	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Die maatskappy bedryf ‘n uitgewery wat ‘n belasbare entiteit en ‘n volfiliaal van die houermaatskappy, DH van der Walt (Edms.) Bpk. is. Die uiteindelijke houer is die Afrikaanse Taal- en Kultuurvereniging. Die uitgewery is ‘n algemene boekuitgewer wat fokus op die gesinsmark wat Afrikaans gebruik. Daar word ongeveer 120 nuwe titels per jaar gepubliseer wat ook nie-Afrikaanse boeke insluit. Verskeie boekklubs word bedryf en daar word ook jaarliks ‘n boek aan ATKV-lede geskenk wat deur die ATKV betaal word.

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 Willem Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van ‘n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam: Lapa Uitgewers (Edms) Bpk
Registrasiensnommer: 1947/025852/07
Besturende direkteur: Dr. F. J. Kok
Inligtingsbeampte: Mnr. Willem Louw
Adres: Bosmanstraat 380
Pretoria
0001
Posadres: Posbus 123
Pretoria
0001
Telefoon: (012) 325 2100
Faks: (012) 324 4460
E-pos: willeml@atkv.org.za
Webblad: www.atkv.org.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@sahrc.org.za

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

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

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

Die ATKV hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Die Wet op Kopiereg., No. 98 van 1978
- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Pensioenfondswet, No. 24 van 1956
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No 63 van 2001
- Wet op Arbeidsverhoudinge, No 66 van 1995
- Wet op Basiese Diensvoorwaardes, No 75 van 1997
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Beroepsgesondheid en Veiligheid, No 85 van 1993
- Wet op Fondsinsameling, No107 van 1978
- Wet op Gelyke Indiensneming, No 55 van 1998
- Wet op Mededinging, No 89 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Wet op Streekdiensterade, No. 109 van 1985
- Wet op Vergoeding vir Beroepsbeserings en Siektes, No 130 van 1993

Die bogenoemde 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 DIE MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- a) Statutêre maatskappy inligting
 - i) Sertifikaat van inlywing
 - ii) Akte en statute
 - iii) Sertifikaat om met besigheid te begin
 - iv) Notule boek asook besluite aangeneem by algemene klas vergaderings
 - v) Volmag vorms
 - vi) Lederegister
 - vii) Verbandlenings- en vaste bateregister

- viii) Register van direkteure en beamptes
 - ix) Bywoningsregister vir direkteure
 - x) Jaarlikse finansiële state insluitende,
 - Jaarlikse rekeninge
 - Direkteursverslae
 - Ouditeursverslae
 - xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang
 - xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke
- b) Rekeningkundige rekords
- i) Rekeningkundige rekords insluitende joernale en grootboeke
 - ii) Afleweringsnotas, bestelvorms, fakture, state, kwitansies, bewyse en tjeks
- c) Statutêre werknemer rekords
- i) Name en beroepe van werknemers
 - ii) Tyd gewerk deur elke werknemer
 - iii) Vergoeding betaal aan elke werknemer
 - iv) Geboortedatum van elke werknemer
 - v) Bywoningsregister
 - vi) Gelyke indiensnemingsplan
 - vii) Salaris- en loonregister
 - viii) Kollektiewe ooreenkomste
 - ix) Arbitrasie toekennings
 - x) Bepalings gemaak in terme van die Loonwet
 - xi) Uitgawe rekeninge
- d) Ander werknemer rekords
- i) Werknemerskontrakte
 - ii) Aansporingskemas
 - iii) Skemas vir personeelleninge
 - iv) Studiehulpskemas
 - v) Kraamverlofbeleid
 - vi) Hervestigingsbeleid
 - vii) Behuisingskemas
 - viii) Ongeskiktheidskemas
 - ix) Groeplewens
 - x) Gedragkode
- e) Pensioen- en uittredingsfonds rekords
- i) Pensioenfondsreëls
 - ii) Rekeningkundige rekords van pensioenfondse
 - iii) Notules van trustee- en ledevergadering
 - iv) Aktuariese waardasie verslae
 - v) Bydrae verslae
 - vi) Jaarlikse finansiële state

- f) Omgewingsgesondheid en veiligheid
 - i) Veiligheidsbestuurstelsels, data en oudits
 - ii) Openbare gesondheid en noodgeval-aksieplan vir werknemers
 - iii) Noodgeval-aksieplan
- g) Roerende eiendom
 - i) Bateregister
 - ii) Bruikhuur- en finansieringsooreenkomste
 - iii) Notarieële akte
 - iv) Pandakte
- h) Intellektuele eiendom
 - i) Patente, patentaansoeke en uitvindings
 - ii) Handelsmerke, handelsname en beskermde name
 - iii) Kopieregte
- i) Ooreenkomste en kontrakte
 - i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal.
 - ii) Gesamentlike ondernemings-, vennootskap-, deelnemings-, eksklusiewe agentskap-, mede bemarking-, mede promosie- of ander bondgenootskapoooreenkomste
 - iii) Ooreenkomste met beamptes of direkteure
 - iv) Dokumentasie met betrekking tot verkrygings en vervreemdings
 - v) Ooreenkomste met kontrakteurs en verskaffers
 - vi) Ooreenkomste met kliënte
 - vii) Verkoopsooreenkomste
 - viii) Koop- en huurkoopoooreenkomste
 - ix) Ondergeskikstellingsooreenkomste
 - x) Huurooreenkomste
 - xi) Kontrakteregister
 - xii) Memorandum van ooreenkomste met outeurs
- j) Belasting
 - i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie.
- k) Wetlik
 - i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsgedinge, arbitrasies of ondersoeke
 - ii) Skikkingsooreenkomste
 - iii) Wesenlike lisensies, permitte en magtigings
- l) Versekering
 - i) Versekeringspolis
 - ii) Eisrekords
 - iii) Besonderhede van versekeringsdekkings, limiete en versekeraars
- m) Inligtingstechnologie
 - i) Hardeware
 - ii) Bedryfstelsel

- iii) Telefoonsentrale
 - iv) Telefoonlyn, gehuurde lyn en datalyn
 - v) LAN installasies
 - vi) Sagteware pakkette
 - vii) Rampherstellings
 - viii) Interne stelselondersteuning en programmering/ontwikkeling
 - ix) Kapasiteit en benutting van huidige stelsels
 - x) Ooreenkomste
 - xi) Lisensies
- n) Verkope en bemaking
- i) Produkte
 - ii) Markte
 - iii) Kliënte
 - iv) Brosjures, nuusbriewe en advertensie materiaal
 - v) Beleid op openbare verhoudings en prosedures

Die maatskappy webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy;
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi;
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant
- Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

DH VAN DER WALT BELLEGINGS (EDMS) BPK

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepalings van Artikel 51 van Die Wet op Bevordering van Toegang tot Inligting, no 2 van 2000.

INDEKS**BLADSY**

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2.	Kontakbesonderhede	1
3.	Gids in terme van Artikel 10 van die Wet	2
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting/dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting/dokumente gehou deur maatskappy in terme van die Wet	2 - 3
7.	Ander inligting	3
8.	Beskikbaarheid van Handleiding	3

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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

"die Wet"	betekende die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	betekende hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van die maatskappy;
"SAMK"	betekende die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Beleggingsmaatskappy en houermaatskappy van Rosrea (Edms) Bpk en Lapa Uitgewers (Edms) Bpk. Hierdie maatskappy is 'n volfiliaal van Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens artikel 21)

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. W.J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	DH van der Walt Belegings (Edms) Bpk
Registrasienumer:	1977/000230/07
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. W.J. Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@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)

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973

Die bogenoemde 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 MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|--|---|
| <p>a) Statutêre maatskappy inligting</p> <ul style="list-style-type: none"> i) Sertifikaat van inlywing ii) Akte en statute iii) Sertifikaat om met besigheid te begin iv) Notule boek, asook besluite aangeneem by algemene vergaderings v) Volmag vorms vi) Lederegister vii) Verbandlenings- en vaste bateregister viii) Register van direkteure en beamptes ix) Bywoningsregister vir direkteure x) Jaarlikse finansiële state insluitende, <ul style="list-style-type: none"> • Jaarlikse rekeninge • Direkteursverslae • Ouditeursverslae xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke <p>b) Rekeningkundige rekords</p> <ul style="list-style-type: none"> i) Rekeningkundige rekords insluitende joernale en grootboeke ii) Fature, state, kwitansies, bewyse en tjeks iii) Beleggingsregister | <p>c) Ooreenkomste en kontrakte</p> <ul style="list-style-type: none"> i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal. ii) Ooreenkomste met lede, beamptes of direkteure iii) Dokumentasie met betrekking tot verkrygings en vervreemdings iv) Ooreenkomste met kontrakteurs en verskaffers v) Verkoopsooreenkomste vi) Koop- en huurkoopsooreenkomste vii) Huurooreenkomste viii) Kontrakteregister <p>d) Belasting</p> <ul style="list-style-type: none"> i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie. <p>e) Wetlik</p> <ul style="list-style-type: none"> i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsdinge, arbitrasië of ondersoeke ii) Skikkingsooreenkomste iii) Wesenlike lisensies, permitte en magtigings |
|--|---|

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy.
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi.
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

RONDALIA GOUDINI (EDMS) BPK

'N HANDLEIDING VIR DIE BEVORDERING VAN TOEGANG TOT INLIGTING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, NO 2 VAN 2000.

INDEKS**BLADSY**

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

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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 die maatskappy;
- "SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Besit en verhuuring van eiendom. Hierdie maatskappy is 'n volfiliaal van Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens artikel 21)

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. W.J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	Rondalia Goudini (Edms) Bpk
Registrasienumer:	1967/011614/07
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. W. J. Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@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 BESIKKBAAR INGEVOLGE ANDER WETGEWING (ARTIKEL 51(1)(d) VAN DIE WET)

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Nasionale Omgewingsbestuurswet, No 107 van 1998
- Nasionale Waterwet, No 36 van 1998
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Mededinging, No 89 van 1998
- Wet op Srekdiensterade, No. 109 van 1985

Die bogenoemde rekords, insafte 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 MAATSKAPPY IN TERME VAN DIE WET (ARTIKEL 51(1)(e) VAN DIE WET).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|---|--|
| <p>a)</p> <p>i) Sertifikaat van inlywing</p> <p>ii) Akte en statute</p> <p>iii) Sertifikaat om met besigheid te begin</p> <p>iv) Notule boek, asook besluite aangeneem by algemene vergaderings</p> <p>v) Volmag vorms</p> <p>vi) Lederregister</p> <p>vii) Verbandlenings- en vaste batregerister</p> <p>viii) Register van direkteure en beaampies</p> <p>ix) Bywoningsregister vir direkteure</p> <p>x) Jaarlikse finansiële state insluitende, jaarlikse rekeninge</p> <p>• Jaarlikse rekeninge</p> <p>• Direkteursverslae</p> <p>• Ouditverslae</p> <p>xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang</p> <p>xii) Onderneemende skedules tot die rekeningkundige rekords en hulboeke.</p> | <p>b)</p> <p>i) Rekeningkundige rekords insluitende</p> <p>ii) Rekeningkundige rekords insluitende joernale en grootboeke</p> <p>iii) Fakture, state, kwitansies, bewyse en tjeks</p> <p>iii) Batregerister</p> <p>c)</p> <p>i) Vaste eiendom</p> <p>ii) Titel aktes</p> <p>iii) Boupplane</p> <p>iii) Verbandlenings en beswaring van eiendomme</p> <p>iv) Servituut</p> <p>d)</p> <p>i) Roerende eiendom</p> <p>ii) Batregerister</p> <p>iii) Bruikhuur- en finansieringsooreenkomste</p> <p>iii) Notariële akte</p> <p>iv) Pandakte</p> |
|---|--|

- e) Ooreenkomste en kontrakte
 - i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal.
 - ii) Ooreenkomste met lede, beamptes of direkteure
 - iii) Dokumentasie met betrekking tot verkrygings en vervreemdings
 - iv) Ooreenkomste met kontrakteurs en verskaffers
 - v) Verkoopsooreenkomste
 - vi) Koop en huurkoop ooreenkomste
 - vii) Huur ooreenkomste
 - viii) Kontrakteregister
- f) Belasting
 - i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie.
- g) Wetlik
 - i) Skikkingsooreenkomste
- ii) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsdinge, arbitrasië of ondersoeke
- iii) Wesenlike lisensies, permitte en magtigings
- h) Versekering
 - i) Versekeringspolis
 - ii) Eis rekords
 - iii) Besonderhede van versekeringsdekkings, limiete en versekeraars
- i) Inligtingstechnologie
 - i) Hardeware
 - ii) Bedryfstelsel
 - iii) Sagteware pakkette
 - iv) Ramp herstellings
 - v) Ooreenkomste
 - vi) Lisensies

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van die maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy.
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi.
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

RONDALIA BUFFELSPOORT (EDMS) BPK

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepalings van Artikel 51 van Die Wet op Bevordering van Toegang tot Inligting, no 2 van 2000.

INDEKS**BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	1
3.	Gids in terme van Artikel 10 van die Wet	2
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting/dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting/dokumente gehou deur maatskappy in terme van die Wet	2 - 3
7.	Ander inligting	3
8.	Beskikbaarheid van Handleiding	3

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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 die maatskappy;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Besit en verhuuring van eiendomme. Hierdie maatskappy is 'n volfiliaal van Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens artikel 21)

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. W.J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	Rondalia Buffelspoorts (Edms) Bpk
Registrasienommer:	1969/001638/07
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. W.J. Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@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)

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Nasionale Omgewingsbestuurswet, No 107 van 1998
- Nasionale Waterwet, No 36 van 1998
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Mededinging, No 89 van 1998
- Wet op Streekdiensterade, No. 109 van 1985

Die bogenoemde 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 MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|---|---|
| <p>a) Statutêre maatskappy inligting</p> <ul style="list-style-type: none"> i) Sertifikaat van inlywing ii) Akte en statute iii) Sertifikaat om met besigheid te begin iv) Notule boek, asook besluite aangeneem by algemene vergaderings v) Volmag vorms vi) Lederegister vii) Verbandlenings- en vaste bateregister viii) Register van direkteure en beamptes ix) Bywoningsregister vir direkteure x) Jaarlikse finansiële state insluitende, <ul style="list-style-type: none"> • Jaarlikse rekeninge • Direkteursverslae • Ouditeursverslae | <ul style="list-style-type: none"> xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke. <p>b) Rekeningkundige rekords</p> <ul style="list-style-type: none"> i) Rekeningkundige rekords insluitende joernale en grootboeke ii) Fakture, state, kwitansies, bewyse en tjeks <p>c) Vaste eiendom</p> <ul style="list-style-type: none"> i) Titel aktes ii) Bouplanne iii) Verbandlenings en beswaring van eiendomme iv) Serwitute |
|---|---|

- | | |
|--|--|
| <p>d) Roerende eiendom</p> <ul style="list-style-type: none"> i) Bateregister ii) Bruikhuur- en finansieringsooreenkomste iii) Notariële akte iv) Pandakte <p>e) Ooreenkomste en kontrakte</p> <ul style="list-style-type: none"> i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal ii) Ooreenkomste met lede, beamptes of direkteure iii) Dokumentasie met betrekking tot verkrygings en vervreemdings iv) Ooreenkomste met kontrakteurs en verskaffers v) Verkoopsooreenkomste vi) Koop- en huurkoopsooreenkomste vii) Huurooreenkomste viii) Kontrakteregister <p>f) Belasting</p> <ul style="list-style-type: none"> i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie. | <p>g) Wetlik</p> <ul style="list-style-type: none"> i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsdinge, arbitrasië of ondersoeke ii) Skikkingsooreenkomste iii) Wesenlike lisensies, permitte en magtigings <p>h) Versekering</p> <ul style="list-style-type: none"> i) Versekeringspolisse ii) Eis rekords iii) Besondehede van versekeringsdekkings, limiete en versekeraars <p>i) Inligtingstechnologie</p> <ul style="list-style-type: none"> i) Hardeware ii) Bedryfstelsel iii) Sagteware pakkette iv) Ramp herstellings v) Ooreenkomste vi) Lisensies |
|--|--|

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van die maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die 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.doj.gov.za) (onder "regulations").

RONDALIA TOERKLUB BPK

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepallings van Artikel 51 van Die Wet op Bevordering van Toegang tot Inligting, no 2 van 2000.

INDEKS**BLADSY**

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

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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 die maatskappy;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Besit en verhuuring van eiendomme. Hierdie maatskappy is 'n volfiliaal van Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens artikel 21)

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. W. J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	Rondalia Toerklub Bpk
Registrasienommer:	1957/001659/06
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. W.J. Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@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)

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Nasionale Omgewingsbestuurswet, No 107 van 1998
- Nasionale Waterwet, No 36 van 1998
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991
- Wet op Mededinging, No 89 van 1998
- Wet op Streekdiensterade, No. 109 van 1985

Die bogenoemde 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 MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|--|---|
| <p>a) Statutêre maatskappy inligting</p> <ul style="list-style-type: none"> i) Sertifikaat van inlywing ii) Akte en statute iii) Sertifikaat om met besigheid te begin iv) Notule boek, asook besluite aangeneem by algemene vergaderings v) Volmag vorms vi) Lederegister vii) Verbandlenings- en vaste bateregister viii) Register van direkteure en beaampes ix) Bywoningsregister vir direkteure x) Jaarlikse finansiële state insluitende, <ul style="list-style-type: none"> • Jaarlikse rekeninge • Direkteursverslae • Ouditeursverslae xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke. | <p>b) Rekeningkundige rekords</p> <ul style="list-style-type: none"> i) Rekeningkundige rekords insluitende joernale en grootboeke ii) Fature, state, kwitansies, bewyse en tjeks <p>c) Vaste eiendom</p> <ul style="list-style-type: none"> i) Titel aktes ii) Bouplanne iii) Verbandlenings en beswaring van eiendomme iv) Serwitute <p>d) Roerende eiendom</p> <ul style="list-style-type: none"> i) Bateregister ii) Bruikhuur- en finansieringsooreenkomste iii) Notariële akte iv) Pandakte <p>e) Ooreenkomste en kontrakte</p> <ul style="list-style-type: none"> i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal. |
|--|---|

- | | |
|---|---|
| ii) Ooreenkomste met lede, beamptes of direkteure | hangende of dreigende regsgedinge, arbitrasies of ondersoeke |
| iii) Dokumentasie met betrekking tot verkrygings en vervreemdings | ii) Skikkingsooreenkomste |
| iv) Ooreenkomste met kontrakteurs en verskaffers | iii) Wesenlike lisensies, permitte en magtigings |
| v) Verkoopsooreenkomste | h) Versekering |
| vi) Koop-en huurkoopsooreenkomste | i) Versekeringspolisse |
| vii) Huurooreenkomste | ii) Eis rekords |
| viii) Kontrakteregister | iii) Besonderhede van versekeringsdekkings, limiete en versekeraars |
| f) Belasting | i) Inligtingstegnologie |
| i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie. | i) Hardeware |
| g) Wetlik | ii) Bedryfstelsel |
| i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, | iii) Sagteware pakkette |
| | iv) Ramp herstellings |
| | v) Ooreenkomste |
| | vi) Lisensies |

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van die maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy.
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi.
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

ROSRAE (EDMS) BPK

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepallings van Artikel 51 van Die Wet op Bevordering van Toegang tot Inligting, no 2 van 2000.

INDEKS**BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	1
3.	Gids in terme van Artikel 10 van die Wet	2
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting/dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting/dokumente gehou deur maatskappy in terme van die Wet	2 - 3
7.	Ander inligting	3
8.	Beskikbaarheid van Handleiding	3

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 of dokumente van die maatskappy versoek word, in terme van die Wet.

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

"die Wet"	betekende die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	betekende hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van die maatskappy;
"SAMK"	betekende die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Besit en verhuuring van eiendom. Hierdie maatskappy is 'n volfiliaal van DH van der Walt Beleggings (Edms) Bpk. Die uiteindelijke houer is Die Afrikaanse Taal- en Kultuurvereniging (Vereniging ingelyf kragtens artikel 21)

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. W.J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die maatskappy.

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

Naam van liggaam:	Rosrea (Edms) Bpk
Registrasienommer:	1974/002719/07
Besturende direkteur:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. J. H. Basson
Adres:	ATKV-Gebou H/v Surrey laan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	jacques@atkv.org.za
Webblad:	www.atkv.org.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@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)

Die maatskappy hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Inkomstebelastingwet, No 58 van 1962
- Konstitusie van die Republiek van Suid Afrika
- Maatskappywet, No 61 van 1973
- Wet op Streekdiensterade, No. 109 van 1985

Die bogenoemde 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 MAATSKAPPY IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die maatskappy hou inligting en dokumente soos hierna aangedui:

- | | |
|---|---|
| <p>a) Statutêre maatskappy inligting</p> <ul style="list-style-type: none"> i) Sertifikaat van inlywing ii) Akte en statute iii) Sertifikaat om met besigheid te begin iv) Notule boek, asook besluite aangeneem by algemene vergaderings v) Volmag vorms vi) Lederegister vii) Verbandlenings- en vaste bateregister viii) Register van direkteure en beamptes ix) Bywoningsregister vir direkteure x) Jaarlikse finansiële state insluitende, <ul style="list-style-type: none"> • Jaarlikse rekeninge • Direkteursverslae • Ouditeursverslae xi) Rekeningkundige rekords oor inligting soos deur Maatskappy Wet, 1973, verlang xii) Ondersteunende skedules tot die rekeningkundige rekords en hulpboeke | <p>b) Rekeningkundige rekords</p> <ul style="list-style-type: none"> i) Rekeningkundige rekords insluitende joernale en grootboeke ii) Fakture, state, kwitansies, bewyse en tjeks <p>c) Vaste eiendom</p> <ul style="list-style-type: none"> i) Titel aktes ii) Bouplanne iii) Verbandlenings en beswaring van eiendomme iv) Serwitute <p>d) Roerende eiendom</p> <ul style="list-style-type: none"> i) Bateregister ii) Bruikhuur- en finansieringsooreenkomste iii) Notariële akte iv) Pandakte <p>e) Intellektuele eiendom</p> <ul style="list-style-type: none"> i) Handelsmerke, handelsname en beskermde name |
|---|---|

- f) Ooreenkomste en kontrakte
- i) Wesenlike ooreenkomste rakende voorsiening van dienste en materiaal.
 - ii) Ooreenkomste met lede, beamptes of direkteure
 - iii) Dokumentasie met betrekking tot verkrygings en vervreemdings
 - iv) Ooreenkomste met kontrakteurs en verskaffers
 - v) Verkoopsooreenkomste
 - vi) Koop- en huurkoopsooreenkomste
 - vii) Huurooreenkomste
 - viii) Kontrakteregister

- g) Belasting
- i) Afskrifte van alle inkomstebelastingopgawes en ander belastingopgawes en dokumentasie.
- h) Wetlik
- i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsdinge, arbitrasies of ondersoeke
 - ii) Skikkingsooreenkomste
 - iii) Wesenlike lisensies, permitte en magtigings
- i) Versekering
- i) Versekeringspolisse
 - ii) Eis rekords
 - iii) Besonderhede van versekeringsdekkings, limiete en versekeraars

Die ATKV webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van maatskappy, kontakbesonderhede en bedrywighede.

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 die maatskappy 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die maatskappy.
- Afskrifte van die handleiding kan verkry word by die kantore van die maatskappy, onderhewig aan betaling van die voorgeskrewe fooi.
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die 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.doj.gov.za) (onder "regulations").

DIE STERFTEFONDS VAN DIE AFRIKAANSE TAAL- EN KULTUURVERENIGING

'n Handleiding vir die bevordering van toegang tot inligting saamgestel ooreenkomstig die bepalings van Artikel 51 van Die Wet op Bevordering van Toegang tot Inligting, no 2 van 2000.

INDEKS**BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	1
3.	Gids in terme van Artikel 10 van die Wet	2
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting/dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting/dokumente gehou deur die fonds in terme van die Wet	2-3
7.	Ander inligting	3
8.	Beskikbaarheid van Handleiding	3

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 of dokumente van die fonds versoek word, in terme van die Wet.

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 die fonds;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;

Opsomming van bedrywighede

Die Afrikaanse Taal- en Kultuurvereniging (vereniging ingelyf ingevolge Artikel 21) het as 'n ledevoordeel 'n Sterftefonds in 1932 gestig. Hierdie fonds is as 'n onderlinge hulpvereniging geregistreer en is gedeeltelik uit ledegeld befonds. Die fonds maak voorsiening vir die uitbetaling van 'n sterftevoordeel by die afsterwe van 'n lid of lede van die gesin. Dit is daarop gerig om in die materiële behoeftes te voorsien wat ontstaan veral met die dood van 'n broodwinner.

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 W.J. Louw kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van die fonds.

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

Naam van liggaam:	Die Sterftefonds van die Afrikaanse Taal- en Kultuurvereniging
Regisrasienommer:	13/8/760/1
Hoofbeampte:	Dr. F. J. Kok
Inligtingsbeampte:	Mnr. W.J. Louw
Adres:	ATKV-Gebou H/v Surreylaan en Doverstraat Randburg 2125
Posadres:	Posbus 4586 Randburg 2125
Telefoon:	(011) 886 4888
Faks:	(011) 886 8939
E-pos:	willeml@atkv.org.za
Webblad:	www.atkv.org.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@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)

Die fonds hou inligting en dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Konstitusie van die Republiek van Suid Afrika
- Wet op Onderlinge Hulpverenigings, No 25 van 1956

Die bogenoemde 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 DIE FONDS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).

Die Fonds hou inligting en dokumente soos hierna aangedui:

- | | |
|---|---|
| <p>a) Rekeningkundige rekords</p> <p>i) Rekeningkundige rekords, insluitende joernale en grootboeke</p> <p>ii) Fakture, state, kwitansies, bewyse en tjeks</p> <p>iii) Beleggingsregister</p> <p>b) Fonds rekords</p> <p>i) Pensioenfonds reëls</p> <p>ii) Rekeningkundige rekords van pensioenfondse</p> <p>iii) Notules van trustee- en ledevergadering</p> <p>iv) Aktuariële waardasie verslae</p> <p>v) Bydrae verslae</p> <p>vi) Jaarlikse finansiële state</p> <p>c) Roerende eiendom</p> <p>i) Bateregister</p> <p>ii) Bruikhuur- en finansieringsooreenkomste</p> <p>iii) Notariële akte</p> <p>iv) Pandakte</p> <p>d) Ooreenkomste en kontrakte</p> <p>i) Wesenlike ooreenkomste rakende voorsiening van dienste.</p> <p>ii) Ooreenkomste met lede, beamptes of direkteure</p> <p>iii) Kontrakregister</p> | <p>iv) Dokumentasie met betrekking tot verkrygings en vervreemdings</p> <p>v) Ooreenkomste met kontrakteurs en diensverskaffers</p> <p>e) Wetlik</p> <p>i) Klagtes, pleidooie, sakebriewe en ander dokumentasie rakende enige huidige, hangende of dreigende regsgedinge, arbitrasies of ondersoeke</p> <p>ii) Skikkingsooreenkomste</p> <p>iii) Wesenlike lisensies, permitte en magtigings</p> <p>iv) Fondsinsamelings registrasie</p> <p>f) Versekering</p> <p>i) Versekeringspolisse</p> <p>ii) Eis rekords</p> <p>iii) Besonderhede van versekeringsdekkings, limiete en versekeraars</p> <p>g) Inligtingstechnologie</p> <p>i) Hardeware</p> <p>ii) Bedryfstelsel</p> <p>iii) Sagteware pakkette</p> <p>iv) Ramp herstellings</p> <p>v) Ooreenkomste</p> <p>vi) Lisensies</p> |
|---|---|

Die webblad (www.atkv.org.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van die Fonds, kontakbesonderhede en bedrywighede.

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 die fonds 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)

- Die handleiding is beskikbaar vir inspeksie by die kantore van die fonds;
- Afskrifte van die handleiding kan verkry word by die kantore van die fonds, onderhewig aan betaling van die voorgeskrewe fooi;
- Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en ATKV (www.atkv.org.za) en sal ook gepubliseer word in die Staatskoerant.
- Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-struktuur nie. Die vorms en fooi-struktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

Statpower (Pty) Ltd

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

1. Contact details - Section 51(1)a of the Act:

Managing Director:	D A Blount	
Street & Postal Address:	11 Susan Street RANDBURG 2194	P O Box 235 FERNDAL 2160
Tel No:	++27-(0)11-792-1615	
Fax No:	++27-(0)11-792-1045	
E-Mail:	azolite@iafrica.co.za	

2. Section 10 guide - Section 51(1)b of the Act:

This guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to the South African Human Rights Commission.

3. Information required in terms of section 51(1)d of the Act:

The company keeps records in accordance with the following legislation, where applicable, all of which are available, subject to such legislation and the Act:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Health Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Regional Services Councils Act 109 of 1985
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 73 of 1968
- Value Added Tax Act 89 of 1991

4. Access to records held in terms of 51(1)c & 51(1)e of the Act:

i Section 51(1)c is not applicable

ii The following information is available under section 51(1)e:

Licences	Minutes of meetings
Correspondence	Employment contracts
Remuneration records and policies	Sales records
Production records	Customer records
Supplier records	Financial information

iii **The request procedures:**

The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic address of the body concerned [s53(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 if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a),(b)&(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 [s53(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 [s53(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 [s54(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 [s54(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 [s54(3)(6)].

5. Information required in terms of section 51(1)f of the Act:

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

6. Availability of the Manual - Section 51(3) of the Act:

The manual is available for inspection at the above address, and copies are available from the Government Gazette and the SAHRC.

Azolute (Pty) Ltd

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

1. Contact details - Section 51(1)a of the Act:

Managing Director:	D A Blount	
Street & Postal Address:	11 Susan Street	P O Box 235
	RANDBURG	FERNDALE
	2194	2160
Tel No:	++27-(0)11-792-1615	
Fax No:	++27-(0)11-792-1045	
E-Mail:	azolute@iafrica.co.za	

2. Section 10 guide - Section 51(1)b of the Act:

This guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to the South African Human Rights Commission, paia@sahrc.org.za.

3. Information required in terms of section 51(1)d of the Act:

The company keeps records in accordance with the following legislation, all of which is available, subject to such legislation and the Act:

Basic Conditions of Employment Act 75 of 1997
 Companies Act 61 of 1973
 Compensation for Occupational Injuries and Health Act 130 of 1993
 Employment Equity Act 55 of 1998
 Income Tax Act 95 of 1967
 Labour Relations Act 66 of 1995
 Occupational Health and Safety Act 85 of 1993
 Regional Services Councils Act 109 of 1985
 Skills Development Levies Act 9 of 1999
 Skills Development Act 97 of 1998
 Unemployment Contributions Act 4 of 2002
 Unemployment Insurance Act 73 of 1968
 Value Added Tax Act 89 of 1991

4. Access to records held in terms of 51(1)c & 51(1)e of the Act:

i Section 51(1)c is not applicable

ii The following information is available under section 51(1)e:

Licences	Minutes of meetings
Correspondence	Employment contracts
Remuneration records and policies	Sales records
Production records	Customer records
Supplier records	Financial information

iii The request procedures:

The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic address of the body concerned [s53(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 if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a),(b)&(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 [s53(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 [s53(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 [s54(1)].

The fee that the requester must pay to a private body is R57. The requester may lodge an application to the court against the tender or payment of the request fee [s54(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 [s54(3)(6)].

5. Information required in terms of section 51(1)f of the Act:

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

6. Availability of the Manual - Section 51(3) of the Act:

The manual is available for inspection at the above address, and copies are available from the Government Gazette and the SAHRC.

Litescape Properties (Pty) Ltd

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

1. Contact details - Section 51(1)a of the Act:

Managing Director:	D A Blount	
Street & Postal Address:	11 Susan Street	P O Box 235
	RANDBURG	FERNDALE
	2194	2160
Tel No:	++27-(0)11-792-1615	
Fax No:	++27-(0)11-792-1045	
E-Mail:	azolite@iafrica.co.za	

2. Section 10 guide - Section 51(1)b of the Act:

This guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to the South African Human Rights Commission.

3. Information required in terms of section 51(1)d of the Act:

The company keeps records in accordance with the following legislation, where applicable, all of which are available, subject to such legislation and the Act:

Companies Act 61 of 1973
Income Tax Act 95 of 1967
Regional Services Councils Act 109 of 1985
Value Added Tax Act 89 of 1991

4. Access to records held in terms of 51(1)c & 51(1)e of the Act:

i Section 51(1)c is not applicable

ii The following information is available under section 51(1)e:

Licences	Minutes of meetings
Correspondence	Supplier records
Financial information	

iii **The request procedures:**

The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic address of the body concerned [s53(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 if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a),(b)&(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 [s53(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 [s53(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 [s54(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 [s54(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 [s54(3)(6)].

5. Information required in terms of section 51(1)f of the Act:

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

6. Availability of the Manual - Section 51(3) of the Act:

The manual is available for inspection at the above address, and copies are available from the Government Gazette and the SAHRC.

Blount & Associates CC

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

1. Contact details - Section 51(1)a of the Act:

Managing Member:	D A Blount	
Street & Postal Address:	123 Limerick Road	P O Box 11733
	CENTURION	CENTURION
	0157	0046
Tel No:	++27-(0)12-654-8134	
Fax No:	++27-(0)12-660-2410	
E-Mail:	admin@blount.co.za	

2. Section 10 guide - Section 51(1)b of the Act:

This guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to the South African Human Rights Commission, paia@sahrc.org.za.

3. Information required in terms of section 51(1)d of the Act:

The company keeps records in accordance with the following legislation, all of which is available, subject to such legislation and the Act:

Basic Conditions of Employment Act 75 of 1997
 Close Corporations Act 69 of 1984
 Compensation for Occupational Injuries and Health Act 130 of 1993
 Income Tax Act 95 of 1967
 Labour Relations Act 66 of 1995
 Occupational Health and Safety Act 85 of 1993
 Regional Services Councils Act 109 of 1985
 Skills Development Levies Act 9 of 1999
 Skills Development Act 97 of 1998
 Unemployment Contributions Act 4 of 2002
 Unemployment Insurance Act 73 of 1968
 Value Added Tax Act 89 of 1991

4. Access to records held in terms of 51(1)c & 51(1)e of the Act:

i Section 51(1)c is not applicable

ii The following information is available under section 51(1)e:

Licences	Minutes of meetings
Correspondence	Employment contracts
Remuneration records and policies	Sales records
Customer records	Supplier records
Financial information	

iii The request procedures:

The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic address of the body concerned [s53(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 if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a),(b)&(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 [s53(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 [s53(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 [s54(1)].

The fee that the requester must pay to a private body is R57. The requester may lodge an application to the court against the tender or payment of the request fee [s54(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 [s54(3)(6)].

5. Information required in terms of section 51(1)f of the Act:

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

6. Availability of the Manual - Section 51(3) of the Act:

The manual is available for inspection at the above address, and copies are available from the Government Gazette and the SAHRC.

Top Byte CC

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

1. Contact details - Section 51(1)a of the Act:

Managing Member:	D A Blount	
Street & Postal Address:	123 Limerick Road	P O Box 11733
	CENTURION	CENTURION
	0157	0046
Tel No:	++27-(0)12-654-8134	
Fax No:	++27-(0)12-660-2410	
E-Mail:	admin@topbyte.co.za	

2. Section 10 guide - Section 51(1)b of the Act:

This guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to the South African Human Rights Commission, paia@sahrc.org.za.

3. Information required in terms of section 51(1)d of the Act:

The company keeps records in accordance with the following legislation, all of which is available, subject to such legislation and the Act:

Basic Conditions of Employment Act 75 of 1997
 Close Corporations Act 69 of 1984
 Compensation for Occupational Injuries and Health Act 130 of 1993
 Income Tax Act 95 of 1967
 Labour Relations Act 66 of 1995
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 Regional Services Councils Act 109 of 1985
 Skills Development Levies Act 9 of 1999
 Skills Development Act 97 of 1998
 Unemployment Contributions Act 4 of 2002
 Unemployment Insurance Act 73 of 1968
 Value Added Tax Act 89 of 1991

4. Access to records held in terms of 51(1)c & 51(1)e of the Act:

i Section 51(1)c is not applicable

ii The following information is available under section 51(1)e:

Licences	Minutes of meetings
Correspondence	Employment contracts
Remuneration records and policies	Sales records
Customer records	Supplier records
Financial information	

iii The request procedures:

The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic address of the body concerned [s53(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 if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a),(b)&(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 [s53(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 [s53(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 [s54(1)].

The fee that the requester must pay to a private body is R57. The requester may lodge an application to the court against the tender or payment of the request fee [s54(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 [s54(3)(6)].

5. Information required in terms of section 51(1)f of the Act:

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

6. Availability of the Manual - Section 51(3) of the Act:

The manual is available for inspection at the above address, and copies are available from the Government Gazette and the SAHRC.

SMITH-SMITH PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO 2 VAN 2000****INDEKS:**

1. INLEIDING 2. KONTAKBESONDERHEDE 3. RIGLYNE 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 SMITH-SMITH 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 Smith-Smith 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 Me T Schoeman 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 Smith-Smith 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 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 Smith-Smith Prokureurs;

"Smith-Smith Prokureurs" beteken Smith-Smith Prokureurs, gestruktureer as 'n vennootskap, en welke firma regsadvies gee asook regsverteenvoordiging aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregte Kommissie;

"Inligtingsbeampte" Me T schoeman is aangewys as die Inligtingsbeampte van Smith-Smith Prokureurs aan wie versoekte in terme van die Wet gerig moet word.

2. KONTAKBESONDERHEDE:

Naam: Smith-Smith Prokureurs **Inligtingsbeampte:** Me T Schoeman **Adres:** Dirma Blok A & B, Longstraat 26 A, Kempton Park **Posadres:** Posbus 3003, Kempton Park 1620 **Telefoon:** (011) 975 8104 **Faks:** (011) 394 6476 **E-Pos:** smithlaw@mweb.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 alle 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.shrc.org.za E-Pos: PAIA @ sahr.org.za

4. KENNISGEWINGS IN TERME VAN ARTIKEL 52(2) 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)

Smith-Smith Prokureurs hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insolvensiewet, No 24 1936 Inkomstebelastingwet, No 58 van 1962, Maatskappijwet, No 61 van 1973, Die Wet op Prokureurs, No 53 van 1979 Wet op Arbeidsverhoudinge, No 66 van 1995 Wet op Streeksdiensterade No 109 van 1985 Wet op Belasting op Toegevoegde Waarde No 89 van 1991 Wet op Basiese Diensvoorwaardes No 75 van 1997 Wet op Mediese Skemas No 131 van 1998 Werkloosheidsversekeringswet No 63 van 2001 Skills Development Act Nr 97 of 1998 Skill Development Levies Act No 9 of 1999 Employment Equity Act No 55 of 1998

6. INLIGTING/DOKUMENTE GEHOU DEUR SMITH-SMITH PROKUREURS IN TERME VAN DIE WET (Artikel 51 (1)(e) van die wet)

Smith-Smith Prokureurs hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels-, en finansiële belange van Smith-Smith 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) Standaard indiensnemingskontrakte, Smith-Smith Personeel verslae, Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote) Versekeringspolis.

Enige en alle inligting/dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n aansoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Smith-Smith 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. Die normaal aanvaarde reëls ten opsigte van kliënt privilege sal ook uiters streng toegepas word. 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 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 Smith-Smith Prokureurs; 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Smith-Smith prokureurs, onderhewig aan betaling van die voorgeskrewe fooi; 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahr.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 die fooistruktuur nie. Die vorms en die fooistruktuur kan verkry word op die webblad van die SAMK (www.sahr.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

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

for
NEWTONS INCORPORATED

1 COMPANY OVERVIEW

Newtons Incorporated (Registration Number 1998/013328/21) is a professional company practising as Attorneys, Notaries and Conveyancers.

2 GENERAL**2.1 Part I - Section 51(1)(a) of the Act**

Name of Body : Newtons Incorporated
Physical Address : 2nd Floor (Lobby 3), Bankforum Building, , 337
Bronkhorst Street, Nieuw Muckleneuk, Pretoria
Postal Address : P.O. Box 2103, Pretoria, 0001
Information Officer : Mr. Garth James Newton
Telephone No : +27 12 460 9550
Facsimile Transmission : +27 12 460 9491
Email : gnewton@newtons.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Newtons Incorporated are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation;

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Newtons Incorporated

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 **THE REQUEST PROCEDURE**

3.1 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**GERALD MELAMDOWITZ
ATTORNEYS**

**MANUAL PREPARED IN ACCORDANCE WITH 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 GERALD MELAMDOWITZ 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 Gerald Melamdowitz should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from GERALD MELAMDOWITZ.

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 GERALD MELAMDOWITZ from time to time.
- 'Gerald Melamdowitz' shall mean GERALD MELAMDOWITZ Attorneys, structured as a sole practitioner 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 Proprietor of GERALD MELAMDOWITZ has been appointed as the Information Officer of GERALD MELAMDOWITZ, 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:	GERALD MELAMDOWITZ
Partner and appointed Information Officer:	Mr Gerald Melamdowitz
Address:	115 Louis Botha Avenue, Fellside, Orange Grove, 2192, Johannesburg.
Postal address:	PO Box 3098, Houghton, 2041
Telephone:	011 483- 1481
Fax:	011 728- 1661
E-mail:	NIL

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(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(d) of the Act)

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

- Administration of Estates Act, Nr. 66 of 1965
- Alienation of Land Act, Nr. 68 of 1981
- Deeds Registries Act, Nr. 47 of 1937
- Attorneys Act, Nr. 53 of 1979
- Sectional Titles Act, Nr. 95 of 1986
- Magistrates Court Act, Nr. 32 of 1944
- Supreme Court Act, Nr. 59 of 1959
- Transfer duty Act, Nr. 40 of 1949

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

GERALD MELAMDOWITZ holds the information/documents listed herein below:

- Statutory information relating to himself.
- Details relating to the operational, commercial and financial interests of GERALD MELAMDOWITZ
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements of such clients)
- Title Deeds
- Leases
- Mortgage bonds or other encumbrances to fixed property
- Pleadings, documents pertaining to actual litigation
- Deceased Estates
- Debt collections

GERALD MELAMDOWITZ does not have a website address.

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by GERALD MELAMDOWITZ 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 to 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 GERALD MELAMDOWITZ, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of GERALD MELAMDOWITZ.
- 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 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').

**NAT BREGMAN INCORPORATED
ATTORNEYS**

**MANUAL PREPARED IN ACCORDANCE WITH 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 NAT BREGMAN INCORPORATED No.98/13998/21 (THE COMPANY) 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 Nathan Bregman should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from THE COMPANY.

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 THE COMPANY from time to time;
'Nat Bregman Incorporated'	Shall mean THE COMPANY, 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 member of THE COMPANY, NATHAN BREGMAN, has been appointed as the Information Officer, 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:	NAT BREGMAN INCORPORATED ATTORNEYS
Member and appointed Information Officer:	Nathan Bregman
Address:	115 Louis Botha Avenue, Orange Grove, 2192
Postal address:	PO Box 46261, Orange Grove, 2119
Telephone:	011 483- 1481
Fax:	011 728- 1661
E-mail:	nat@bregman.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(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(d) of the Act)

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

- Administration of Estates Act, Nr. 61 of 1965
- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Attorneys Act, Nr. 53 of 1979
- Transfer duty Act, Nr.40 of 1949
- Deeds Office Act
- Sectional Title Act, Nr. 95 of 1986
- All other Acts relating to the practice of a Notary and Conveyancer to which the practice limits itself.

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 NAT BREGMAN INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

THE COMPANY holds the information/documents listed herein below:

- All statutory company information relating to itself.
- Details relating to the operational, commercial and financial interests of Nat Bregman Incorporated
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements of such clients)
- Standard Employment Contracts
- NAT BREGMAN INCORPORATED Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)

Website: No

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 THE COMPANY 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 to 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 THE COMPANY, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of THE COMPANY.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and may 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').

Manual

for



Including all subsidiaries

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

1. CONTACT DETAILS

- 1.1 Mr S.D. Gottschalk, the Chief Executive Officer of Value Goup Limited, has delegated the power of Head of Organisation for the purposes of the Act to Mr C.L. Sack (Financial Director) and for the purpose of this manual he will be called the Information Officer.
- 1.2 Physical address: 49 Brewery Road, Isando, 1600
- 1.3 Postal address: P O Box 778, Isando, 1600
- 1.4 Telephone no: (011) 570-2000
- 1.5 Facsimile no: (011) 974-5137
- 1.6 E-mail address: clives@value.co.za
- 1.7 website: www.value.co.za

2. The Guide as described in Section 10 of the Act

The South African Human Rights Commission is required by the Act to compile a guide to assist the public to understand the provisions of the Act, its objects and how to make use of the provisions in the Act.

3. 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)

Not applicable.

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4. Records which are available from Value Group Limited in terms of any other legislation

Value Group Limited holds the following records in accordance with the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Customs and Excise Act 91 of 1964
- Employment Equity Act 55 of 1998
- Explosives Act 26 of 1956
- Hazardous Substances Act 15 of 1973
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Environmental Management Act 107 of 1998
- National Water Act 36 of 1999
- Occupational Health and Safety Act 85 of 1993
- Road Traffic Act 19 of 1989
- Skills Development Levies Act 55 of 1998
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 58 of 1962

5. Description of the records held by Value Group Limited and the categories in which the records are classed

Value Group Limited has the following records as a matter of standard practise.

5.1 Company Secretarial

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Powers of Attorney
- Share certificates

5.2 Movable and Immovable property

- Title Deeds
- Lease agreements
- Hire agreements
- Hire-purchase agreements
- Credit sale agreements
- Ordinary and conditional sale agreements

5.3 Intellectual Property

- Trademarks
- Patents
- Copyrights
- Designs
- Know-how
- Licensing agreements

5.4 Insurance

- Policies
- Insurance claim files

5.5 Taxation

- Income tax files

5.6 Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Agreements
- Forms and applications
- Standard letters and notices
- Workplace and Union agreements and records
- Benefit arrangements, rules and records

5.7 Finance

- Financial statements
- Reports and returns
- Banking details and bank account records
- Debtors/creditors statements and invoices

5.8 Operations

- Permits, licenses, consents, approvals, authorisations, applications and registrations
- Policies and procedures
- Reports and supporting documents
- Contractor, client and supplier agreements and information
- Security documents

5.9 Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans
- Licensing documentation

5.10 Administration

- Intranet
- Correspondence with internal and external parties

6. Request Procedure

- 6.1** The requester must make use of the form prescribed in terms of the Act make the request for access to a record. The list of applicable fees will be obtainable from the head office of Value Group Limited. The applicable fees are to be paid before access to a record will be permitted.

Page 4

- 6.2 The prescribed form must be completed in full and addressed to the information officer of Value Group Limited. The request must then be submitted to the address, fax number of e-mail address of Value Group Limited.
- 6.3 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.
- 6.4 If a request is being made on behalf of a person, the requester must submit proof of the capacity in which he/she is making the request to the satisfaction of the information officer of Value Group Limited.
- 6.5 If the record which the requester has requested exists and that allowing access to such record does not affect a third party, the requestor's request will be processed within 30 (thirty) days.
- 6.6 Once the information officer has heard all submissions, he will make a decision on the request and notify the requester in the required form.

7. Grounds for refusal of access to records

- 7.1 Section 9 of the Act recognises that the 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.

- 7.2 The main grounds for Value Group Limited to refuse a request for information relates to the:

- 7.2.1 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;
- 7.2.2 mandatory protection of the commercial information of a third party, if the record contains:
- 7.2.2.1 trade secrets of that third party;
 - 7.2.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 7.2.2.3 information disclosed in confidence by a third party to Value Group Limited, if the disclosure could put that third party at a disadvantage in negotiations or prejudice that third party in commercial competition.
- 7.2.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 7.2.4 mandatory protection of the safety of individuals and the protection of property;

- 7.2.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 7.2.6 the commercial activities of Value Group Limited, which may include:
 - 7.2.6.1 trade secrets of Value Group Limited;
 - 7.2.6.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Value Group Limited;
 - 7.2.6.3 information which, if disclosed could put Value Group Limited at a disadvantage in negotiations or commercial competition;
 - 7.2.6.4 a computer program which is owned by Value Group Limited, and which is protected by copyright.
- 7.2.7 mandatory protection of research information of Value Group Limited or a third party, if its disclosure would disclose the identity of Value Group Limited, the researcher or subject matter of the research and would place the research at a serious disadvantage.

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

SECTION 51 MANUAL FOR HAIR IMPRESSIONS**CONTENTS**

- A. INTRODUCTION**
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**
 - 1. CONTACT DETAILS (Section 51(1)(a))
 - 2. SECTION 10 GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 ("THE ACT") (Section 51(1)(b))
 - 3. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c))
 - 4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (Section 51(1)(d))
 - 5. DOCUMENTS/INFORMATION HELD BY HAIR IMPRESSIONS IN TERMS OF THE ACT (Section 51(1)(e))
 - 6. OTHER INFORMATION (Section 51(1)(f))
 - 7. AVAILABILITY OF THE MANUAL (Section 51(3))

A. INTRODUCTION

Hair Impressions is presently a unisex Hair Salon with Sunbed Facilities and a Nail technician on the premises.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. CONTACT DETAILS**

Name of Body:	Hair Impressions
Partner and appointed Information officer:	Mrs N Lira
Address:	Highlands Centre, cnr Rabie & Glover street, Lyttleton
Postal Address:	P O Box 1339 Pretoria 0001
Telephone:	012 664 2441
Fax:	012 664 2441

2. SECTION 10 GUIDE ON HOW TO USE THE ACT

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

PAIA Unit	Telephone: +2711 484 8300
The Research and Documentation Department	Fax: +2711 484 0582 /
1380	
Private Bag 2700	Website: www.sahrc.org.za
HOUGHTON	E-mail: PAIA@sahrc.org.za
2041	

3. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT

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

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Hair Impressions keeps information/documents in accordance with the following legislation:

- Basic Conditions of Employment Act, 75 of 1997
- Labour Relations Act, 66 of 1995
- Regulations on Hairdressing & Cosmetology Trade, Pretoria, Gazette no. 22495
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Employment Equity Act, 55 of 1998
- Occupations Health and Safety Act, 85 of 1993
- Skills Development Act 97 of 1998 and Skills Development Levies Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001

5. DOCUMENTS/INFORMATION HELD BY HAIR IMPRESSIONS IN TERMS OF THE ACT**Administration**

- Correspondence and/or notices from and to: The Hairdressing Bargaining Council, Sita
- Insurance Policies
- Lease Agreement

Human Resources

- Learners logbooks and attendance register
- Staff employment contracts and personal files

Operations

- Client data basis (personal information of clients, information regarding clients' professional in-salon processes)
- Suppliers invoices

Finances

- Financial statements
- Stock records

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 Hair Impressions is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6. OTHER INFORMATION

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

7. AVAILABILITY OF THE MANUAL

- 7.1 This manual is available for inspection at Hair Impressions, free of charge
- 7.2 Copies of the manual may be obtained, subject to the prescribed fees, at Hair Impressions, at the SAHRC and in the Government Gazette

SECTION 51 MANUAL FOR IOLA CAFÉ & NORTH TAVERN AND RESTAURANT

CONTENTS

- A. INTRODUCTION**
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**
 - 1. CONTACT DETAILS (Section 51(1)(a))
 - 2. SECTION 10 GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 ("THE ACT") (Section 51(1)(b))
 - 3. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c))
 - 4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (Section 51(1)(d))
 - 5. DOCUMENTS/INFORMATION HELD BY IOLA CAFÉ & NORTH TAVERN AND RESTAURANT IN TERMS OF THE ACT (Section 51(1)(e))
 - 6. OTHER INFORMATION (Section 51(1)(f))
 - 7. AVAILABILITY OF THE MANUAL (Section 51(3))

A. INTRODUCTION

- (1) Iola Café is a take-away of fast foods.
- (2) North Tavern and Restaurant is a tavern and restaurant for sit-in customers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS

Name of Body(1):	Iola Café
Name of Body(2):	North Tavern & Restaurant
Partner and appointed Information officer:	Mr S Gomes
Address:	264 Koos de la Rey street, Pretoria North
Telephone:	012 546 4396

2. SECTION 10 GUIDE ON HOW TO USE THE ACT

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

PAIA Unit	Tel: +2711 484 8300
The Research and Documentation Department	Fax: +2711 484 0582 / 1380
Private Bag 2700	Website: www.sahrc.org.za
HOUGHTON	E-mail: PAIA@sahrc.org.za
2041	

3. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT

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

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
Iola Café & North Tavern and Restaurant keeps information/documents in accordance with the following legislation:

- Basic Conditions of Employment Act, 75 of 1997
- Labour Relations Act, 66 of 1995
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Occupations Health and Safety Act, 85 of 1993
- Skills Development Act 97 of 1998 and Skills Development Levies Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001

5. DOCUMENTS/INFORMATION HELD BY IOLA CAFÉ & NORTH TAVERN AND RESTAURANT IN TERMS OF THE ACT

Administration

- Trading Licence
- Special licence on consumption
- Insurance Policies

Human Resources

- Employee's personal file

Operations

- Debtors lists
- Suppliers invoices

Finances

- Financial statements

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 Iola Café & North Tavern and Restaurant is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6. OTHER INFORMATION

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

7. AVAILABILITY OF THE MANUAL

7.1 This manual is available for inspection at Iola Café & North Tavern and Restaurant, free of charge

7.2 Copies of the manual may be obtained, subject to the prescribed fees, at Iola Café & North Tavern and Restaurant, at the SAHRC and in the Government Gazette

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531