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MANUALS

IN ACCORDANCE WITH

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



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Manual for SHAVE & GIBSON GROUP (PTY) LTD

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

Last Updated: 14 February 2003

INTRODUCTION

The purpose of the ACT is "to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith."

The Promotions of Access to Information Act was passed in February 2000. The objects of the Act include not only the fulfillment of this constitutional obligation, but also 'the promotion of a human rights culture and social justice' and the promotion of 'transparency, accountability and effective governance of all public and private bodies'

It attempts to establish voluntary and mandatory mechanisms or procedures to enable the public 'to obtain access to records of public and private bodies as swiftly, inexpensively and effortlessly as reasonably possible.' So this Act adds a concrete dimension to the cornerstone of our constitutional democracy, it adds to the firm foundation we are building in our pursuit of equity and the rule of law.

The aim of this Act is to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information and actively promote a society in which the people of South Africa have effective access to information to enable them more fully to exercise and protect all of their rights.

1. CONTACT DETAILS

Information Officer – Shave & Gibson Group (Pty) Ltd

Postal Address: Private Bag 54
Mobeni
4060
Physical Address: 1169 South Coast Road
Mobeni
4092
Telephone: (031) 4622336
Facsimile: (031) 4623702
E-mail: info.officer@sggroup.co.za

2. GUIDE ON HOW TO USE THE ACT

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

The South African Human Rights Commission, at PAIA Unit

(The research and documentation department),
Private Bag x2700
Houghton
2041

Telephone: (011) 4848300
Facsimile: (011) 4841360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

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

Personnel, customer or private body records which are held by another party, as opposed to the records held by the company itself. Records held by the company pertaining to other parties, including without limitation contractors, suppliers, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to the company.

4. ACCESS TO RECORDS

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

PERSONNEL RECORDS

- Personal records provided by personnel;
- Records provided by a third party relating to personnel;
- Conditions of employment and other personnel-related contractual and legal records.
- Internal evaluation records and other internal records;
- Correspondence relating to personnel;
- Training schedules and material.

CUSTOMER RELATED RECORDS

- Records provided by a customer to a third party acting for or on behalf of the institution in the financial services industry;
- Records provided by a third party;
- Records generated by or within the institution relating to its customers.

PRIVATE BODY RECORDS

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Securities and Equities.

ii) REQUEST PROCEDURE

Should you be refused a request for information, the Information Officer's decision is final. Should the requestor be dissatisfied with the Information Officer's refusal to disclose information, he may within 30 days of notification of the decision, apply to a Court for relief.

- The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- The requester must complete the prescribed form enclosed herewith in appendix 1, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in (2) above.
- The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify:
 - The records requested,
 - The identity of the requestor,
 - Which form of access is required, if the request is granted,
 - The postal address or fax number of the requestor.
- The requestor must clearly state for what nature the information required is to be used.
- The Institution will process the request within 30 days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- The requestor shall be informed whether access has been granted or denied in writing. If, in addition, the requestor requires the reasons for the decision in any other manner, he must state the manner and particulars so required.
- The requestor must pay the prescribed fee, before any further processing can take place.

5. OTHER INFORMATION

Not Applicable – The Minister of Justice and Constitutional development has not made any regulations in this regard.

6. AVAILABILITY OF THE MANUAL

The Manual is available from the Information Officer, who can be contacted as mentioned in section (2).

ENF SPONSORS (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")

Name of the company ENF Sponsors (Proprietary) Limited		
Introduction ENF Sponsors (Proprietary) Limited is sponsor for listed companies on the JSE Securities Exchange South Africa. It is a wholly owned subsidiary of Edward Nathan & Friedland (Proprietary) Limited, corporate law advisers and consultants.		
Contact details Section 51(1)(a)		
Street address :	1 Newtown Avenue Killarney 2193	
Postal address :	P O Box 582 Johannesburg 2000	
Phone number :	(011) 269-7600	
Fax number :	(011) 269-7899	
Contact person :	Bruce Schubach	
E-mail address of the contact person :	brs@enf.co.za	
Internet site / website address :	www.enf.co.za	
Auditors :	Deloitte & Touche	
Section 10 guide on how to use the Act Section 51(1)(b)		
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.		
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za		
Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).		
We set out below the categories of records of ENF Sponsors (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:		
1.	Contents of register of shareholder	Available at the offices of Nedbank Limited at 1 Newtown Avenue, Killarney, 2193
2.	Memorandum and Articles of Association	Available at the Registrar of Companies (Cipro's offices)
3.	Contents of the register of directors	Available at the Registrar of Companies (Cipro's offices)
4.	Information about ENF Sponsors (Proprietary) Limited, the professional services rendered by us, information about working at the company, and our contact details.	www.enf.co.za
Records of the company which are available in accordance with any other legislation Section 51(1)(d)		
1.	Companies Act (No 61 of 1973)	
2.	Labour Relations Act (No 66 of 1995)	
3.	Basic Conditions of Employment Act (No 75 of 1997)	

4.	Income Tax Act (No 58 of 1962)
5.	Value Added Tax Act (No 89 of 1991)
6.	Unemployment Insurance Act (No 63 of 2001)
7.	Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)
8.	Skills Development Act (No 97 of 1998)
9.	Skills Development Levies Act (No 9 of 1999)
10.	Stock Exchange Control Act (No 1 of 1985)
11.	Banks Act (No 94 of 1990)
Request procedure and records that may be requested	
Section 51(1)(e)	
The request procedure	
Every request for access to records of ENF Sponsors (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed Form B , published in <i>Government Gazette</i> No. 22125 of 9 March 2001 (a copy of which is attached as ANNEXURE B to the copy of this manual that is available at the reception desk of ENF Sponsors (Proprietary) Limited). Bruce Schubach has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.	
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2.	Indicate the form of access required.
3.	Specify a postal address or fax number in South Africa, or an e-mail address.
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.
Once complete, you can mail it to : The Operations Manager ENF Sponsors (Proprietary) Limited P O Box 783347 Sandton 2146 Or, you can fax it to (011) 269-7899 for the attention of The Operations Manager, or e-mail it to brs@enf.co.za . The request for access to records will be deemed to have been made once the completed form has been received by our offices.	
Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language : <ul style="list-style-type: none"> - what the objects of this Act are - the details of each private body (where possible) - the process that needs to be followed in order to make a request - how to get copies of the Guide at no charge - how to get access to the manual of a private body - all the remedies available in law to you. 	
We set out below a description of the subjects on which ENF Sponsors (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.	
Company records	Client-related records
Accounting and Finance	Client lists
Human Resources	Annual Reports
Strategy	Client contact details
Operational	Client documents
Shareholder	Advice to clients
Legal and Compliance	Circulars
Company Secretarial and Administration	Submissions to JSE
Directors	Press announcements
	Accounts records
Availability of the manual	
Section 51(3)	

Copies of this manual are available for inspection at the reception desk of ENF Sponsors (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printer. Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in Government Gazette No. 23119 under Notice No. R187 of 15 February 2001, or can be found attached as **ANNEXURE A** to the copy of this manual available at the reception desk of ENF Sponsors (Proprietary) Limited.

EDWARD NATHAN & FRIEDLAND (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")

Name of the company Edward Nathan & Friedland (Proprietary) Limited		
Introduction Edward Nathan & Friedland (Proprietary) Limited are a leading South African firm of corporate law advisers and consultants. Its primary business is to provide high-level, specialist legal services to the Southern African corporate market.		
Contact details Section 51(1)(a)		
Street address :	Fourth Floor The Forum 2 Maude Street Sandown, Sandton 2196	
Postal address :	P O Box 783347 Sandton 2146	
Phone number :	(011) 269-7600	
Fax number :	(011) 269-7899	
Contact person :	Bruce Schubach	
E-mail address of the contact person :	brs@enf.co.za	
Internet site / website address :	www.enf.co.za	
Auditors :	Deloitte & Touche	
Section 10 guide on how to use the Act Section 51(1)(b)		
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.		
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za		
Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).		
We set out below the categories of records of Edward Nathan & Friedland (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:		
1.	Contents of register of shareholder	Available at the offices of Nedbank Limited at 1 Newtown Avenue, Killarney, 2193
2.	Memorandum and Articles of Association	Available at the Registrar of Companies (Cipro's offices)
3.	Contents of the register of directors	Available at the Registrar of Companies (Cipro's offices)
4.	Information about Edward Nathan & Friedland (Proprietary) Limited, the professional services rendered by us, publications that can be obtained from the company, information about working at the company, and our contact details.	www.enf.co.za
Records of the company which are available in accordance with any other legislation Section 51(1)(d)		

1.	Companies Act (No 61 of 1973)
2.	Labour Relations Act (No 66 of 1995)
3.	Basic Conditions of Employment Act (No 75 of 1997)
4.	Income Tax Act (No 58 of 1962)
5.	Value Added Tax Act (No 89 of 1991)
6.	Unemployment Insurance Act (No 63 of 2001)
7.	Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)
8.	Skills Development Act (No 97 of 1998)
9.	Skills Development Levies Act (No 9 of 1999)
9.	Employment Equity Act (No 55 of 1998)
10.	Attorneys Act (No 53 of 1979)
11.	Pension Funds Act (No 24 of 1956)
12.	Medical Schemes Act (No 131 of 1998)
13.	Trade Marks Act (No 194 of 1993)
14.	Occupational Health and Safety Act (No 85 of 1993)
15.	Banks Act (No 94 of 1990)
16.	Stamp Duties Act (No 77 of 1968)
17.	Insider Trading Act (No 135 of 1998)
18.	Financial Intelligence Centre Act (No 38 of 2001)
19.	Regional Services Council Act (No 109 of 1985)
Request procedure and records that may be requested	
Section 51(1)(e)	
The request procedure	
Every request for access to records of Edward Nathan & Friedland (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed Form B , published in <i>Government Gazette</i> No. 22125 of 9 March 2001 (a copy of which is attached as ANNEXURE B to the copy of this manual that is available at the reception desk of Edward Nathan & Friedland (Proprietary) Limited).	
Bruce Schubach has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.	
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2.	Indicate the form of access required.
3.	Specify a postal address or fax number in South Africa, or an e-mail address.
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.
Once complete, you can mail it to :	
The Operations Manager	
Edward Nathan & Friedland (Proprietary) Limited	
P O Box 783347	
Sandton	
2146	
Or, you can fax it to (011) 269-7899 for the attention of The Operations Manager, or e-mail it to brs@enf.co.za . The request for access to records will be deemed to have been made once the completed form has been received by our offices.	
Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :	
<ul style="list-style-type: none"> - what the objects of this Act are - the details of each private body (where possible) - the process that needs to be followed in order to make a request - how to get copies of the Guide at no charge - how to get access to the manual of a private body - all the remedies available in law to you. 	
We set out below a description of the subjects on which Edward Nathan & Friedland (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.	
Company records	Client-related records
	Other records

Accounting and Finance	Client lists	Subsidiary
Human Resources	Client contact details	Contractors
Strategy	Client documents	Legislation
Operational	Advice to clients	Text Books
Shareholder	Accounts records	Opinions
Information Technology	Annual Reports	Government Gazettes
Legal and Compliance	Circulars	Journals
Company Secretarial and Administration	Press announcements	Magazines
Corporate affairs	Contracts	Newspapers
Research and development		Other research materials
Directors		Case Law
Marketing material and product information		Precedents
Internal policies and procedures		
Availability of the manual		
Section 51(3)		
Copies of this manual are available for inspection at the reception desk of Edward Nathan & Friedland (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission, the Government Printer and our website www.enf.co.za .		
Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in Government Gazette No. 23119 under Notice No. R187 of 15 February 2001, or can be found attached as ANNEXURE A to the copy of this manual available at the reception desk of Edward Nathan & Friedland (Proprietary) Limited.		

ENF COMMERCIAL AND FINANCIAL SERVICES (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")

Name of the company	
ENF Commercial and Financial Services (Proprietary) Limited	
Introduction	
ENF Commercial and Financial Services (Proprietary) Limited undertakes commercial ventures and renders financial services. It is a wholly owned subsidiary of Edward Nathan & Friedland (Proprietary) Limited, corporate law advisers and consultants.	
Contact details	
Section 51(1)(a)	
Street address :	Fourth Floor The Forum 2 Maude Street Sandown, Sandton 2196
Postal address :	P O Box 783347 Sandton 2146
Phone number :	(011) 269-7600
Fax number :	(011) 269-7899
Contact person :	Bruce Schubach
E-mail address of the contact person :	brs@enf.co.za
Auditors :	Deloitte & Touche
Section 10 guide on how to use the Act	
Section 51(1)(b)	
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.	
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za	
Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).	
We set out below the categories of records of ENF Commercial and Financial Services (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:	

1.	Memorandum and Articles of Association	Available at the Registrar of Companies (Cipro's offices)
2.	Contents of the register of directors	Available at the Registrar of Companies (Cipro's offices)
3.	Contents of register of shareholder	Available at the offices of Nedbank Limited at 1 Newtown Avenue, Killarney, 2193
Records of the company which are available in accordance with any other legislation		
Section 51(1)(d)		
1.	Companies Act (No 61 of 1973)	
2.	Income Tax Act (No 58 of 1962)	
3.	Value Added Tax Act (No 89 of 1991)	
4.	Banks Act (No 94 of 1990)	
Request procedure and records that may be requested		
Section 51(1)(e)		
The request procedure		
<p>Every request for access to records of ENF Commercial and Financial Services (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed Form B, published in <i>Government Gazette</i> No. 22125 of 9 March 2001 (a copy of which is attached as ANNEXURE B to the copy of this manual that is available at the reception desk of ENF Commercial and Financial Services (Proprietary) Limited).</p> <p>Bruce Schubach has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.</p>		
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.	
2.	Indicate the form of access required.	
3.	Specify a postal address or fax number in South Africa, or an e-mail address.	
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.	
5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.	
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.	
<p>Once complete, you can mail it to :</p> <p>The Operations Manager ENF Commercial and Financial Services (Proprietary) Limited P O Box 783347 Sandton, 2146</p> <p>Or, you can fax it to (011) 269-7899 for the attention of The Operations Manager, or e-mail it to brs@enf.co.za. The request for access to records will be deemed to have been made once the completed form has been received by our offices.</p>		
<p>Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :</p> <ul style="list-style-type: none"> - what the objects of this Act are - the details of each private body (where possible) 		

- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

We set out below a description of the subjects on which ENF Commercial and Financial Services (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.

Company records

Accounting and Finance

Shareholder

Legal and Compliance

Company Secretarial and Administration

Directors

Availability of the manual

Section 51(3)

Copies of this manual are available for inspection at the reception desk of ENF Commercial and Financial Services (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printer.

Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in Government Gazette No. 23119 under Notice No. R187 of 15 February 2001, or can be found attached as **ANNEXURE A** to the copy of this manual available at the reception desk of ENF Commercial and Financial Services (Proprietary) Limited.

**ENF CORPORATE GOVERNANCE ADVISORY SERVICES (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")**

Name of the company ENF Corporate Governance Advisory Services (Proprietary) Limited	
Introduction ENF Corporate Governance Advisory Services (Proprietary) Limited are leading corporate governance advisers and consultants. It is a wholly owned subsidiary of Edward Nathan & Friedland (Proprietary) Limited, corporate law advisers and consultants.	
Contact details Section 51(1)(a)	
Street address :	Fourth Floor The Forum 2 Maude Street Sandown, Sandton 2196
Postal address :	P O Box 783347 Sandton 2146
Phone number :	(011) 269-7600
Fax number :	(011) 269-7899
Contact person :	Bruce Schubach
E-mail address of the contact person :	brs@enf.co.za
Internet site / website address :	www.enf.co.za
Auditors :	Deloitte & Touche
Section 10 guide on how to use the Act Section 51(1)(b)	
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.	
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).	
We set out below the categories of records of ENF Corporate Governance Advisory Services (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:	
1.	Contents of register of shareholder Available at the offices of Nedbank Limited at 1 Newtown Avenue, Killarney, 2193
2.	Memorandum and Articles of Association Available at the Registrar of Companies (Cipro's offices)
3.	Contents of the register of directors Available at the Registrar of Companies (Cipro's offices)
4.	Information about ENF Corporate Governance Advisory Services (Proprietary) Limited, the professional services rendered by us, information about working at the company, and our contact details. www.enf.co.za
Records of the company which are available in accordance with any other legislation Section 51(1)(d)	

1.	Companies Act (No 61 of 1973)
2.	Labour Relations Act (No 66 of 1995)
3.	Basic Conditions of Employment Act (No 75 of 1997)
4.	Income Tax Act (No 58 of 1962)
5.	Value Added Tax Act (No 89 of 1991)
6.	Unemployment Insurance Act (No 63 of 2001)
7.	Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)
8.	Skills Development Act (No 97 of 1998)
9.	Skills Development Levies Act (No 9 of 1999)
10.	Banks Act (No 94 of 1990)
11.	Financial Intelligence Centre Act (No 38 of 2001)
12.	Regional Services Council Act (No 109 of 1985)
Request procedure and records that may be requested	
Section 51(1)(e)	
The request procedure	
Every request for access to records of ENF Corporate Governance Advisory Services (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed Form B , published in <i>Government Gazette</i> No. 22125 of 9 March 2001 (a copy of which is attached as ANNEXURE B to the copy of this manual that is available at the reception desk of ENF Corporate Governance Advisory Services (Proprietary) Limited).	
Bruce Schubach has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.	
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2.	Indicate the form of access required.
3.	Specify a postal address or fax number in South Africa, or an e-mail address.
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.
Once complete, you can mail it to : The Operations Manager ENF Corporate Governance Advisory Services (Proprietary) Limited P O Box 783347 Sandton 2146 Or, you can fax it to (011) 269-7899 for the attention of The Operations Manager, or e-mail it to brs@enf.co.za . The request for access to records will be deemed to have been made once the completed form has been received by our offices.	
Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language : - what the objects of this Act are - the details of each private body (where possible) - the process that needs to be followed in order to make a request - how to get copies of the Guide at no charge - how to get access to the manual of a private body - all the remedies available in law to you.	
We set out below a description of the subjects on which ENF Corporate Governance Advisory Services (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.	
Company records	Client-related records
Accounting and Finance	Annual reports
Human Resources	Contact details
Shareholder	Client documents
Legal and Compliance	Advice to clients
Company Secretarial and Administration	Accounts records
Directors	

Availability of the manual**Section 51(3)**

Copies of this manual are available for inspection at the reception desk of ENF Corporate Governance Advisory Services (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printer.

Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in Government Gazette No. 23119 under Notice No. R187 of 15 February 2001, or can be found attached as **ANNEXURE A** to the copy of this manual available at the reception desk of ENF Corporate Governance Advisory Services (Proprietary) Limited.

ENVIROLAW SOLUTIONS (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")

Name of the company Envirolaw Solutions (Proprietary) Limited		
Introduction Envirolaw Solutions (Proprietary) Limited hosts international environmental and sustainable development law conferences and develops mechanisms for developing countries to access legislation, including advisory and consultancy services in environmental fields. It is a wholly owned subsidiary of Edward Nathan & Friedland (Proprietary) Limited, corporate law advisers and consultants.		
Contact details Section 51(1)(a)		
Street address :	Fourth Floor The Forum 2 Maude Street Sandown, Sandton 2196	
Postal address :	P O Box 783347 Sandton 2146	
Phone number :	(011) 269-7600	
Fax number :	(011) 269-7899	
Contact person :	Bruce Schubach	
E-mail address of the contact person :	brs@enf.co.za	
Auditors :	Deloitte & Touche	
Section 10 guide on how to use the Act Section 51(1)(b)		
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.		
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za		
Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).		
We set out below the categories of records of Envirolaw Solutions (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:		
1.	Register of shareholders	Available at the offices of Nedbank Limited at 1 Newtown Avenue, Killarney, 2193
2.	Memorandum and Articles of Association	Available at the Registrar of Companies (Cipro's offices)
3.	Contents of the register of directors	Available at the Registrar of Companies (Cipro's offices)
Records of the company which are available in accordance with any other legislation Section 51(1)(d)		
1.	Companies Act (No 61 of 1973)	
2.	Income Tax Act (No 58 of 1962)	
3.	Value Added Tax Act (No 89 of 1991)	
4.	Banks Act (No 94 of 1990)	

Request procedure and records that may be requested

Section 51(1)(e)

The request procedure

Every request for access to records of Envirolaw Solutions (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed **Form B**, published in *Government Gazette* No. 22125 of 9 March 2001 (a copy of which is attached as **ANNEXURE B** to the copy of this manual that is available at the reception desk of Envirolaw Solutions (Proprietary) Limited). Bruce Schubach has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.

1. Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2. Indicate the form of access required.
3. Specify a postal address or fax number in South Africa, or an e-mail address.
4. Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
5. Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6. Give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to :

The Operations Manager
Envirolaw Solutions (Proprietary) Limited
P O Box 783347
Sandton
2146

Or, you can fax it to (011) 269-7899 for the attention of The Operations Manager, or e-mail it to brs@enf.co.za. The request for access to records will be deemed to have been made once the completed form has been received by our offices.

Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

We set out below a description of the subjects on which Envirolaw Solutions (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.

Company records

Accounting and Finance
Shareholder
Legal and Compliance
Company Secretarial and Administration

Client-related records

Brochures
Manuals
Annual Reports

Availability of the manual

Section 51(3)

Copies of this manual are available for inspection at the reception desk of Envirolaw Solutions (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printer.

Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in *Government Gazette* No. 23119 under Notice No. R187 of 15 February 2001, or can be found attached as **ANNEXURE A** to the copy of this manual available at the reception desk of Envirolaw Solutions (Proprietary) Limited.

MAJATO PROPERTY INVESTMENTS (PROPRIETARY) LIMITED
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO 2 OF 2000 ("THE ACT")

Name of the company Majato Property Investments (Proprietary) Limited	
Introduction Majato Property Investments (Proprietary) Limited is a property investment company.	
Contact details Section 51(1)(a)	
Street address :	21 Alma Road, Claremont 7800
Postal address :	21 Alma Road, Claremont 7800
Phone number :	(021) 671 3316
Contact person :	Paul Descroizilles
E-mail address of the contact person :	pd@enf.co.za
Auditors :	Greenwoods
Section 10 guide on how to use the Act Section 51(1)(b)	
The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations promulgated in terms of the Act, published in <i>Government Gazette</i> No. 23119 under Notice No. R187 of 15 February 2002, set forth how the Human Rights Commission should make the Guide available.	
The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to : The Human Rights Commission Postal address : Private Bag 2700, Houghton, 2041 Telephone : +27 11 484 8300 Fax : +27 11 484 0582 Website : www.sahrc.org.za	
Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the <i>Government Gazette</i> and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).	
We set out below the categories of records of Majato Property Investments (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:	
1.	Contents of register of shareholder Available at the offices of the auditors
2.	Memorandum and Articles of Association Available at the Registrar of Companies (Cipro's offices)
3.	Contents of the register of directors Available at the Registrar of Companies (Cipro's offices)
Records of the company which are available in accordance with any other legislation Section 51(1)(d)	
1.	Companies Act (No 61 of 1973)
2.	Labour Relations Act (No 66 of 1995)
3.	Basic Conditions of Employment Act (No 75 of 1997)
4.	Income Tax Act (No 58 of 1962)
Request procedure and records that may be requested Section 51(1)(e)	
The request procedure Every request for access to records of Majato Property Investments (Proprietary) Limited must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed Form B , published in <i>Government Gazette</i> No. 22125 of 9 March 2001. Each request should specify the description of the record concerned, and the location of the record if known.	
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2.	Indicate the form of access required.
3.	Specify a postal address or fax number in South Africa, or an e-mail address.
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.

5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.	
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.	
Once complete, you can mail it to the contact person at the address referred to under contact details above or e-mail it to pd@enf.co.za . The request for access to records will be deemed to have been made once the completed form has been received by our offices.		
Should you require further information on making requests for access to records, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :		
<ul style="list-style-type: none"> - what the objects of this Act are - the details of each private body (where possible) - the process that needs to be followed in order to make a request - how to get copies of the Guide at no charge - how to get access to the manual of a private body - all the remedies available in law to you. 		
We set out below a description of the subjects on which Majato Property Investments (Proprietary) Limited holds records and, below the subject headings, the categories of records held on each subject.		
Company records		
Accounting and Finance		
Shareholder		
Company Secretarial and Administration		
Directors		
Availability of the manual		
Section 51(3)		
Copies of this manual are available for inspection at Greenwoods, 21 st Floor, Absa Centre, Heerengracht, Cape Town, 8001. Copies are also available from the South African Human Rights Commission, the Government Printer.		
Requests for access to records must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. A list of applicable fees is available in Government Gazette No. 23119 under Notice No. R187 of 15 February 2001.		

SECTION 51 MANUAL FOR ADVOCATE PG NAUDÉ
(IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT
No 2 OF 2000)

PARTICULARS IN TERMS OF SECTION 51

1. Contact details [Section 51(1)(a)]

Postal Address: Adv. PG Naudé
Private Bag X480
PRETORIA
0001

Street Address: Room 701
High Court Chambers
220 Vermeulen Street
PRETORIA

Phone Number: (012) 303-7622

Fax Number: (012) 303-7489

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

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

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

Income Tax Act No. 95 of 1967

4. Access to records [Sections 51(1)(c) and 51(1)(e)]

(i) Records that may be requested. [Section 51(1)(e)]

Financial Statements

Fees Earned

Expenses

Work Done

(ii) The request procedures.

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

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

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is also available for inspection at my offices free of charge; and copies are available with the SAHRC, and in the Government.

7. Fees and Forms

The fee structure and forms for requests are available on the SAHRC's website : <http://www.sahrc.org.za>

SECTION 51 MANUAL FOR PICK A FLOWER CC

(IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT
No 2 OF 2000)

PARTICULARS IN TERMS OF SECTION 51

Pick a Flower CC conducts a Florist.

1. Contact details [Section 51(1)(a)]

CC Registrion No: 1999/042616/23

Contact Person: B. Naudé

**Postal Address: Pick a Flower
PO Box 6065
FLAMWOOD
272**

**Street Address: Shop No. 4
Pick n Pay Hypermarket Centre
Buffeldoorn Road
Wilkoppies
KLERKSDORP**

Phone Number: (018) 468-3980

Fax Number: (018) 468-3980

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041**

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

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

Records are also available in terms of but not limited to the following acts.

Income Tax Act No. 95 of 1967
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Regional Services Councils Act No. 109 of 1985

4. Access to records [Sections 51(1)(c) and 51(1)(e)]

(i) Records that may be requested. [Section 51(1)(e)]

Sales and purchase records

Correspondence

Lease agreement and records

Records related to floristry

Personnel Records

Clients and suppliers invoices and statements, bank statements, financial statements, journals, ledgers, asset register

(ii) The request procedures.

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested

record is required for the exercise or protection of that right [s 53(2)(d)].

If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

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

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is also available for inspection at my offices free of charge; and copies are available with the SAHRC, and in the Government.

7. Fees and Forms

The fee structure and forms for requests are available on the SAHRC's website : <http://www.sahrc.org.za>

SECTION 51 MANUAL FOR RUDMAN ATTORNEYS

(IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT
No 2 OF 2000)

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

Contact Person: P.R.T. Rudman

Postal Address: Rudman Attorneys
PO Box 1838
GROENKLOOF
0027

Street Address: 35 Queen Wilhelmina Street
Lukasrand
PRETORIA

Phone Number: (012) 343-6494

Fax Number: (012) 343-6491

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

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

The South African Human Rights Commission:

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

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

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

Records are also available in terms of but not limited to the following acts.

Income Tax Act No. 95 of 1967
Value Added Tax Act No. 89 of 1991

Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Stamp Duties Act No. 77 of 1968
Attorneys Act No. 53 of 1979

4. Access to records [Sections 51(1)(c) and 51(1)(e)]

(i) Records that may be requested. [Section 51(1)(e)]

Client Files

Correspondence

Personnel Files

Clients and suppliers invoices and statements, bank statements, financial statements, journals, ledgers, advocate's and correspondent's records, asset register

(ii) The request procedures.

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

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

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is also available for inspection at my offices free of charge; and copies are available with the SAHRC, and in the Government.

7. Fees and Forms

The fee structure and forms for requests are available on the SAHRC's website : <http://www.sahrc.org.za>

DYASON GROUP OF COMPANIES

MANUAL

PREPARED IN TERMS OF SECTION 51 OF

**THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 FOR ASSISTANCE
IN REQUESTING INFORMATION FROM**

**DYASON INCORPORATED
DYASON CONSULTING (PTY) LTD
ANDRIESSENTRUM (PTY) LTD
DYASON TRUST (PTY) LTD
DYA PROPERTIES (PTY) LTD
MATSAU DYASON (PTY) LTD
DYASON PROVIDENT FUND**

1. DOCUMENTS AND RECORDS AVAILABLE FOR INSPECTION

1.1 The organization

- Company documents in terms of the companies act
- The annual report reflecting the following:
 - Report of the independent auditors
 - Director's report/Trustees Report
- Personnel regulations

1.2 Records available in terms of other legislation

All records kept in terms of legislation applicable to any of the abovementioned entities as prescribed by the governing bodies and appropriate act.

2. PROCEDURE TO OBTAIN INFORMATION

- 2.1 Complete the necessary application forms. (If you need help on where to obtain the application form or if you need help on any other matter you can contact the Group Manager at (012) 452-3565.
- 2.2 Send the completed application form to the address below and marked for the attention of the Group Manager.
- 2.3 Your application will then be processed and you will be informed of the fees (if any) you have to pay and of the different procedures that must be followed until your application is finalized

DYASON GROUP OF COMPANIES**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**
(Section 53(1) of the Promotion of Access to Information Act, 2000)

(Act No.2 of 2000)

(Regulation 10)**1. PARTICULARS OF PRIVATE BODY**

Group Manager
Dyason Incorporated
PO Box 793
Pretoria
0001

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- The particulars of the person who request access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

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

3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname: _____

Identity number: _____

4. PARTICULARS OF RECORD

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form.
- **THE REQUESTER MUST SIGN ALL THE ADDITIONAL FOLIOS.**

4.1 Description of record or relevant part of the record: _____

4.2 Reference number, if available: _____

4.3 Any further particulars of record: _____

5. FEES

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

Reason for exemption from payment of fees: _____

6. FORM OF ACCESS TO RECORD

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

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an X

NOTES:

Compliance with your request in the specified form may depend on the form in which the record is available

Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested			
1. If the record is in written or printed form:			
Copy of record*		Inspection of record	
2. If record consist of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
3. If record consist of recorded words of information which can be reproduced in sound:			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
Printed copy of record*		Printed copy of information derived from the record	Copy in computer readable form* (stiffy of compact disc)
* If you requested a copy or transcription of a record (above), do you wish the copy of transcription to be posted to you? Postage is payable.			YES NO

7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

7.1 Indicate which right is to be exercised or protected: _____

7.2 Explain why the record requested is required for the exercise or protection of the
aforementioned right:

8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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

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

Signed at **PRETORIA** this _____ day of _____ 2002

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE.

MANUAL
PREPARED IN TERMS OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 20 OF 2000

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

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

This manual has been prepared for the following entities in terms of section 51 of the Promotion of Access to Information Act (PAIA)

- HARMONY RETIREMENT ANNUITY FUND - Registration Number PF 12/8/36024
- UNIVERSAL RETIREMENT ANNUITY FUND - Registration Number PF 12/8/20462
- ARCADIA RETIREMENT ANNUITY FUND - Registration Number PF 12/8/5079
- EQUIGROW RETIREMENT ANNUITY FUND - Registration Number PF 12/8/7519
- ENEMELAY RETIREMENT ANNUITY FUND - Registration Number PF 12/8/4969

CONTACT PERSONS

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

i) Tony Singleton
 The Principal Officer
 Tel No: (011) 3775042
 Fax No: (011) 4921078
 E-mail : tonys@sage.co.za

ii) Clive Harper
 Assistant General Manager
 (011) 3775031
 (011) 3775783
 E-mail : cliveh@sage.co.za

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

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

INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the Principal Officer.
- Any request for access to records in terms of PAIA must be completed on the prescribed forms, which are available electronically on request.
- The person requesting the information must provide:
 - their name and contact information ;
 - sufficient information to enable the Principal Officer to identify the record requested; and
 - identify the right that they are seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of a person, the person requesting the information must submit proof of the capacity in which he is making the request to the satisfaction of the Principal Officer
- The Principal Officer will notify the person requesting the information to pay the prescribed fee (if any) before processing the request.
- If a request is granted, then a further access fee may have to be paid for the search, reproduction and preparation of the information.
- The Principal Officer will withhold a record until the applicable fees are paid.

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

RECORDS THAT COULD BE REQUESTED

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

Legal Services

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

Benefit payments

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

Administration

- Contribution records
- Statement of member fund value
- Additional benefit calculations
- Member investment choice investment option and switch forms (where applicable)

Accounting Records

Abbreviated financial returns as prescribed by the Pension Funds Act.

Actuarial Records

The actuarial certificate in compliance with Regulation 2 of the Pension Funds Act.

Miscellaneous

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

Financial Services Board (FSB)

Members can obtain copies of the registered rules of the funds and any amendments to the rules from the FSB upon payment of the relevant fees.

The Registrar may be contacted at:

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

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

for

J P VAN DER WESTHUYZEN

1 COMPANY OVERVIEW

J P VAN DER WESTHUYZEN [Identity Number: 321129 5033 088] is a sole proprietor, a private body in terms of the Act, dealing as an advisory and consultant service on engineering [mechanical, electrical and civil] and management of businesses. The business commenced in 2003.

2 GENERAL

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

Name of Body	:	J P VAN DER WESTHUYZEN
Physical Address	:	38 Hyde Park, corner Patrick and Hans Strydom, Faerie Glen, Pretoria
Postal Address	:	P O Box 1612, Faerie Glen, 0043
Information Officer	:	Mr J P Van Der Westhuyzen
Telephone No	:	+27 12 991-5919
Facsimile Transmission	:	+27 12 991-5919
Email	:	epw@mweb.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 **J P VAN DER WESTHUYZEN** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

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 J P VAN DER WESTHUYZEN

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 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"].

3.2 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.

3.3 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 GROUNDS 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.

REELIN INVESTMENTS CC
Registration No. CK1995/023226/23

MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 of 2000)

MANUAL FOR PRIVATE BODIES

In terms of the

PROMOTION OF ACCESS TO INFORMATION ACT

No. 2 of 2000

("hereinafter referred to as "the Act")

NAME OF CLOSE CORPORATION

Reelin Investments CC

HEAD OF THE CLOSE CORPORATION

Mr Lingum Naidoo

(a) POSTAL ADDRESS

P.O. Box 25245
GATEWAY
4321

STREET ADDRESS

12 Sunbury Park
La Lucia Ridge Office Park
La Lucia Ridge
4051
KWAZULU-NATAL

TELEPHONE NUMBER

(031) 5669660

TELEFAX NUMBER

(031) 5669665

EMAIL ADDRESS

bnaidoo@reelin.co.za

(b) GUIDE REFERRED TO IN SECTION 10

The guide referred to in Section 10 is a guide on how to use the Act which must be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. This guide is not yet available.

(c) LATEST NOTICE IN TERMS OF SECTION 52(2)

Currently not applicable

(d) RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records kept in accordance with other statutory legislation, including but not limited to:-

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Close Corporations Act No. 69 of 1984

- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

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

(e) REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS

The Close Corporation holds the information/documents listed below:

- Employment Contracts
- Supply Contracts
- Client Contracts
- Agency Contracts
- Lease Agreements
- Statutory Records
- Financial Records
- Taxation Records
- Remuneration Records
- Sales Records
- Stock Records
- Accounting Records
- Insurance Policies

It is recorded that any and all information/documents requested pertaining to the aforesaid shall only be made available to the requestor subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Head of the Company and submitted against payment of the prescribed fee.

(f) OTHER INFORMATION AS PRESCRIBED

Currently not applicable.

AVAILABILITY OF THE MANUAL (SECTION 51(3) OF THE ACT)

An unabridged version of this Manual is available for inspection by the general public upon request, during office hours and free of charge at the Company's office. Copies may also be requested from the South African Human Rights Commission.

REELIN BEARINGS (PINETOWN) (PROPRIETARY) LIMITED
Registration No. 1999/025335/07

MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 of 2000)

MANUAL FOR PRIVATE BODIES

In terms of the

PROMOTION OF ACCESS TO INFORMATION ACT

No. 2 of 2000

("hereinafter referred to as "the Act")

NAME OF COMPANY

Reelin Bearings (Pinetown) (Proprietary) Limited

HEAD OF THE COMPANY

Mr Lingum Naidoo

(a) POSTAL ADDRESS

P.O. Box 25245

GATEWAY

4321

STREET ADDRESS

12 Sunbury Park

La Lucia Ridge Office Park

La Lucia Ridge

4051

KWAZULU-NATAL

TELEPHONE NUMBER

(031) 5669660

TELEFAX NUMBER

(031) 5669665

EMAIL ADDRESS

bnaidoo@reelin.co.za

(b) GUIDE REFERRED TO IN SECTION 10

The guide referred to in Section 10 is a guide on how to use the Act which must be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. This guide is not yet available.

(c) LATEST NOTICE IN TERMS OF SECTION 52(2)

Current not applicable

(d) RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records kept in accordance with other statutory legislation, including but not limited to:-

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993

- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

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

(e) REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS

The Company holds the information/documentation listed below:

- Employment Contracts
- Supply Contracts
- Client Contracts
- Agency Contracts
- Lease Agreements
- Statutory Records
- Financial Records
- Taxation Records
- Remuneration Records
- Sales Records
- Stock Records
- Accounting Records
- Insurance Policies

It is recorded that any and all information/documents requested pertaining to the aforesaid shall only be made available to the requestor subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Head of the Company and submitted against payment of the prescribed fee.

(f) OTHER INFORMATION AS PRESCRIBED

Currently not applicable.

AVAILABILITY OF THE MANUAL (SECTION 51(3) OF THE ACT)

An unabridged version of this Manual is available for inspection by the general public upon request, during office hours and free of charge at the Company's office. Copies may also be requested from the South African Human Rights Commission.

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

for

W KOHLER trading as W KOHLER & CO

1 COMPANY OVERVIEW

W Kohler trading as W Kohler & Co [Identity Number: 510215 5038 085] ["W Kohler & Co"] is a sole proprietor, a private body in terms of the Act, dealing with accounting services. The business commenced in 1993.

2 GENERAL

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

Name of Body	: W Kohler & Co
Physical Address	: 12 Calders Road, Bedfordview
Postal Address	: P O Box 33611, Jeppestown, 2043
Information Officer	: Mr W Kohler
Telephone No	: +27 11 616-6497
Facsimile Transmission	: +27 11 484-2922
Email	: kohler@sjp.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 **W Kohler & Co** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

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 W Kohler & Co

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 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"].

3.2 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.

3.3 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.

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

for

ADVOCATE HENDRIK BASTIAAN MARAIS

1 PRACTICE OVERVIEW

ADVOCATE HENDRIK BASTIAAN MARAIS [*Identity Number: 570616 5031 086*] is a practice, a private body in terms of the Act, dealing as an advocate of the High Court of South Africa. The practice commenced in 1982.

2 GENERAL

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

Name of Body	: ADVOCATE HENDRIK BASTIAAN MARAIS
Physical Address	: 3 rd Floor The Chambers, 3 Protea Place, Sandown, Sandton
Postal Address	: Private Bag X77 Benmore, 2010
Information Officer	: Mr ADVOCATE HENDRIK BASTIAAN MARAIS
Telephone No	: +27 11 784-7777
Facsimile Transmission	: +27 11 784-9090
Email	: hbmarais@law.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 **ADVOCATE HENDRIK BASTIAAN MARAIS** are categorised by the nature of the content thereof as follows, namely records kept in accordance with statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

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 ADVOCATE HENDRIK BASTIAAN MARAIS

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 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"].

3.2 **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.

3.3 **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.

BIRMAN & SERFONTEIN**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 BIRMAN & SERFONTEIN 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 BIRMAN & SERFONTEIN versoek word in terme van die Wet. Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan MNR SERFONTEIN 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 BIRMAN & SERFONTEIN.

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 BIRMAN & SERFONTEIN;

"BIRMAN & SERFONTEIN" beteken BIRMAN & SERFONTEIN, maatskappy met registrasienommer 1997/002799/21 en welke maatskappy regsadvies gee asook regsverteenvoerding aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregte Kommissie

"Inligtingsbeampte" MNR SERFONTEIN is aangewys as die Inligtingsbeampte van BIRMAN & SERFONTEIN aan wie versoeke in terme van die Wet gerig moet word.

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

Naam: BIRMAN & SERFONTEIN **Inligtingsbeampte:** MNR SERFONTEIN **Adres:** MOUTONSTRAAT 35 HENDRINA **Posadres:** POSBUS 194 HENDRINA 1095 **Telefoon:** 013 293 0234 **Faks:** 013 293 0464

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@sahrc.org.za

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

BIRMAN & SERFONTEIN hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insovensiewet, No 24 van 1936 Inkomstebelastingwet, No 58 van 1962 Maatskappyywet, No 61 van 1973 Die wet op Prokureurs, No 53 van 1979 Wet op Arbeidverhoudinge, No 66 van 1995 Wet op Streeksdiensterade No 109 van 1985 Wet op Belasting op Toegevoegde Waarde No 89 van 1991 Wet op Arbeidsverhoudinge No 66 van 1995 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 Skills Development Levies Act No 9 of 1999 Employment Equity Act No 55 of 1998

6. INLIGTING/DOKUMENTE GEHOU DEUR BIRMAN & SERFONTEIN IN TERME VAN DIE WET (Artikel 51(1)(e) van Die Wet)

BIRMAN & SERFONTEIN hou inligting/dokumente soos hierna aangedui:

Inligting ten opsigte van die operasionele-, handels-, en finansiële belange van BIRMAN & SERFONTEIN 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 BIRMAN & SERFONTEIN Personeel verslae Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote) Versekeringspolisse 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 BIRMAN & SERFONTEIN 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 DET WET

Die Minister van Justisie en Konsitusionele 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 BIRMAN & SERFONTEIN; 8.2 Afskrifte van die handleiding kan verkry word by die kantore van BIRMAN & SERFONTEIN, onderhewig aan betaling van die voorgeskrewe fooi; 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die staatskoerant; 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant, bevat nie die voorgeskrewe vorms en die fooi struktuur nie. Die vorms en die 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").

VAN HUYSTEENS COMMERCIAL ATTORNEYS

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1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
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6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since inception in 1993 Van Huyssteens Attorneys has been a dynamic Commercial Law Firm known for its integrity and serving mostly commercial client base. The Commercial Department headed by Johann van Huyssteen specializes in commercial and corporate work. In the Litigation Department the main focus is on commercial litigation but with a broad client base a wide range of general litigation matters and other related work is also covered.

1. CONTACT DETAILS:

1.1 **Head:** Johann van Huyssteen

1.2 **Authorized person:** Morné Stevenson

1.3 **Postal address:** P O Box 4806 Pretoria 0001

1.4 **Physical address:** 1 Hotel Street Corner Hotel & Meiring Naude Streets MGC Building Persequare Park Pretoria

1.5 **Telephone:** (012) 349 2306

1.6 **Fax:** (012) 349 2308

1.7 **E-Mail address:** vanhuyssteens@law.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Compensation for Occupational Injuries and |

Diseases Act No 130 of 1993

15. Debt Collectors Act No 114 of 1998

17. Transfer Duty Act No 40 of 1949

19. Sectional Titles Act No 95 of 1986

21. Magistrate's Court Act 32 of 1944

23. Constitution of the Republic of South Africa No 108 of 1996

16. Labour Relations Act No 66 of 1995

18. Prescription Act No 68 of 1969

20. Stamp Duties Act No 77 of 1968

22. Supreme Court Act No 59 of 1959

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites	Group and divisional profiles News and Publications Company Structure	Access subject to copy right Access subject to copy right Access subject to copy right
Communication	Public Product Information Media Releases Promotion of Access to Information Act Manual	Access subject to copy right Access subject to copy right Access subject to copy right
Human Resource	Staff Records Employment Contracts Policies and Procedures Information pertaining to Provident Funds	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Limited disclosure
Financial Records	Information pertaining to Medical Aid Financial Statements Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records	Limited disclosure/privileged Privileged Privileged Privileged Privileged
Legal Records	Asset Register Trade Marks Statutory Records Records kept in Terms of Company Laws of RSA	Access subject to copy right Privileged Privileged Privileged
Operational Records	Agreements and Contracts Policy Records Claim Records Voice Recordings Policy Documents Sales Records	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Access subject to copy right Limited disclosure/privileged
Quality	Customer / Subscriber Records Security Records Internal Communication Records Supplier Records ISO Documentation Customer Service Evaluation Records (CSI) Quality Records	Privileged Privileged Limited disclosure/privileged Privileged Privileged Limited disclosure/privileged Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

TELEMASTERS (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

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7. Prescribed fees for Private Bodies.
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SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Telemasters is a specialist Cell2Cell provider. We are experts in finding a solution for cost savings, no matter what the technical or logistical obstacles are. Telemasters serves some of the largest corporates in South Africa and has been a pioneer in providing the unique Cell2Cell service.

- Only Telemasters is able to customize your detailed billing into a format that suits your accounting needs;
- Only Telemasters is able to combine expertise with a variety of technology options in order to customize your application
- Only Telemasters is able to offer a comprehensive savings guarantee.

1. CONTACT DETAILS:

- 1.1 **Head:** Mario Brönn Pretorius
- 1.2 **Registration Number:** 2001/014589/07
- 1.3 **Authorized person:** Magda van der Walt / Irma Smith
- 1.4 **Postal address:** P O Box 68255 Highveld Park 0169
- 1.5 **Physical address:** Equity Estate Boulevard 2, Masters House, Charles de Gaulle Crescent Extension 12 Highveld Park, 0169
- 1.6 **Telephone:** (012) 665 4527 / 086 111 2001
- 1.7 **Fax:** (012) 665 4532 / 086 111 2002
- 1.8 **E-Mail address:** mario@masters.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

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

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|---|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
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| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
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| 17. Designs Act No 195 of 1993 | 18. Labour Relations Act No 66 of 1995 |
| 19. Occupational Health and Safety Act No 85 of 1993 | 20. Constitution of the Republic of South Africa Act No 108 of 1996 |

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Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register	Privileged Privileged Privileged Privileged
Legal Records	Trade Marks Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Access subject to copy right Privileged Privileged Privileged
Operational Records	Policy Records Claim Records Policy Documents Sales Records Customer / Subscriber Records Internal Communication Records Supplier Records	Limited disclosure/privileged Limited disclosure/privileged Access subject to copy right Limited disclosure/privileged Privileged Limited disclosure/privileged Privileged

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 - (a) the record/s requested;
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- specify a postal address or fax number of the requestor;
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- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
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TELENEXT (PTY) LTD

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- Only Telenext is able to customize your detailed billing into a format that suits your accounting needs;
- Only Telenext is able to combine expertise with a variety of technology options in order to customize your application
- Only Telenext is able to offer a comprehensive savings guarantee.

1. CONTACT DETAILS:

- 1.1 **Head:** Mario Brunn Pretorius
- 1.2 **Registration Number:** 1997/11660/07
- 1.3 **Authorized person:** Magda van der Walt / Irma Smith
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Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

1. Income Tax Act No 1967
2. Companies Act No 67 of 1973
3. Value Added Tax Act No 89 of 1991
4. Regional Services Council Act No 109 of 1985
5. Compensation for Occupational Injuries and Diseases Act No 130 of 1993
6. Employment Equity Act No 55 of 1998
7. Unemployment Contributions Act No 4 of 2002B
8. Unemployment Insurance Act No 63 of 2001
9. Employment Equity Act No 55 of 1998
10. Basic Conditions of Employment Act No 75 of 1997
11. Skills Development Levy's Act No 9 of 1999
12. Skills Development Act No 97 of 1998
13. Access to Information Act No 2 of 2000
14. Occupational Health and Safety Act No 85 of 1993
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16. Co-operatives Act No 91 of 1981
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Legal Records	Trade Marks Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Access subject to copy right Privileged Privileged Privileged
Operational Records	Policy Records Claim Records Policy Documents Sales Records Customer / Subscriber Records Internal Communication Records Supplier Records	Limited disclosure/privileged Limited disclosure/privileged Access subject to copy right Limited disclosure/privileged Privileged Limited disclosure/privileged Privileged

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 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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GARY TRAVIS T/A BOLT MASTER

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SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Bolt Master is a private concern established in 1985. They specialize in the manufacture of special bolts, nuts and holding down bolts in all grades of steel. They keep a full range of bolts & nuts in grades 4.6, 8.8, 304 stainless steel and UNC, BSW, UNF, Metric and Metric Fine threads. Their bolts & nuts are also available in different types of plating, e.g. zinc-plated, cadmium, hot dip galvanized.

Fasteners for concrete fixings (wedge anchors, sleeve anchors and chemical anchors) are also available in stock. A comprehensive range of tools, power tools, abrasives, drill bits, general hardware, castors and industrial supplies, e.g. toilet paper, ect are stocked. In short they are a well-balanced team who strive to service excellence and customer satisfaction.

1. CONTACT DETAILS:

- 1.1 **Head:** Gary Travis
- 1.3 **Authorized person:** Gary Travis
- 1.4 **Postal address:** P O Box 7065 Empangeni Rail 3910
- 1.5 **Physical address:** 42 Tanner Road, Empangeni Rail 3910
- 1.6 **Telephone:** (035) 787 0962/3
- 1.7 **Fax:** (035) 787 0964

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PAIA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Competition Act No 89 of 1998 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Debt Collectors Act No 114 of 1998 |
| 21. Designs Act No 195 of 1993 | 22. Labour Relations Act No 66 of 1995 |
| 23. National Environmental Management Act No 107 of 1998 | 24. Occupational Health and Safety Act No 85 of 1993 |
| 25. Road Transportation Act No 74 of 1977 | 26. Constitution of the Republic of South Africa No 108 of 1996 |
| 27. Environment Conservation Act 73 of 1989 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

- (i) **Categories of records held by Private bodies available without formal request for access:**
 There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Agreements and Contracts	Privileged
	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
Operational Records	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged
	Quality Records	Privileged
Quality		

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

GARY TRAVIS T/A BOLT CENTRE

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Bolt Centre is a private concern established in 1993 by John Travis. Roy Travis joined Bolt Centre in 1995 and bought the business in 2000.

Bolt Centre specializes in the supply of industrial fasteners, e.g. bolts, nuts, washers, concrete and masonry fittings and chemical anchors. The fasteners are available in a wide range of different grades of material and plating. A comprehensive range of specialized tools and consumables is available in store to services both the DIY and industrial markets.

Bolt Centre boasts a small-dedicated staff complement, which strive to service excellence and customer satisfaction.

1. CONTACT DETAILS:

- 1.1 **Head:** Roy Travis
- 1.3 **Authorized person:** Roy Travis
- 1.4 **Postal address:** P O Box 7228 Empangeni Rd 3910
- 1.5 **Physical address:** 13 Dollar Drive, Richardsbay
- 1.6 **Telephone:** (035) 789 3866
- 1.7 **Fax:** (035) 789 3867
- 1.8 **E-Mail:** bolt@lon.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 20028 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Competition Act No 89 of 1998 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Debt Collectors Act No 114 of 1998 |
| 21. Designs Act No 195 of 1993 | 22. Labour Relations Act No 66 of 1995 |
| 23. National Environmental Management Act No 107 of 1998 | 24. Occupational Health and Safety Act No 85 of 1993 |
| 25. Road Transportation Act No 74 of 1977 | 26. Constitution of the Republic of South Africa No 108 of 1996 |
| 27. Environment Conservation Act 73 of 1989 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
Financial Records	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
Operational Records	Operational Financial Records	Privileged
	Asset Register	Privileged
	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
Quality	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Supplier Records	Privileged
	Quality Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

P J L MULTI-TRANS (PTY) LTD T/A MULTI-WASTE PRETORIA

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Inception date was 1992 and has been a waste management company that specializes in domestic and industrial waste handling and disposing, for the private and municipal sectors.

1. CONTACT DETAILS:

- 1.1 **Head:** A B Rossouw
- 1.2 **Registration Number:** 92/00444/07
- 1.3 **Authorized person:** A B Rossouw
- 1.4 **Postal address:** P O Box 75360, Lynnwood Ridge 0040
- 1.5 **Physical address:** Plot 50, Zeekoegat
- 1.6 **Telephone:** (012) 808 0011
- 1.7 **Fax:** (012) 808 3830
- 1.8 **E-Mail address:** sandow@tafrica.com

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PNA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PNA@saahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Competition Act No 89 of 1998 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Debt Collectors Act No 114 of 1998 | 20. Housing Act No 107 of 1997 |
| 21. Labour Relations Act No 66 of 1995 | 22. National Road Traffic Act No 93 of 1996 |
| 23. Occupational Health and Safety Act No 85 of 1993 | 24. Road Transportation Act No 74 of 1977 |
| 25. Immigration Act No 13 of 2002 | 26. Machinery and Occupational Safety Act No 6 of 1983 |
| 27. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Media Releases	Access subject to copy right
	Staff Records	Limited disclosure/privileged
Human Resource	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
Legal Records	Asset Register	Privileged
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
Operational Records	Agreements and Contracts	Privileged
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

WASTE COMMUNITY BASED (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Inception date was 2000 and has been a waste management company that specializes in domestic waste handling for the municipal sector.

1. CONTACT DETAILS:

- 1.1 **Head:** A B Rossouw
- 1.2 **Registration Number:** 93/00920/07
- 1.3 **Authorized person:** A B Rossouw
- 1.4 **Postal address:** P O Box 75360, Lynnwood Ridge 0040
- 1.5 **Physical address:** 1 Mohlaba Street, Atteridgeville
- 1.6 **Telephone:** (012) 373 7789
- 1.7 **Fax:** (012) 373 7789

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Competition Act No 89 of 1998 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Debt Collectors Act No 114 of 1998 | 20. Housing Act No 107 of 1997 |
| 21. Labour Relations Act No 66 of 1995 | 22. National Road Traffic Act No 93 of 1996 |
| 23. Occupational Health and Safety Act No 85 of 1993 | 24. Road Transportation Act No 74 of 1977 |
| 25. Immigration Act No 13 of 2002 | 26. Machinery and Occupational Safety Act No 6 of 1983 |
| 27. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Media Releases	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

SOUTH AFRICAN FUTURE FARMERS CC

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since inception in 1998 South African Future Farmers CC has been a dynamic grain marketing, risk management and procurement management company. The corporation provides an important service to clients which includes:

- prudent grain marketing strategies for producers;
- financially sound procurement management for processors of grain;
- effective risk management for institutions exposed to changes in grain prices.

1. CONTACT DETAILS:

- 1.1 **Head:** Henrie Marais
- 1.2 **Registration Number:** 98/42432/23
- 1.3 **Authorized person:** Louise Thompson
- 1.4 **Postal address:** P O Box 1700 Faerie Glen 0045
- 1.5 **Physical address:** Glen Manor Office Park Block 2 Frikkie de Beer Street Menlyn
- 1.6 **Telephone:** (012) 365 2414
- 1.7 **Fax:** (012) 365 2012
- 1.8 **E-Mail address:** henrie@destrading.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Co-operatives Act No 91 of 1981 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Custody and Administration of Securities Act No 85 of 1992 | 20. Financial Intelligence Centre Act No 38 of 2001 |
| 21. Financial Markets Control Act No 55 of 1989 | 22. Insider Trading Act No 135 of 1998 |
| 23. Labour Relations Act No 66 of 1995 | 24. Legal Deposit Act No 54 of 1997 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Public Finance Management Act No 1 of 1999 |
| 27. Stock Exchanges Control Act No 1 of 1985 | 28. Transfer Duty Act No 40 of 1949 |
| 29. Agricultural Produce Agents Act No 12 of 1992 | 30. Insolvency Act No 24 of 1936 |
| 31. Constitution of the Republic of South Africa No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Trade Marks	Access subject to copy right
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
Operational Records	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
	Claim Records	Limited disclosure/privileged
	Voice Recordings	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
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 - (a) the record/s requested;
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- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
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- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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MORGAN BEEF (PTY) LTD

SECTION A: CONTENTS
Introduction to the Private Body
1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
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(i) Categories of records held by the Private Body available without a formal request in terms of the Act.
(ii) Categories of records held by the Private Body.
(iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:
Particulars in terms of Section 51
INTRODUCTION TO THE PRIVATE BODY
The company runs a feedlot. We specialize in supplying grain fed cattle to the abattoirs in the Gauteng area. We only purchase and sell live cattle.

1. **CONTACT DETAILS:**
1.1 **Head:** Jan Morgan
1.2 **Registration Number:** 2000/015871
1.3 **Authorized person:** Feroze Hoosen
1.4 **Postal address:** P O Box 127 Perseus Park 0200
1.5 **Physical address:** Farm Gouwenburg, Devon
1.6 **Telephone:** (013) 665 5987
1.7 **Fax:** (013) 665 5988
1.8 **E-Mail address:** feroze@morgangroup.co.za

2. **THE SECTION 10 GUIDE:**
The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:
The South African Human Rights Commission:
PAIA Unit
The Research and documentation department
Postal Address:
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:**

1. Income Tax Act No 95 of 1967	2. Companies Act No 67 of 1973
3. Value Added Tax Act No 89 of 1991	4. Regional Services Counsel Act No 109 of 1985
5. Competition Act No 89 of 1998	6. Employment Equity Act No 55 of 1998
7. Unemployment Contributions Act No 4 of 2002	8. Unemployment Insurance Act No 63 of 2001
9. Employment Equity Act No 55 of 1998	10. Basic conditions of Employment Act 75 of 1997
11. Skills Development Levy's Act No 9 of 1999	12. Skills Development Act No 97 of 1998
13. Access to Information Act No 2 of 2000	14. Co-operatives Act No 91 of 1981
15. National Water Act 36 of 1998	16. Environment Conservation Act 73 of 1989
17. Atmospheric Pollution Prevention Act No 45 of 1965	18. Compensation for Occupational Injuries and Diseases Act No 130 of 1993
19. Labour Relations Act No 6 of 1995	20. National Environmental Management Act No 107 of 1998
21. National Road Traffic Act No 93 of 1996	21. Occupational Health and Safety Act No 85 of 1993
22. Road Transportation Act No 74 of 1977	23. Machinery and Occupational Safety Act No 6 of 1993
24. Constitution of the Republic of South Africa Act 108 of 1996	

4. **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**
(i) **Categories of records held by Private Bodies available without formal request for access:**
There are no records which can be accessed without a formal request for access in terms of the Act

(ii) **Company Records:**

Area	Subject	Classification
Websites	Company Structure	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) **Request procedure:**
To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**
No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. **AVAILABILITY OF THE MANUAL**
This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

MORGAN ROSES (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The company operates in the flower industry. They specialize in cut roses. The roses are grown in Warmbath and sold at the market in Johannesburg.

1. CONTACT DETAILS:

- 1.1 **Head:** Jan Morgan
- 1.2 **Registration Number:** 2000/015875/07
- 1.3 **Authorized person:** Feroze Hoosen
- 1.4 **Postal address:** P O Box 127 Perseus Park 0200
- 1.5 **Physical address:** Zwartkooi Landgoed, Thabazimbi Rooiberg Road, Warmbath
- 1.6 **Telephone:** (014) 736 2438
- 1.7 **Fax:** (014) 736 2674
- 1.8 **E-Mail address:** feroze@morgangroup.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Atmospheric Pollution Prevention Act No 45 of 1965 | 18. Compensation for Occupational Injuries and Disease Act No 130 of 1993 |
| 19. Designs Act No 195 of 1993 | 20. Labour Relations Act No 66 of 1995 |
| 21. Occupational Health and Safety Act No 85 of 1993 | 22. Road Transportation Act No 74 of 1977 |
| 23. Agricultural Produce Agents No 12 of 1992 | 24. Machinery and Occupational Safety Act No 6 of 1983 |
| 25. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites	Company Structure	Access subject to copy right
Communication	Public Product Information	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged
Quality	Quality Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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6. AVAILABILITY OF THE MANUAL

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AFRICAN PRODUCE HANDLERS CC

SECTION A: CONTENTS**Introduction to the Private Body**

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 - (iii) The request procedure.
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6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The corporation specializes in the handling and packing of perishable products. We have the most modern equipment and facilities at the Johannesburg International Airport to handle perishable products.

1. CONTACT DETAILS:

- 1.1 **Head:** Ian Morgan
- 1.2 **Registration Number:** 99/69845/23
- 1.3 **Authorized person:** Feroze Hoosen
- 1.4 **Postal address:** P O Box 127 Perseus Park 0200
- 1.5 **Physical address:** Perishable Cargo Triangle, Johannesburg International Airport
- 1.6 **Telephone:** (011) 390 9200
- 1.7 **Fax:** (011) 390 3301
- 1.8 **E-Mail address:** feroze@morgangroup.co.za

2. THE SECTION 10 GUIDE:

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The South African Human Rights Commission:
PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

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- | | |
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| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Designs Act No 195 of 1993 |
| 19. Labour Relations Act No 66 of 1995 | 20. Occupational Health and Safety Act No 85 of 1993 |
| 21. Road Transportation Act No 74 of 1977 | 22. Agricultural Product Agents No 12 of 1992 |
| 23. Machinery and Occupational Safety Act No 6 of 1983 | 24. Constitution of the Republic of South Africa No 108 of 1996 |

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There are no records which can be accessed without a formal request for access in terms of the Act

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Area	Subject	Classification
Websites	Company Structure	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
Legal Records	Asset Register	Privileged
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Records	Limited disclosure/privileged
	Voice Recordings	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Internal Communication Records	Limited disclosure/privileged

(iii) Request procedure:

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 - (b) the requestor;
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- specify a postal address or fax number of the requestor;
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8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The Company operates in the airfreight and logistics industry. Our principal business is to transport perishable products to any destination in the world. We offer a door-to-door service

1. CONTACT DETAILS:

1.1 **Head:** Jan Morgan

1.2 **Registration Number:** 2000/015865/07

1.3 **Authorized person:** Feroze Hoosen

1.4 **Postal address:** P O Box 127 Perseus Park 0020

1.5 **Physical address:** 1 Hotel Street Corner Hotel & Weirung Naude Streets, MGC Building, Perseus Park Pretoria

1.6 **Telephone:** (012) 349 2500

1.7 **Fax:** (012) 349 2507

1.8 **E-Mail address:** feroze@morgangroup.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

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Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
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| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Designs Act No 195 of 1993 |
| 19. Labour Relations Act No 66 of 1995 | 20. Occupational Health and Safety Act No 85 of 1993 |
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(ii) Company Records:

Area	Subject	Classification
Websites	Company Structure	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
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	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Claim Records	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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5. OTHER INFORMATION AS MAY BE PRESCRIBED

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6. AVAILABILITY OF THE MANUAL

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COUWENBURG BOERDERY (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The Company grows maize that is sold in South Africa.

1. CONTACT DETAILS:

- 1.1 **Head:** Jan Morgan
- 1.2 **Registration Number:** 2000/015812
- 1.3 **Authorized person:** Feroze Hoosen
- 1.4 **Postal address:** P O Box 127 Perseus Park 0200
- 1.5 **Physical address:** Farm Couwenburg Devon
- 1.6 **Telephone:** (013) 665 5987
- 1.7 **Fax:** (013) 665 5988
- 1.8 **E-Mail address:** feroze@morgangroup.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|--|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Atmospheric Pollution Prevention Act No 45 of 1965 | 18. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 |
| 19. Designs Act No 195 of 1993 | 20. Labour Relations Act No 66 of 1995 |
| 21. Occupational Health and Safety Act No 85 of 1993 | 22. Road Transportation Act No 74 of 1977 |
| 23. Agricultural Produce Agents No 12 of 1992 | 24. Machinery and Occupational Safety Act No 6 of 1983 |
| 25. Constitution of the Republic of South Africa Act No 108 of 1996 | |

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Area	Subject	Classification
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	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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5. OTHER INFORMATION AS MAY BE PRESCRIBED

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HANNELIE JOUBERT T/A CASA ALEGRIA

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8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Casa Alegria is a retirement home caring for the frail aged. This retirement home is run by a capable matron, assisted by qualified caregivers and social welfare workers.

1. CONTACT DETAILS:

1.1 **Head:** A J Joubert

1.2 **Registration Number:** SA Nursing Council: 2003073498

Denosa Membership: 470104

1.3 **Authorized person:** A J Joubert / M Venter

1.4 **Postal address:** 26 Washington Drive, Northcliff Extension 15, 2195

1.5 **Physical address:** 556 Airedale Street, Garsfontein Extension 10

1.6 **Telephone:** (012) 998 5915

1.7 **Fax:** (012) 998 5915

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

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Website: www.sahrc.org.za

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- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Administration of Estates Act No 66 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Competition Act No 89 of 1998 |
| 19. Health Professions Act No 56 of 1974 | 20. Labour Relations Act No 66 of 1995 |
| 21. National Key Points Act No 102 of 1980 | 22. South African Medicines and Medical Devices Regulatory Authority Act No 132 of 1998 |
| 23. Nursing Act 50 of 1978 | 24. Constitution of the Republic of South Africa Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Human Resource	Staff Records Employment Contracts Policies and Procedures Financial Statements	Limited disclosure/privileged Limited disclosure/privileged Privileged Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
Operational Records	Policy Documents	Access subject to copy right

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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- indicate which form of access is required;
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- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
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CORNELIUS BOTHA T/A SUN CITY PHARMACY

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8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The pharmacy was opened in 1999 and as a sole proprietor under the head Nelis Botha, has been delivering a valuable service to the community, public and tourists. The pharmacy employs 13 staff members, 3 pharmacists, one assistant pharmacist and a beautician.

1. CONTACT DETAILS:

- 1.1 **Head:** Nelis Botha
- 1.2 **Registration Number:** Y05404
- 1.3 **Authorized persons:** Nelis Botha
- 1.4 **Postal address:** P O Box 25 Sun City 0316
- 1.5 **Physical address:** Shop 2 Entertainment Centre Sun City
- 1.6 **Telephone:** (014) 552 1145
- 1.7 **Fax:** (012) 552 1465

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Health Professions Act No 56 of 1974 | 20. National Key Points Act No 102 of 1980 |
| 21. South African Medicines and Medical Devices Regulatory Authority Act No 132 of 1998 | 22. Constitution of the Republic of South Africa Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information Media Releases Promotion of Access to Information Act Manual Staff Records	Access subject to copy right Access subject to copy right Access subject to copy right Limited disclosure/privileged
Human Resource	Employment Contracts Policies and Procedures Information pertaining to Provident Funds Information pertaining to Medical Aid Financial Statements	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure Limited disclosure/privileged Privileged
Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Trade Marks	Privileged Privileged Privileged Access subject to copy right
Legal Records	Agreements and Contracts Policy Records Claim Records Policy Documents	Privileged Limited disclosure/privileged Limited disclosure/privileged Access subject to copy right
Operational Records	Sales Records Customer / Subscriber Records Security Records Internal Communication Records Supplier Records	Limited disclosure/privileged Privileged Privileged Limited disclosure/privileged Privileged
Quality	Customer Service Evaluation Records (CSI) Quality Records	Limited disclosure/privileged Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

BUCK ROGERS AVIATION CC

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 5.1****INTRODUCTION TO THE PRIVATE BODY**

Since inception in 1990, Buck Rogers Aviation CC has been an aircraft maintenance organization, specializing in aviation fuel cell repairs. The Fuel Tank Division has been researched and developed by John Rogers (Buck). The company now specializes in removing, repairing and fitting of all rubber fuel cells, as well as supplying new fuel cells for all types of aircrafts.

From 2000 we started manufacturing and repairing fuel tanks for racing cars and boats and now have a manufacturing license approved by the Civil Aviation Authority. The company is a member of CAASA (Commercial Aviation Association of SA).

1. CONTACT DETAILS:

- 1.1 **Head:** John Andrew Rogers
- 1.2 **Registration Number:** 1990/031576/23
- 1.3 **Authorized person:** John Andrew Rogers
- 1.4 **Postal address:** P O Box 1368 Halfway House 1685
- 1.5 **Physical address:** Plot 127, 11th Road, Eraud Midrand
- 1.6 **Telephone:** (011) 318 0220
- 1.7 **Fax:** (011) 318 0223
- 1.8 **E-Mail address:** jarogers@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PANA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PANA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|--|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002B | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Atmospheric Pollution Prevention Act No 45 of 1965 | 18. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 |
| 19. Designs Act No 195 of 1993 | 20. Labour Relations Act No 66 of 1995 |
| 21. Mineral and Petroleum Resources Development Act 28 of 2002 | 22. National Environmental Management Act No 107 of 1998 |
| 23. National Road Traffic Act No 93 of 1996 | 24. Occupational Health and Safety Act No 85 of 1993 |
| 25. Road Transportation Act No 74 of 1977 | 25. Machinery and Occupational Safety Act No 6 of 1983 |
| 26. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Records kept in Terms of Company Laws of RSA	Privileged
Operational Records	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
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- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

RIAAN PIETERSEN AND ASSOCIATES CC

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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:

Particulars in terms of Section 51

INTRODUCTION TO THE PRIVATE BODY

An Insurance Brokerage Firm started during 1990 of which Riaan Pieteresen is the only member. They operate primarily from Pretoria, within the larger insurance industry

1. CONTACT DETAILS:

- 1.1 **Head:** Riaan Pieteresen
- 1.2 **Registration Number:** 1990/027549/23
- 1.3 **Authorized person:** Riaan Pieteresen
- 1.4 **Postal address:** P O Box 6018, Pretoria, 0001
- 1.5 **Physical address:** 409 Lea Road, Waterkloof Glen, Pretoria
- 1.6 **Telephone:** (012) 993 4256
- 1.7 **Fax:** (012) 993 0744
- 1.8 **E-Mail address:** sag.riiaan@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002B | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act NO 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Co-operatives Act No 91 of 1981 |
| 15. Labour Relations Act No 66 of 1995 | 16. Legal Deposit Act No 54 of 1997 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Long-term Insurance Act No 52 of 1998 |
| 19. Occupational Health and Safety Act No 85 of 1993 | 20. Public Finance Management Act No 1 of 1999 |
| 21. Short-term Insurance Act No 53 of 1998 | 22. Unit Trust Control Act No 54 of 1981 |
| 23. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

(i) Categories of records held by Private bodies available without formal request for access:

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites	Company Structure	Access subject to copy right
Communication	Public Product Information	Access subject to copy right
	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Records	Limited disclosure/privileged
	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
Quality	Customer Service Evaluation Records (CSI)	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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 - (a) the record/s requested;
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- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

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SAGB ADVISORY SERVICES CC

SECTION A: CONTENTS**Introduction to the Private Body**

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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

An Insurance Brokerage Firm started during 2003 of which Riaan Pieterse is the only member. They operate primarily from Pretoria, within the larger Insurance industry

1. CONTACT DETAILS:

- 1.1 **Head:** Riaan Pieterse
- 1.2 **Registration Number:** 2003/011380/23
- 1.3 **Authorized person:** Riaan Pieterse
- 1.4 **Postal address:** P O Box 6018, Pretoria, 0001
- 1.5 **Physical address:** 409 Lea Road, Waterkloof Glen, Pretoria
- 1.6 **Telephone:** (012) 993 4256
- 1.7 **Fax:** (012) 993 0744
- 1.8 **E-Mail address:** sag.riiaan@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PAIA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Co-operatives Act No 91 of 1981 |
| 15. Labour Relations Act No 66 of 1995 | 16. Legal Deposit Act No 54 of 1997 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Long-term Insurance Act No 52 of 1998 |
| 19. Occupational Health and Safety Act No 85 of 1993 | 20. Public Finance Management Act No 1 of 1999 |
| 21. Short-term Insurance Act No 53 of 1998 | 22. Unit Trust Control Act No 54 of 1981 |
| 23. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

- (i) **Categories of records held by Private bodies available without formal request for access:**
 There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites Communication	Company Structure	Access subject to copy right
	Public Product Information	Access subject to copy right
Human Resource	Media Releases	Access subject to copy right
	Promotion of Access to Information Act Manual	Access subject to copy right
	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
Financial Records	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
Legal Records	Operational Financial Records	Privileged
	Asset Register	Privileged
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Records	Limited disclosure/privileged
	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
Quality	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Customer Service Evaluation Records (CSI)	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

BONDSURE CONSULTING (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

The company was registered during 2001 with main object to do property development primarily in the eastern suburbs of Pretoria. Bondsure, as its main course of business, act for and on behalf of investors in the development of properties.

1. CONTACT DETAILS:

- 1.1 **Head:** Riaan Pieterse
- 1.2 **Registration Number:** 2001/014680/07
- 1.3 **Authorized person:** Riaan Pieterse
- 1.4 **Postal address:** P O Box 6018 Pretoria 0001
- 1.5 **Physical address:** 409 Lea Road, Waterkloof Glen, Pretoria
- 1.6 **Telephone:** (012) 993 4256
- 1.7 **Fax:** (012) 993 0774
- 1.8 **E-Mail address:** sag.riaan@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

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PANA Unit

The Research and documentation department

Postal Address:

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Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PANA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Administration of Estates Act No 66 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Banks Act No 94 of 1990 |
| 15. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 16. Competition Act No 89 of 1998 |
| 17. Co-operatives Act No 91 of 1981 | 18. Credit Agreements Act No 75 of 1980 |
| 19. Custody and Administration of Securities Act No 85 of 1992 | 20. Debt Collectors Act No 114 of 1998 |
| 21. Financial Intelligence Centre Act No 38 of 2001 | 22. Financial Markets Control Act No 55 of 1989 |
| 23. Labour Relations Act No 66 of 1995 | 24. Legal Deposit Act No 54 of 1997 |
| 25. Long-term Insurance Act No 52 of 1998 | 26. Public Finance Management Act No 1 of 1999 |
| 27. Short-term Insurance Act No 53 of 1998 | 28. Unit Trust Control Act No 54 of 1981 |
| 29. Estate Agency Affairs Act No 112 of 1976 | 30. Mutual Banks Act No 124 of 1993 |
| 31. National Payment Systems Act No 78 of 1998 | 32. Sectional Titles Act No 95 of 1986 |
| 33. Stamp Duties Act No 77 of 1968 | 34. Transfer Duty Act No 40 of 1949 |
| 35. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
Quality	Customer Service Evaluation Records (CSI)	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

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ENSEMBLE TRADING 205 (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

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 - (ii) Categories of records held by the Private Body.
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5. Other information as prescribed.
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7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since the inception of Lytleton Spar, it based its trading on the convenience market, with an emphasis on quality and customer care. The supermarket is situated in an area where 50 % of the market is well established, and 50% is high density with an average age of 28 years old.

1. CONTACT DETAILS:

- 1.1 **Head:** Rian Piek
- 1.2 **Registration Number:** 2000/00130/07
- 1.3 **Authorized person:** Rian Piek
- 1.4 **Postal address:** P O Box 21018 Valhalla 0137
- 1.5 **Physical address:** Corner of Broadway East & Shirley Streets, Valhalla, 0137
- 1.6 **Telephone:** (012) 651 0003
- 1.7 **Fax:** (012) 675 5715
- 1.8 **E-Mail address:** rianafou@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PAIA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Compensation for Occupational Injuries and | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 20028 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No ... of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Co-operatives Act and Regulations 91 of 1981 | 18. Competition Act No 89 of 1998 |
| 19. Co-operatives Act No 91 of 1981 | 20. Labour Relations Act No 66 of 1995 |
| 21. Insolvency Act No 24 of 1936 | 22. Stamp Duties Act No 77 of 1968 |
| 23. Constitution of the Republic of SA No 108 of 1996 | 23. Constitution |
| 24. Other | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Trade Marks	Access subject to copy right
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
Quality	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged
	ISO Documentation	Privileged
	Customer Service Evaluation Records (CSI)	Limited disclosure/privileged
	Quality Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

SYNDI-VALUE LYTTTELTON (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since the inception of Lyttelton Spar, it based its trading on the convenience market, with an emphasis on quality and customer care. The supermarket is situated in an area where 50 % of the market is well established, and 50% is high density with an average age of 28 years old.

1. CONTACT DETAILS:

1.1 **Head:** Gerhard Coetzer

1.2 **Registration Number:** 2000/021290/07

1.3 **Authorized person:** Gerhard Coetzer

1.4 **Postal address:** Postnet Suite Nr. 1, Private Bag X1015, Lyttelton 1015

1.5 **Physical address:** Corner Glover & Rabie Streets, Lyttelton

1.6 **Telephone:** (012) 664 1481

1.7 **Fax:** (012) 664 1481

1.8 **E-Mail address:** rvcubview@worldonline.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

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Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

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|---|---|
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| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
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| 23. Constitution of the Republic of SA No 108 of 1996 | 23. Constitution |
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	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Trade Marks	Access subject to copy right
	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Claim Records	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
Quality	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged
	ISO Documentation	Privileged
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 - (a) the record/s requested;
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5. OTHER INFORMATION AS MAY BE PRESCRIBED

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SEKUNJALO PIPING SYSTEMS (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Trading and merchandising in piping systems

1. CONTACT DETAILS:

- 1.1 **Head:** Ronnie Dennison
- 1.2 **Registration Number:** 2000/009096/07
- 1.3 **Authorized person:** Wayne Grace
- 1.4 **Postal address:** P O Box 911-2521 Rosslyn 0200
- 1.5 **Physical address:** 46 Hendrik van Eck Street Rosslyn
- 1.6 **Telephone:** (012) 521 7429
- 1.7 **Fax:** (012) 521 7333
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002B | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Competition Act No 89 of 1998 |
| 19. Co-operatives Act No 91 of 1981 | 20. Credit Agreements Act No 75 of 1980 |
| 21. Design Act No 195 of 1993 | 22. Labour Relations Act 66 of 1995 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Nuclear Energy Act No 131 of 1993 | 26. Nuclear Energy Act No 46 of 1999 |
| 27. Occupational Health and Safety Act No 85 of 1993 | 28. Insolvency Act No 24 of 1936 |
| 29. Machinery and Occupational Safety Act No 6 of 1983 | 30. Constitution of the Republic of SA Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites	Group and divisional profiles News and Publications Company Structure	Access subject to copy right Access subject to copy right Access subject to copy right
Communication	Public Product Information Media Releases	Access subject to copy right Access subject to copy right
Human Resource	Promotion of Access to Information Act Manual Staff Records Employment Contracts Policies and Procedures	Access subject to copy right Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged
Financial Records	Information pertaining to Provident Funds Information pertaining to Medical Aid Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register	Limited disclosure/privileged Limited disclosure Privileged Privileged Privileged
Legal Records	Trade Marks Records kept in Terms of Company Laws of RSA Agreements and Contracts	Access subject to copy right Privileged Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

MABONA INDUSTRIES (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Manufacture, purchase and distribution of plastic piping and fittings

1. CONTACT DETAILS:

- 1.1 **Head:** Tony Dean
- 1.2 **Registration Number:** 98/001264/07
- 1.3 **Authorized person:** Roy Waring
- 1.4 **Postal address:** P O Box 29 Rosslyn 0200
- 1.5 **Physical address:** 1 Piet Pretorius Street Rosslyn 0200
- 1.6 **Telephone:** (012) 541 1080
- 1.7 **Fax:** (012) 541 3044
- 1.8 **E-Mail address:** r.waring@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PANA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PANA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Competition Act No 89 of 1998 |
| 19. Co-operatives Act No 91 of 1981 | 20. Credit Agreements Act No 75 of 1980 |
| 21. Design Act No 195 of 1993 | 22. Labour Relations Act No 66 of 1995 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Nuclear Energy Act No 131 of 1993 | 26. Nuclear Energy Act No 46 of 1999 |
| 27. Occupational Health and Safety Act No 85 of 1983 | 28. Insolvency Act No 24 of 1936 |
| 29. Machinery and Occupational Safety Act No 6 of 1983 | 30. Constitution of the Republic of SA Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

- (i) **Categories of records held by Private bodies available without formal request for access:**
 There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Websites	News and Publications Company Structure	Access subject to copy right Access subject to copy right
Human Resource	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register	Privileged Privileged Privileged Privileged
Legal Records	Trade Marks Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Access subject to copy right Privileged Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

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- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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6. AVAILABILITY OF THE MANUAL

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UNITRADE 249 (PTY) LTD T/A THUSANO

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Inception date was 2002 and has been a waste management company that specializes in domestic waste handling for the private and municipal sector.

1. CONTACT DETAILS:

- 1.1 **Head:** B M Tsats
- 1.2 **Registration Number:** 98/05794/07
- 1.3 **Authorized person:** A B Rossouw
- 1.4 **Postal address:** Box 118 Silvertown 0127
- 1.5 **Physical address:** Plot 50, Zeekoegat, Pretoria
- 1.6 **Telephone:** (012) 082 850 6312
- 1.7 **Fax:** (012) 808 3830

2. THE SECTION 10 GUIDE:

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E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
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| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
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| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Debt Collectors Act No 114 of 1998 | 20. Housing Act No 107 of 1997 |
| 21. Labour Relations Act No 66 of 1995 | 22. National Road Traffic Act No 93 of 1996 |
| 23. Occupational Health and Safety Act No 85 of 1993 | 24. Road Transportation Act No 74 of 1977 |
| 25. Immigration Act No 13 of 2002 | 26. Machinery and Occupational Safety Act No 6 of 1983 |
| 27. Constitution of the Republic of South Africa Act No 108 of 1996 | |

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(ii) Company Records:

Area	Subject	Classification
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	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
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	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
	Supplier Records	Privileged

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MAKONA HARDWARE AND INDUSTRIAL (PTY) LTD

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2. The Section 10 guide
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4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
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 - (iii) The request procedure.
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8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Makona Hardware and Industrial was started in 1996 by Joshua Makona. The company is a distributor of tools, hardware and security products to a variety of customers in the private and public sector.

1. CONTACT DETAILS:

1.1 **Head:** Joshua Makona

1.2 **Registration Number:** 1989/005485/07

1.3 **Authorized person:** Joshua Makona

1.4 **Postal address:** P O Box 128 Randfontein 1760

1.5 **Physical address:** 14 Bussing Road, Aureus, Randfontein 1759

1.6 **Telephone:** (011) 412 4870

1.7 **Fax:** (011) 692 1063

1.8 **E-Mail address:** makonahw@nweb.co.za

2. THE SECTION 10 GUIDE:

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PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

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| 5. Atmospheric Pollution Prevention Act No 45 of 1968 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 16. Environment Conservation Act 73 of 1989 |
| 17. Competition Act No 89 of 1998 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Designs Act No 195 of 1994/13 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. Occupational Health and Safety Act No 85 of 1993 | 23. Road Transportation Act No 74 of 1977 |
| 24. Machinery and Occupational Safety Act No 6 of 1983 | 25. Constitution of the Republic of South Africa Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information Media Releases	Access subject to copy right Access subject to copy right
Human Resource	Staff Records Employment Contracts Policies and Procedures Information pertaining to Provident Funds Information pertaining to Medical Aid Financial Statements	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Limited disclosure Limited disclosure/privileged Privileged
Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register	Privileged Privileged Privileged Privileged
Legal Records	Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Privileged Privileged Privileged
Operational Records	Policy Documents Sales Records Internal Communication Records	Access subject to copy right Limited disclosure/privileged Limited disclosure/privileged
Quality	Quality Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

MAKONA HARDWARE AND INDUSTRIAL MPUMALANGA (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Makona Hardware and Industrial Mpumalanga was started in 1997 by Joshua Makona, to service the areas of Mpumalanga, Northern Province and Eastern Gauteng. The company distributes a wide range of tools, hardware and security products to various customers in the private and public sector.

1. CONTACT DETAILS:

- 1.1 **Head:** Joshua Makona
- 1.2 **Registration Number:** 1997/011895/07
- 1.3 **Authorized person:** Joshua Makona
- 1.4 **Postal address:** P O Box 12265 Leraatsfontein 1038
- 1.5 **Physical address:** 38 Industrial Crescent, Extension 25, Witbank
- 1.6 **Telephone:** (013) 697 6725
- 1.7 **Fax:** (013) 692 3755/5151
- 1.8 **E-Mail address:** makonahw@mweb.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|---|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1968 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 16. Environment Conservation Act 73 of 1989 |
| 17. Competition Act No 89 of 1998 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Designs Act No 195 of 1994/3 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. Occupational Health and Safety Act No 85 of 1993 | 23. Road Transportation Act No 74 of 1977 |
| 24. Machinery and Occupational Safety Act No 6 of 1983 | 25. Constitution of the Republic of South Africa Act No 108 of 1996 |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Internal Communication Records	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

MAN-DIRK (PTY) LTD

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since 1981, Man-Dirk has been a leading supplier of maintenance, repair and operating supplies, as well as underground mining support producers. Barry Walters is the managing director and the company has two major operating divisions. The company's main markets are mining and heavy industry.

1. CONTACT DETAILS:

- 1.1 **Head:** Konminos George Angelos
- 1.2 **Registration Number:** 1979/007014/07
- 1.3 **Authorized person:** Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 1093 Randfontein 1760
- 1.5 **Physical address:** 14 Bussing Road, Aureus, Randfontein 1759
- 1.6 **Telephone:** (011) 412 1020
- 1.7 **Fax:** (011) 692 1714
- 1.8 **E-Mail address:** mandirk@africa.com

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PHA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PHA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|---|--|
| 1. Income Tax Act No 95 of 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Counsel Act No 109 of 1985 |
| 5. Competition Act No 89 of 1998 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic conditions of Employment Act 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Atmospheric Pollution Prevention Act No 45 of 1965 | 18. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 |
| 19. Designs Act No 195 of 1993 | 20. Labour Relations Act No 66 of 1995 |
| 21. Mine Health and Safety Act No 29 of 1996 | 22. National Environmental Management Act No 107 of 1998 |
| 23. National Road Traffic Act No 93 of 1996 | 24. Occupational Health and Safety Act No 85 of 1993 |
| 25. Road Transportation Act No 74 of 1977 | 26. Machinery and Occupational Safety Act No 6 of 1993 |
| 27. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information Promotion of Access to Information Act Manual Staff Records	Access subject to copy right Access subject to copy right Limited disclosure/privileged
Human Resource	Employment Contracts Policies and Procedures Information pertaining to Provident Funds Information pertaining to Medical Aid Financial Statements	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure Limited disclosure/privileged Privileged
Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register Trade Marks	Privileged Privileged Privileged Privileged Access subject to copy right
Legal Records	Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Privileged Privileged Privileged
Operational Records	Policy Documents Sales Records Security Records Internal Communication Records	Access subject to copy right Limited disclosure/privileged Privileged Limited disclosure/privileged
Quality	ISO Documentation Quality Records	Privileged Privileged
Other	Product Risk Assessment Documents (Copyright) Quality Test Records Supply Contracts	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify:
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

SUPALOK (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since 2001 Supalok has been a leading supplier of locks and security products to hardware stores, locksmiths and general retailers. The Company is headed by Peter Roodt and operates nationally as well as in neighbouring countries.

1. CONTACT DETAILS:

- 1.1 **Head:** Mr Peter Ludolph Roodt
- 1.2 **Registration Number:** 1981/001535/07
- 1.3 **Authorized person:** Mr Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 74212, Turffontein, 2140
- 1.5 **Physical address:** 95 Turffontein Road, Stafford, Johannesburg
- 1.6 **Telephone:** (011) 683-8237
- 1.7 **Fax:** (011) 434-1619
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
 PANA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PANA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

1. Income Tax Act No 1967
2. Companies Act No 67 of 1973
3. Value added Tax Act No 89 of 1991
4. Regional Services Council Act No 109 of 1985
5. Atmospheric Pollution Prevention Act No 45 of 1965
6. Employment Equity Act No 55 of 1998
7. Unemployment Contributions Act No 4 of 2002
8. Unemployment Insurance Act No 63 of 2001
9. Employment Equity Act No 55 of 1998
10. Basic Conditions of Employment Act No 75 of 1997
11. Skills Development Levy's Act No 9 of 1999
12. Skills Development Act No 97 of 1998
13. Access to Information Act No 2 of 2000
14. Customs and Excise Act No 91 of 1964
15. National Water Act No 36 of 1998
16. Environment Conservation Act 73 of 1989
17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993
18. Co-operatives Act No 91 of 1981
19. Credit Agreements Act No 75 of 1980
20. Credit Agreements Act No 195 of 1993
21. Labour Relations Act No 66 of 1995
22. Mine Health and Safety Act No 29 of 1996
23. National Environmental Management Act No 107 of 1998
24. National Road Traffic Act No 93 of 1996
25. Occupational Health and Safety Act No 85 of 1993
26. Road Transportation Act No 74 of 1977
27. Immigration Act No 13 of 2002
28. Machinery and Occupational Safety Act No 6 of 1983
29. Constitution of the Republic of South Africa Act No 108 of 1996

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

- (i) **Categories of records held by Private bodies available without formal request for access:**
 There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
Human Resource	Promotion of Access to Information Act Manual	Access subject to copy right
	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

STEAM AND VALVE SPECIALISTS (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since 1978 Steam and Valve Specialists have been a leading importer and supplier of high quality valves. The company is run by Harvey Ferreira and products are sold to a variety of customers in light industry.

1. CONTACT DETAILS:

- 1.1 **Head:** Mr Komininos George Angelos
- 1.2 **Registration Number:** 1978/003632/07
- 1.3 **Authorized person:** Mr Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 4842, Germiston 1411
- 1.5 **Physical address:** 9 Moller Street, Industries East, Germiston
- 1.6 **Telephone:** (011) 873-0533
- 1.7 **Fax:** (011) 825-6452
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 20028 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Credit Agreements Act No 195 of 1993 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Road Transportation Act No 74 of 1977 |
| 27. Immigration Act No 13 of 2002 | 28. Machinery and Occupational Safety Act No 6 of 1983 |
| 29. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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6. AVAILABILITY OF THE MANUAL

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C.C.L. SOUTH AFRICA (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
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 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since 1975 C.C.L. South Africa has been a leading manufacturer and supplier of Rubber handle Hammers, Aluminium Ferrules and General Mining Products. The Company is run by Russel van der Westhuizen and Products are sold to the Mining Industry, Large Hardware Wholesalers, General Industry and foreign customers.

1. CONTACT DETAILS:

- 1.1 **Head:** Mr Koninos George Angelos
- 1.2 **Registration Number:** 1968/006309/07
- 1.3 **Authorized person:** Mr Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 9885, Elsburg 1407
- 1.5 **Physical address:** 9 Meller Street, Industries East, Germiston
- 1.6 **Telephone:** (011) 873-2986/2964
- 1.7 **Fax:** (011) 873-3261
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Credit Agreements Act No 195 of 1993 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Road Transportation Act No 74 of 1977 |
| 27. Immigration Act No 13 of 2002 | 28. Machinery and Occupational Safety Act No 6 of 1983 |
| 29. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Limited disclosure/privileged
Operational Records	Policy Records	Limited disclosure/privileged
	Voice Recordings	Limited disclosure/privileged
	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Security Records	Privileged
	Internal Communication Records	Limited disclosure/privileged
Quality	Supplier Records	Privileged
	Quality Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

TITAN MINING (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Titan Mining started business in 2001 as a contractor in the Mining Industry. The company is headed by Shane Whyte and is involved in the installation of underground support products for a variety of customers.

1. CONTACT DETAILS:

- 1.1 **Head:** Mr Koninos George Angelos
- 1.2 **Registration Number:** 2001/007512/07
- 1.3 **Authorized person:** Mr Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 1093, Randfontein, 1760
- 1.5 **Physical address:** 14 Bussing Road, Aurens, Randfontein
- 1.6 **Telephone:** (011) 412-1020
- 1.7 **Fax:** (011) 692-1714
- 1.8 **E-Mail address:** w.grace@petzetals-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and documentation department

Postal Address:
Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002/8 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Credit Agreements Act No 195 of 1993 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Road Transportation Act No 74 of 1977 |
| 27. Immigration Act No 13 of 2002 | 28. Machinery and Occupational Safety Act No 6 of 1983 |
| 29. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Promotion of Access to Information Act Manual	Access subject to copy right
Human Resource	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Policies and Procedures	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
	Financial Statements	Privileged
Financial Records	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
	Policy Records	Limited disclosure/privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Supplier Records	Privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

SKILLCRAFT AGENCIES (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since its inception in 1991 Skillcraft Agencies has been a leading wholesale supplier of tools, hardware and security products to the hardware and tool reseller markets. The Company is headed by Peter Roodt and operates nationally and in neighbouring countries.

1. CONTACT DETAILS:

- 1.1 **Head:** Mr Peter Ludolph Roodt
- 1.2 **Registration Number:** 1991/006973/07
- 1.3 **Authorized person:** Mr Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 74212, Turfontein 2140
- 1.5 **Physical address:** 95 Turfontein Road, Stafford, Johannesburg
- 1.6 **Telephone:** (011) 683-8237
- 1.7 **Fax:** (011) 434-1619
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

The Section 10 guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PANA Unit

The Research and documentation department

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PANA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002 | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Credit Agreements Act No 195 of 1993 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Road Transportation Act No 74 of 1977 |
| 27. Immigration Act No 13 of 2002 | 28. Machinery and Occupational Safety Act No 6 of 1983 |
| 29. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

There are no records which can be accessed without a formal request for access in terms of the Act

(ii) Company Records:

Area	Subject	Classification
Communication	Public Product Information	Access subject to copy right
Human Resource	Promotion of Access to Information Act Manual	Access subject to copy right
	Staff Records	Limited disclosure/privileged
	Employment Contracts	Limited disclosure/privileged
	Information pertaining to Provident Funds	Limited disclosure
	Information pertaining to Medical Aid	Limited disclosure/privileged
Financial Records	Financial Statements	Privileged
	Financial & Tax Records (Company & Employee)	Privileged
	Management Accounts	Privileged
	Operational Financial Records	Privileged
	Asset Register	Privileged
Legal Records	Statutory Records	Privileged
	Records kept in Terms of Company Laws of RSA	Privileged
	Agreements and Contracts	Privileged
Operational Records	Policy Documents	Access subject to copy right
	Sales Records	Limited disclosure/privileged
	Customer / Subscriber Records	Privileged
	Internal Communication Records	Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Human Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations in this regard was issued by the Minister of Justice and Constitutional Development.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

TOOL AND ELECTRICAL DISTRIBUTORS (PTY) LIMITED

SECTION A: CONTENTS**Introduction to the Private Body**

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:**Particulars in terms of Section 51****INTRODUCTION TO THE PRIVATE BODY**

Since 1980 Tool and Electrical Distributors has been a specialist supplier of tools and toolkits to the Mining and Artisan training center markets. The managing director is Barry Walters.

1. CONTACT DETAILS:

- 1.1 **Head:** John Barry Walters
- 1.2 **Registration Number:** 1980/00658/07
- 1.3 **Authorized person:** Peter Elliot Bernstein
- 1.4 **Postal address:** P O Box 128, Randfontein 1760
- 1.5 **Physical address:** 14 Bussing Road, Auren, Randfontein 1760
- 1.6 **Telephone:** (011) 692-1063
- 1.7 **Fax:** (011) 692-1063
- 1.8 **E-Mail address:** w.grace@petzetakis-africa.co.za

2. THE SECTION 10 GUIDE:

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The South African Human Rights Commission:
 PMA Unit
 The Research and documentation department
 Postal Address:
 Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484 8300
 Fax: +27 11 484 0582
 Website: www.sahrc.org.za
 E-Mail: PMA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

- | | |
|--|--|
| 1. Income Tax Act No 1967 | 2. Companies Act No 67 of 1973 |
| 3. Value Added Tax Act No 89 of 1991 | 4. Regional Services Council Act No 109 of 1985 |
| 5. Atmospheric Pollution Prevention Act No 45 of 1965 | 6. Employment Equity Act No 55 of 1998 |
| 7. Unemployment Contributions Act No 4 of 2002B | 8. Unemployment Insurance Act No 63 of 2001 |
| 9. Employment Equity Act No 55 of 1998 | 10. Basic Conditions of Employment Act No 75 of 1997 |
| 11. Skills Development Levy's Act No 9 of 1999 | 12. Skills Development Act No 97 of 1998 |
| 13. Access to Information Act No 2 of 2000 | 14. Customs and Excise Act No 91 of 1964 |
| 15. National Water Act No 36 of 1998 | 16. Environment Conservation Act 73 of 1989 |
| 17. Compensation for Occupational Injuries and Diseases Act No 130 of 1993 | 18. Co-operatives Act No 91 of 1981 |
| 19. Credit Agreements Act No 75 of 1980 | 20. Credit Agreements Act No 195 of 1993 |
| 21. Labour Relations Act No 66 of 1995 | 22. Mine Health and Safety Act No 29 of 1996 |
| 23. National Environmental Management Act No 107 of 1998 | 24. National Road Traffic Act No 93 of 1996 |
| 25. Occupational Health and Safety Act No 85 of 1993 | 26. Road Transportation Act No 74 of 1977 |
| 27. Immigration Act No 13 of 2002 | 28. Machinery and Occupational Safety Act No 6 of 1983 |
| 29. Constitution of the Republic of South Africa Act No 108 of 1996 | |

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:**(i) Categories of records held by Private bodies available without formal request for access:**

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Area	Subject	Classification
Communication	Public Product Information Promotion of Access to Information Act Manual	Access subject to copy right Access subject to copy right
Human Resource	Staff Records Employment Contracts Policies and Procedures Information pertaining to Provident Funds Information pertaining to Medical Aid Financial Statements	Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Limited disclosure/privileged Privileged
Financial Records	Financial & Tax Records (Company & Employee) Management Accounts Operational Financial Records Asset Register	Privileged Privileged Privileged Privileged
Legal Records	Statutory Records Records kept in Terms of Company Laws of RSA Agreements and Contracts	Privileged Privileged Privileged
Operational Records	Policy Documents Sales Records Customer / Subscriber Records Security Records Internal Communication Records	Access subject to copy right Limited disclosure/privileged Privileged Privileged Limited disclosure/privileged

(iii) Request procedure:

To facilitate the processing of a request, the requester must:

- use the prescribed form attached to this manual or on the South African Humans Rights Commission website (www.sahrc.org.za);
- address the request to the authorized person supplied within this manual, and fax or E-mail the request form as per provided details;
- provide sufficient particulars to enable the head of the Private Body and/or the authorized person to identify
 - (a) the record/s requested;
 - (b) the requestor;
- indicate which form of access is required;
- specify a postal address or fax number of the requestor;
- identify the right the requestor is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right;
- if the requestor, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- if the request is made on behalf of a person, submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Private Body.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

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6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

ROETS 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 ROETS 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 ROETS PROKUREURS versoek word in terme van die Wet. Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan MNR ROETSKONTAK indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van ROETS 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 ROETS PROKUREURS;

"ROETS PROKUREURS" beteken ROETS PROKUREURS, maatskappy met registrasienommer 1997/002799/21 en welke maatskappy regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregte Kommissie

"Inligtingsbeampte" MNR ROETS is aangewys as die Inligtingsbeampte van ROETS PROKUREURS aan wie versoeke in terme van die Wet gerig moet word.

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

Naam: ROETS PROKUREURS **Inligtingsbeampte:** MNR ROETS **Adres:** LUDORFSTRAAT 28 BRITS NOORDWES **Posadres:** POSBUS 98 BRITS 0250 **Telefoon:** 012 252 3433 **Faks:** 012 252 3664 **E-Pos:** roetsprok@iantic.net

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

In terme van die bepaling van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil 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@sahrc.org.za

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

ROETS PROKUREURS hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insovensiewet, No 24 van 1936 Inkomstebelastingwet, No 58 van 1962 Maatskappiewet, No 61 van 1973 Die wet op Prokureurs, No 53 van 1979 Wet op Arbeidverhoudinge, No 66 van 1995 Wet op Streeksdiensterade No 109 van 1985 Wet op Belasting op Toegevoegde Waarde No 89 van 1991 Wet op Arbeidsverhoudinge No 66 van 1995 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 997 of 1998 Skills Development Levies Act No 9 of 1999 Employment Equity Act No 55 of 1998

6. INLIGTING/DOKUMENTE GEHOU DEUR ROETS PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van Die Wet)

ROETS PROKUREURS hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels-, en finansiële belange van ROETS PROKUREURS
Kontrakte Kliënte databasis (persoonlike inligting van kliënte, handels-, en finansiële inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste)
Standaard Indiënsnemingskontrakte ROETS PROKUREURS Personeel verslae Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote) Versekeringspolisse
Enige en alle inligting/dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n aansoeker onderhewig aan die bepalinge van die Wet. Geen inligting wat deur ROETS PROKUREURS gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie. 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 DET WET

Die Minister van Justisie en Konsitusionele 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 ROETS PROKUREURS; 8.2 Afskrifte van die handleiding kan verkry word by die kantore van ROETS PROKUREURS, onderhewig aan betaling van die voorgeskrewe fooi; 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die staatskoerant; 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant, bevat nie die voorgeskrewe vorms en die fooi struktuur nie. Die vorms en die fooi struktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konsitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

C A NOLTE**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 C A NOLTE 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 C A NOLTE versoek word in terme van die Wet. Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan MNR CA NOLTE 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 CA NOLTE. 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 CA NOLTE;
"CA NOLTE" beteken CA NOLTE, maatskappy met registrasienommer 1997/002799/21 en welke maatskappy regsadvies gee asook regsverteenvoerding aan individuele kliënte en besighede/organisasies;
"SAMK" beteken die Suid-Afrikaanse Menseregte Kommissie
"Inligtingsbeampte" MNR CA NOLTE is aangewys as die Inligtingsbeampte van C A NOLTE aan wie versoeke in terme van die Wet gerig moet word.
2. **KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)**
Naam: CA NOLTE Inligtingsbeampte: MNR CA NOLTE Adres: 243 MONTROSELAAN NORTH RIDING RANDBURG
Posadres: Posbus 3023 NORTH RIDING 2162 Telefoon: 011 4622210 Faks: 011 4622150 E-Pos: careln@mweb.co.za
3. **GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)**
In terme van die bepaling van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil 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@sahrc.org.za
5. **INLIGTING/DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van Die Wet)**
CA NOLTE hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insovensiewet, No 24 van 1936 Inkomstebelastingwet, No 58 van 1962 Maatskappywet, No 61 van 1973 Die wet op Prokureurs, No 53 van 1979 Wet op Arbeidverhoudinge, No 66 van 1995 Wet op Streeksdiensterade No 109 van 1985 Wet op Belasting op Toegevoegde Waarde No 89 van 1991 Wet op Arbeidsverhoudinge No 66 van 1995 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 997 of 1998 Skills Development Levies Act No 9 of 1999 Employment Equity Act No 55 of 1998 Wet op Eiendomsprofessie 47 van 2000
6. **INLIGTING/DOKUMENTE GEHOU DEUR CA NOLTE IN TERME VAN DIE WET (Artikel 51(1)(e) van Die Wet)**
CA NOLTE hou inligting/dokumente soos hierna aangedui:
- Inligting ten opsigte van die operasionele-, handels-, en finansiële belange van CA NOLTE 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 CA NOLTE 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 bepalinge van die Wet. Geen inligting wat deur CA NOLTE gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge 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 Konsitusionele 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 C A NOLTE; 8.2 Afskrifte van die handleiding kan verkry word by die kantore van C A NOLTE, onderhewig aan betaling van die voorgeskrewe fooi; 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die staatskoerant; 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant, bevat nie die voorgeskrewe vorms en die fooi struktuur nie. Die vorms en die fooi struktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konsitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

TUB & SPA MANUFACTURERS CC**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO -
INFORMATION ACT, NR. 2 OF 2000****1. CONTACT DETAILS (Section 51 (1)(a) of the Act)**

Name of body:	Tub & Spa Manufacturers CC
Appointed Information Officer:	Mr Robert Barrett
Address:	5 Atomic street, Vulcania, Brakpan, 1541
Postal address:	P O Box 10686, The Falls, 1522
Telephone:	+ 27 11 740-6425
Fax:	+ 27 11 740-6422
E-mail:	tubspa@mweb.co.za
Website address:	www.tubspa.co.za

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

The guide will be available from the South African Human Rights Commission by no later than August 2003. Please direct any queries to:

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

Telephone: +27 11 484 8300, Fax: +27 11 484 0582 / 1360,

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

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

No notice(s) has / have as yet been published.

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

Insolvency Act; Nr.24 of 1936 (Sections 134 and 155); Pension Funds Act; Nr. 24 of 1956, Income Tax Act, Nr. 58 of 1962 (Section 75), Close Corporations Act, Nr. 69 of 1984, Regional Services Councils Act, Nr. 109 of 1985, Value Added Tax Act, Nr. 89 of 1991 (Section 65), Occupational Health and Safety Act, Nr. 85 of 1993, Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97), Labour Relations Act, Nr. 66 of 1995, Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31), Skills Development Act, Nr. 97 of 1998, Skills Development Levies Act, Nr. 9 of 1999, Unemployment Insurance Act Nr. 63 of 2001, Pension Funds Act; Nr. 24 of 1956,

6. DOCUMENTS / INFORMATION HELD BY TUB & SPA MANUFACTURERS CC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Details relating to the operational, commercial and financial interests of Tub & Spa Manufacturers CC; Commercial contracts; Client data base; Standard Employment Contracts; Personnel Report; Human Resources records and information, Insurance policies, Rules and regulations relating to the pension fund

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

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

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

- 8.1 This manual is available for inspection at the offices of Tub & Spa Manufacturers CC, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Tub & Spa Manufacturers CC.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Tub & Spa Manufacturers CC www.tubspa.co.za and will be published in the Government Gazette.

CASS PIETERSE ING. EN HEYSTEK PROKUREUR (IN ASSOSIASIE)**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2 VAN 2000****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 bogemelde Prokureurs versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan die Senior Vennote 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 bovermelde Prokureurs firmas.

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 beskikbaar is by die kantore van die onderskeie firmas;
"Die firma/s"	beteken Cass Pieterse Ing. Prokureurs en Heystek Prokureurs, gestruktureer as assosiate en welke firmas regsverteenwoordiging aan regsentiteite en natuurlike persone verleen;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van die firmas is aangewys as die Inligtingsbeamptes aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

- (a) CASS PIETERSE ING: Mnr Hots Pieterse
63 Juliana str., Posbus 67886, Oberholzer, 2520
Tel(018)787 5134/5
Faks(018)787 5863
- (b) HEYSTEK PROKUREURS: Mnr J Heystek
02 Park str., Posbus 106 Magaliesburg 1791
Tel(014)577 1870
Faks(014)5774798

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

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

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

Tans geen kennisgewing(s) gepubliseer nie.

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

Die onderskeie Prokureurs firmas hou inligting / dokumente ingevolge die volgende wetgewing

- Alle wetgewing/statute en/of regulasies wat nodig word om deurentyd die firmas se kliënte te adviseer

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

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

Die Prokureurs Firms in assosiasie hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van die onderskeie firmas;
- Kontrakte
- Kliënte databasis
- Standaard Indiensnemingskontrakte
- Cass Pieterse Ing en Heystek Prokureurs Personeel Verslae
- Menslike Hulpbronne
- Versekeringspolise

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur die firmas 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)**

Geen

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Cass Pieterse Ing. en Heystek Prokureurs;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore gemeld in 8.1, onderhewig aan betaling van die voorgeskrewe fooi.

JEAN GRIESEL PROKUREUR & WEIDEMAN PROKUREUR (IN ASSOSIASIE)**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2 VAN 2000****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 Jean Griesel en Weideman 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 Mev van Zanten 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 Jean Griesel en Weideman 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 Jean Griesel en Weideman Prokureurs;

"Jean Griesel
Prokureur en
Weideman
Prokureur (in
Assosiasie)"

beteken Jean Griesel Prokureur en Weideman Prokureur, gestruktureer as assosiate en welke firmas regsverteenvoordinging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.

"Inligtingsbeampte" die senior vennoot van Jean Griesel en Weideman Prokureurs is aangewys as die Inligtingsbeampte van Jean Griesel en Weideman Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam:	Jean Griesel Prokureur en Weideman Prokureur (in assosiasie)
Vennoot en Inligtingsbeampte:	Mnr J A Griesel
Adres:	Linschoten Laan 25 Clydesdale, Pretoria
Posadres:	Posbus 14752 Hatfield, 0028
Telefoon:	(012) 343 2407
Faks:	(012) 344 2851
E-pos:	jgattorn@mweb.co.za

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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.

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)

Jean Griesel en Weideman Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing:

- Alle wetgewing/statute en/of regulasies wat benodig word om deurentyd die firmas se kliënte te adviseer

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

6. INLIGTING / DOKUMENTE GEHOU DEUR JEAN GRIESEL EN WEIDEMAN PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Jean Griesel en Weideman Prokureurs hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Jean Griesel en Weideman Prokureurs;
- Kontrakte
- Kliënte databasis
- Standaard Indiensnemingskontrakte
- Jean Griesel en Weideman Prokureurs Personeel Verslae
- Menslike Hulpbronne
- Versekeringspolise

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

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

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

Geen

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

8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Jean Griesel en Weideman Prokureurs;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van Jean Griesel en Weideman Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi.

AM BOUWER TRUST
REGISTRATION NUMBER: IT 9013/98

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

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van AM BOUWER TRUST. 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 Bouwer, Trustee van voormelde Trust kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van die AM BOUWER TRUST.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van MONEYLINE 150 (EDMS) BPK
"AM BOUWER TRUST"	beteken 'n Familietrust wat geregistreer is by die Meester van die Hooggeregshof.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	ALETTA MARTHA BOUWER is aangewys as die Inligtingsbeampte van aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	AM BOUWER TRUST
Vennoot en Inligtingsbeampte:	Me ALETTA MARTHA BOUWER
Adres:	P/A: Lynnwoodweg 105, Brooklyn
Posadres:	Posbus 13627 Hatfield 0028
Telefoon:	082 573 1695
Faks:	(012) 362 3402
E-pos:	amb@law.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:
P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

AM BOUWER TRUST hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Boedelwet No 66 van 1965
- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Wet op Prokureurs, No. 53 van 1979
- Wet op die beheer oor Trustgoed 57 van 1988

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

6. INLIGTING / DOKUMENTE GEHOU DEUR AM BOUWER TRUST IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

AM BOUWER TRUST. hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van AM BOUWER TRUST
- Kontrakte
- kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- AM BOUWER TRUST. Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

Alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewing aan die bepalinge van die Wet. Geen inligting wat deur AM BOUWER TRUST gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewing 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) van die Wet)

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van AM BOUWER TRUST
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore AM BOUWER TRUST. onderhewing aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestructuur nie. Die vorms en fooiestructuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

KFG PLANTHIRE CC**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL
51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2
VAN 2000****INDEKS****BLADSY**

1. Inleiding	1-2
2. Kontakbesonderhede	3
3. Riglyn in terme van Artikel 10 van die Wet	4
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	5
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	6
6. Inligting / dokumente gehou deur KFG in terme van die Wet	7
7. Ander inligting	8
8. Besikbaarheid van die Handleiding	9

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 KFG PLANTHIRE CC versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Du Toit van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van KFG PLANTHIRE CC.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van KFG PLANTHIRE CC
"KFG"	beteken KFG PLANTHIRE CC 'n privaat maatskappy wie se hoofdoel instalasie en voorsiening van die petroleum bedryf is.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	'n direkteur van KFG aangewys as die Inligtingsbeampte van KFG aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	KFG PLANTHIRE CC
Vennoot en Inligtingsbeampte:	Mnr. A S DU TOIT
Adres:	20 Setlar Road, Midrand, industrial, Park
Posadres:	Posbus 380 Ventersdorp 2710
Telefoon:	(018) 264 4362
Faks:	(018) 264 4721
E-pos:	africa@safuel.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

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

- Insolensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfonds, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 31)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR KFG PLANTHIRE CC IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

KFG hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van KFG
- Kontrakte
- kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- KFG Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van KFG .;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van KFG onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

MONEYLINE 150 (EDMS) BPK.
REGISTRATION NUMBER: 1997/016619/07

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

INDEKS**BLADSY**

1. Inleiding	1-2
2. Kontakbesonderhede	3
3. Riglyn in terme van Artikel 10 van die Wet	4
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	5
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	6
6. Inligting / dokumente gehou deur MONEYLINE 150 (EDMS) BPK in terme van die Wet	7
7. Ander inligting	8
8. Besikbaarheid van die Handleiding	9

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 MONEYLINE 150 (EDMS) BPK 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 Bouwer van voormelde Maatskappy kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van MONEYLINE 150 (EDMS) BPK.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van MONEYLINE 150 (EDMS) BPK
"MONEYLINE 150 (EDMS) BPK"	beteken 'n privaat maatskappy wat slegs 'n eiendom as bate besit synde die eiendom geleë te Lynnwoodweg 105, Brooklyn, Pretoria.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	ALETTA MARTHA BOUWER is aangewys as die Inligtingsbeampte van aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	MONEYLINE 150 (EDMS) BPK
Vennoot en Inligtingsbeampte:	Me ALETTA MARTHA BOUWER
Adres:	P/A: Lynnwoodweg 105, Brooklyn
Posadres:	Posbus 13627 Hatfield 0028
Telefoon:	082 573 1695
Faks:	(012) 362 3402
E-pos:	amb@law.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:
P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

MONEYLINE 150 (EDMS) BPK hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)

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

6. INLIGTING / DOKUMENTE GEHOU DEUR BOUWER EN BREWIS INC. IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

MONEYLINE 150 (EDMS) BPK. hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van MONEYLINE 150 (EDMS) BPK
- Kontrakte
- Versekeringspolise

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 MONEYLINE 150 (EDMS) BPK gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van MONEYLINE 150 (EDMS) BPK
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore MONEYLINE 150 (EDMS) BPK. onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

VENDORP BOERDERY (PTY) LTD**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL
51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2
VAN 2000****INDEKS****BLADSY**

1. Inleiding	1-2
2. Kontakbesonderhede	3
3. Riglyn in terme van Artikel 10 van die Wet	4
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	5
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	6
6. Inligting / dokumente gehou deur VENDORP BOERDERY in terme van die Wet	7
7. Ander inligting	8
8. Besikbaarheid van die Handleiding	9

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 VENDORP BOERDERY (PTY) LTD versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Du Toit van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van VENDORP BOERDERY (PTY) LTD.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van VENDORP BOERDERY (PTY) LTD
"VENDORP"	beteken VENDORP BOERDERY (PTY) LTD 'n privaat maatskappy wie se hoofdoel beleggings is;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	'n direkteur van VENDORP aangewys as die Inligtingsbeampte van VENDORP aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	VENDORP BOERDERY (PTY) LTD
Vennoot en Inligtingsbeampte:	Mnr. A S DU TOIT
Adres:	Plaas Klipplaatdrift, Ventersdorp/ Klersdorppad, Ventersdorp
Posadres:	Posbus 380 Ventersdorp 2710
Telefoon:	(018) 264 4362
Faks:	(018) 264 4721
E-pos:	africa@safuel.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

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

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfonds, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 31)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR VENDORP BOERDERY (PTY) LTD IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

VENDORP hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van VENDORP
- Kontrakte
- kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- VENDORP Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van VENDORP .;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van VENDORP onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL
51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2
VAN 2000****INDEKS****BLADSY**

1. Inleiding	1-2
2. Kontakbesonderhede	3
3. Riglyn in terme van Artikel 10 van die Wet	4
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	5
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	6
6. Inligting / dokumente gehou deur SA FUEL in terme van die Wet	7
7. Ander inligting	8
8. Besikbaarheid van die Handleiding	9

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 SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Du Toit van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD
"SA FUEL"	beteken SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD 'n privaat maatskappy wie se hoofdoel instalasie en voorsiening van die petroleum bedryf is.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	'n direkteur van SA FUEL aangewys as die Inligtingsbeampte van SA FUEL aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD
Vennoot en Inligtingsbeampte:	Mnr. A S DU TOIT
Adres:	20 Setlar Road, Midrand, industrial, Park
Posadres:	Posbus 380 Ventersdorp 2710
Telefoon:	(018) 264 4362
Faks:	(018) 264 4721
E-pos:	africa@safuel.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

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

- Insolensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfonds, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No.98 van 1978
- Wet op Prokureurs, No.53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en –veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepserings en –siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 31)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR SA FUEL MAINTENANCE AND INSTALLATIONS (PTY) LTD IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

SA FUEL hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van SA FUEL
- Kontrakte
- kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- SA FUEL Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van SA FUEL .;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van SA FUEL onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

LOUZANNE LANDGOED (PTY) LTD**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL
51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2
VAN 2000****INDEKS****BLADSY**

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6. Inligting / dokumente gehou deur LOUZANNE in terme van die Wet	7
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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van LOUZANNE LANDGOED (PTY) LTD versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Du Toit van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van LOUZANNE LANDGOED (PTY) LTD.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van LOUZANNE LANDGOED (PTY) LTD
"LOUZANNE "	beteken LOUZANNE LANDGOED (PTY) LTD 'n privaat maatskappy wie se hoofdoel beleggings is.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	'n direkteur van LOUZANNE aangewys as die Inligtingsbeampte van LOUZANNE aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	LOUZANNE MAINTENANCE AND INSTALLATIONS (PTY) LTD
Vennoot en Inligtingsbeampte:	Mnr. A S DU TOIT
Adres:	Plaas Klipplaatdrift, Venstersdorp/ Klersdorppad
Posadres:	Posbus 380 Ventersdorp 2710
Telefoon:	(018) 264 4362
Faks:	(018) 264 4721
E-pos:	africa@safuel.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

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

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfonds, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No.98 van 1978
- Wet op Prokureurs, No.53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en –veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepserings en –siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 31)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR LOUZANNE LANDGOED (PTY) LTD IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

LOUZANNE hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van LOUZANNE
- Kontrakte
- kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- LOUZANNE Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

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 LOUZANNE gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van LOUZANNE
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van LOUZANNE onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za)
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

M P KOEKEMOER 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. Riglyn in terme van Artikel 10 van die Wet
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing
6. Inligting / dokumente gehou deur M P Koekemoer Prokureurs in terme van die Wet
7. Ander inligting
8. Besikbaarheid 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 M P Koekemoer Prokureurs versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Koekemoer 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 M P Koekemoer 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 M P Koekemoer Prokureurs;
"M P Koekemoer Prokureurs"	beteken M P Koekemoer Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenvoordinging aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	die senior vennoot van M P Koekemoer Prokureurs is aangewys as die Inligtingsbeampte van M P Koekemoer Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam: M P Koekemoer Prokureurs; Vennoot en Inligtingsbeampte: M P Koekemoer; Adres: Parkstraat 795, Arcadia, Pretoria, 0083; Posadres: Posbus 14251, Hatfield, 0028; Telefoon:(012) 343 1348; Faks:(012) 343 5951; E-pos: mpk@intekom.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

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

M P Koekemoer Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing

- Insolvensiewet, No 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en – veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en –siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, no. 75 van 1997 (Artikel 31)
- Employment Equity Act, No 55 van 1998 (Artikel 26)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No 131 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR M P KOEKEMOER PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

M P Koekemoer Prokureurs hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van M P Koekemoer Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- M P Koekemoer Prokureurs Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolis
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

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

**VAN DER MERWE FERREIRA VAN WYK
ATTORNEYS**

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

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1. INTRODUCTION

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

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

Any requestor is advised to contact MR VAN DER MERWE should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from VAN DER MERWE FERREIRA VAN WYK.

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 VAN DER MERWE FERREIRA VAN WYK from time to time;
"Van der Merwe Ferreira van Wyk"	shall mean VAN DER MERWE FERREIRA VAN WYK Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of VAN DER MERWE FERREIRA VAN WYK has been appointed as the Information officer of VAN DER MERWE FERREIRA VAN WYK, to which requests for information in terms of the Act, should be addressed.

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

Name of Body:	VAN DER MERWE FERREIRA VAN WYK
Partner and appointed Information Officer:	MR SCHALK VAN DER MERWE
Address:	GROUND FLOOR, BROOKLYN COURT, BLOCK B, 361 VEALE STREET, NIEUW MUCKLENEUK
Postal address:	PO BOX 2381, BROOKLYN SQUARE, 0075
Telephone:	012 460 8704
Fax:	012 460 5358
E-mail:	vdmprop@mweb.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 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 X2700
HOUGHTON
2041

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

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

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

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

VAN DER MERWE FERREIRA VAN WYK keeps information / documents in accordance with the following legislation: -

- Insolvency Act, Nr 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr 24 of 1956
- Income Tax Act, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978
- Attorneys Act, Nr 53 of 1979
- Regional Services Councils Act, Nr 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- Employment Equity Act, Nr 55 of 1998 (Section 26)
- Skills Development Act, Nr 97 of 1998
- Medical Schemes Act, Nr 131 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

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

6. DOCUMENTS / INFORMATION HELD BY VAN DER MERWE FERREIRA VAN WYK IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

VAN DER MERWE FERREIRA VAN WYK holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of VAN DER MERWE FERREIRA VAN WYK
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- VAN DER MERWE FERREIRA VAN WYK Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

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

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

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

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

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

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

Handleiding in terme van die Wet op die Bevordering van
Toegang tot Inligting, 2000

DC HAASBROEK
PROKUREUR

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

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1. INLEIDING

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

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

'n Versoeker kan Mnr Haasbroek 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 DC Haasbroek prokureur.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op die Bevordering van Toegang tot inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daarmee, weike van tyd tot tyd beskikbaar is by die kantore van DC Haasbroek prokureur;
"DC Haasbroek Prokureur"	beteken DC Haasbroek prokureur, gestruktureer as 'n eenmanpraktyk en weike firma regsadvies gee asook regsverteenvoordiging aan individuele kliente en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	die senior prokureur van DC Haasbroek prokureur is aangewys as die inligtingsbeampte van DC Haasbroek prokureur aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam:	DC Haasbroek Prokureur
Vennoot en inligtingsbeampte:	Mnr Haasbroek
Adres:	Marastraat 333, Nr 5, Brooklyn Pretoria
Posadres:	Posbus 12724, Hatfield 0028
Telefoon:	(012) 460 1320 082 447 6139
Faks:	(012) 460 1320

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

In terme van die bepalinge 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 amptlike Tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaans
Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon: + 27 11 484 8300
Faks: + 27 11 484 0582/1350
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)

DC Haasbroek prokureur hou inligting / dokumente ingevolge die volgende Wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Maatskappywet, No. 51 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Belasting op Toegevoede Waarde, No. 88 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en- veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudings, No. 88 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 25)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998

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 DC HAASBROEK
IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

DC Haasbroek prokureur hou inligting / dokumente soos hierna
aangedui:

- Inligting ten opsigte van die operasionele, handels- en finansiële belange van DC Haasbroek prokureur
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Menslike Hulpbronne (persoonlike inligting van huidige eienaar)

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde sal slegs beskikbaar gemaak word aan 'n versoek onderhewig aan die begalings van die Wet. Geen inligting wat deur DC Haasbroek prokureur gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie. 'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

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

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

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

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

Specialised Legal Consulting (Pty) Ltd

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NR. 2 OF 2002

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1. INTRODUCTION

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

The manual may be amended from 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 R. Kuhn should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from SLC LABOUR

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 SLC LABOUR from time to time.
"SLC LABOUR"	shall mean SLC LABOUR, a division of Specialised Legal Consulting (Pty) Ltd, structured as a private company which renders legal services including legal advice and consulting and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The director of SLC LABOUR has been appointed as the Information Officer of SLC LABOUR, 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:	SLC LABOUR
Appointed Information Officer:	Mr. R. Kuhn
Address:	6 th Floor, New Wing First National Bank Building Church Square, Pretoria

Postal address: P O Box 6419
Pretoria
0001

Telephone: (012) 321 2785

Fax: (012) 325 5705

E-mail: roes@iafrica.com

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

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

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

PAIA Unit
The Research and /documentation Department
Private Bag 2700
HOUGHTON
2041

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

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

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

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

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

- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment insurance Act, Nr. 63 of 2001

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

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

SLC LABOUR holds the information / documents listed herein below:

- Details relating to operational, commercial and financial interests of SLC LABOUR

- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Human Resources (personal information of past, present and prospective employees and partners / directors)

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

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

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

The Minister of Justice and Constitutional Development has to date not published any regulations in term 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 SLC LABOUR, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SLC LABOUR.

8.3 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")

HANNES GOUWS & VENNOTE INGELYF

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN
ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG
TOT INLIGTING NR 2 VAN 2000

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Hannes Gouws & Vennote Ingelyf versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Hannes Gouws 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 Hannes Gouws & Vennote Ingelyf.

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 Hannes Gouws & Vennote Ingelyf.
"Hannes Gouws & Vennote Ing"	beteken Hannes Gouws & Vennote Ingelyf, Prokureurs, gestruktureer as 'n Ingelyfde Maatskappy en welke firma regsadvies gee asook regsverteenvoordinging aan individuele kliënte en besighede;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior Direkteur van Hannes Gouws & Vennote Ingelyf is aangewys as die inligtingsbeampte van Hannes Gouws & Vennote Ingelyf, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam :	HANNES GOUWS & VENNOTE INGELYF
Vennoot en Inligtingsbeampte:	MNR HANNES GOUWS
Adres :	6de Vloer Nuwe Vleuel, Eerste Nasionale Bank Gebou, Kerkplein Pretoria 0001
Posadres :	Posbus 4428 Pretoria 0001
Telefoon :	(012) 3211008
Faks :	(012) 3255705
E-pos :	hgouws@global.co.za
Webblad :	N/A

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:

PA/A 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 : PA/A@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 BESIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

Hannes Gouws & Vennote Ingelyf hou inligting / dokumente ingevolge die volgende wetgewing : -

- Wet op Prokureurs, No. 53 van 1979
- Inligting met betrekking tot opgawes soos statutêr vereis.
- Dokumentasie ten aansien van die maatskappy soos statutêr vereis.

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

6. INLIGTING / DOKUMENTE GEHOU DEUR HANNES GOUWS & VENNOTE INGELYF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Hannes Gouws & Vennote Ingelyf hou inligting / dokumente soos hierna aangedui:

- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Hannes Gouws & Vennote Ingelyf Personeel verslae

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

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

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

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

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

8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Hannes Gouws & Vennote Ingelyf;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van Hannes Gouws & Vennote Ingelyf, onderhewig aan betaling van die voorgeskrewe fooi;

8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;

8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestructuur nie. Die vorms en fooiestructuur 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").

DE KLERK ATTORNEYS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NR 2 OF 2000**

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1. INTRODUCTION

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

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

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

The following words shall have 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 DK from time to time;
 "DK": shall mean De Klerk Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
 "SAHRC": shall mean the South African Human Rights Commission;
 "information officer" shall mean Mr Tiaan Oberholzer, being the appointed Information Officer of DK, to which requests for information in terms of the Act should be addressed.

2. CONTACT DETAILS**DE KLERK ATTORNEYS**

Mr Tiaan Oberholzer (Information Officer)
 965 Arcadia Straat, Between Hill & Festival Streets
 Hatfield
 Pretoria
 Telephone: (012) 342 3133
 E-mail: dkp1@mweb.co.za

PO Box 13438
 Hatfield
 0028
 Facsimile: (012) 342 3134
 Website: none

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

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

Contact details of the SAHRC are as follows:

PAIA Unit
 The Research and Documentation Department
 Private Bag x2700
 Houghton
 2041
 Telephone: (011) 484 8300
 Facsimile: (011) 484 0582/1360
 E-mail: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

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

At this stage no notices have been published.

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

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

- Income Tax Act Nr 58 of 1962 (Section 75);
- Copyright Act Nr 98 of 1978;
- Attorneys Act Nr 53 of 1979;
- Regional Services Councils Act Nr 109 of 1985;
- Value Added Tax Act Nr 89 of 1991 (Section 65);
- Occupational Health & Safety Act Nr 85 of 1993;
- Compensation for Occupational Injuries & Diseases Act Nr 130 of 1993 (Section 97);
- Labour Relations Act Nr 66 of 1995;
- Basic Conditions of Employment Act Nr 75 of 1997 (Section 31);
- Skills Development Act Nr 97 of 1998;
- Skills Development Levies Act Nr 9 of 1999;
- Unemployment Insurance Act Nr 63 of 2001.

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

DK holds the information / documents listed herein below:

- details relating to the operational, commercial & financial interests of DK;
- commercial contracts;
- client data base (personal information of clients, commercial and privileged financial information, information on contemplated, existing and past litigation, information on agreements, proposals, correspondence and intellectual property of such clients);
- standard conditions of employment;
- contracts of articles;
- DK personnel report;
- human resources (personal information of past, present and prospective employees and partners, salary information);
- insurance policies;
- building plans;
- information generally related to projects conducted by DK from time to time;
- usage statistics of information technology, equipment details, costings of hardware and software;
- a list of DK's debtors and creditors;
- bank account information;
- list of suppliers.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to the requestor subject to the provisions of the Act. None of the information held by DK 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.

The cost to access, reproduce, search for and / or prepare any of the above mentioned records, unless otherwise agreed to is pre-payable and shall be:

- | | |
|--|---------|
| - for every A4-size copy | R 1-10; |
| - for every printed A4-size page | R 0-75; |
| - for a copy on a stiffy disc | R 7-50; |
| - for a copy on a compact disc | R70-00; |
| - for a transcript on an audio record, for an A4-size page or part thereof | R20-00; |
| - for a copy of an audio record | R30-00; |

The Information Officer, as soon as reasonable possible and within 30 days after the request has been received, shall decide whether or not to grant the request.

If the request for access is refused, the Information Officer shall advise the requestor in writing in a notice of refusal, stating adequate reasons for the refusal, and mentioning that an appeal may be lodged at the High Court of South Africa against the refusal of the request (including the period for lodging such appeal).

Upon refusal by the Information Officer, the pre-paid deposit shall be refunded to the requestor.

The Information Officer reserves the right to extend the period of thirty days for another period of not longer than thirty days if the request is for a large amount of records, if the search shall involve records located at premises other than DK's offices, or if the parties agree in writing thereto.

DK shall inform the requestor of such extension in time, against which an appeal may be lodged at the High Court of South Africa.

If requested records can not be found, the Information Officer shall in writing, inform the requestor that it is not possible to give access to the requested record.

The attention of the requestor is drawn to the provisions of Chapter 4 of the Act in terms of which DK is entitled to refuse access to information to a requestor on certain grounds.

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

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

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

- 8.1 this manual is available for inspection at the offices of DK, free of charge.
- 8.2 copies of the manual may be obtained, subject to the fees as indicated in paragraph 6 *supra*, at the offices of DK.
- 8.3 the manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 it should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request form. The request form (as well as the fee structure) can be obtained on the SAHRC website or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) under "regulations".

DE KLERK PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO 2 VAN 2000**

INDEKS:

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1. INLEIDING

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

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

'n Versoeker kan Mnr Tiaan Oberholzer 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 De Klerk.

Die volgende woorde gebruik in hierdie handleiding sal die ooreenstemmende betekenis dra:

"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 De Klerk Prokureurs;

"DK": beteken De Klerk Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies sowel as regsverteenvoording voorsien aan individuele kliënte en besighede / organisasies;

"SAMK": beteken die Suid-Afrikaanse Menseregtekommissie;

"inligtingsbeampte" Mnr Tiaan Oberholzer, kantoorbestuurder van De Klerk is aangewys as die inligtingsbeampte van De Klerk Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)**DE KLERK PROKUREURS**

Mnr Tiaan Oberholzer (Inligtingsbeampte)
Arcadiastraat 965, Tussen Hill & Festivalstrate
Hatfield
Pretoria
Telefoon: (012) 342 3133
E-pos: dkp1@mweb.co.za

Posbus 13438
Hatfield
0028
Faksimilee: (012) 342 3134
Webblad: geen

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

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n 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 SAMK is as volg:

PAIA Eenheid

Navorsing- en dokumentasieafdeling

Privaatsak x2700

Houghton

2041

Telefoon: (011) 484 8300

Faksimilee: (011) 484 0582/1360

E-pos: PAIA@sahrc.org.za

Webblad: www.sahrc.org.za

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

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

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

- Inkomstebelastingwet No 58 van 1962 (Artikel 75);
- Wet op Outeursreg No 98 van 1978;
- Wet op Prokureurs No 53 van 1979;
- Wet op Streeksdiensterade No 109 van 1985;
- Wet op Belasting op Toegevoegde Waarde No 89 van 1991 (Artikel 65);
- Wet op Beroepsgesondheid en -veiligheid No 85 van 1993;
- Wet op Vergoeding vir Beroepbeserings en -siektes No 130 van 1993 (Artikel 97);
- Wet op Arbeidsverhoudinge No 66 van 1995;

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- Wet op Basiese Diensvoorwaardes No 75 van 1997 (Artikel 31);
- Wet op Vaardigheidsontwikkeling No 97 van 1998;
- Wet op Heffings vir Vaardigheidsontwikkeling No 9 van 1999;
- Werkloosheidsversekeringswet No 63 van 2001.

Die bogemelde rekords, insoverre dit van 'n openbare 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 DK IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

DK hou die inligting / dokumente soos hieronder aangedui:

- inligting ten opsigte van die operasionele-, handels- en finansiële belange van DK;
- kommersiële kontrakte;
- kliënte databasis (persoonlike inligting van kliënte, handels- en geprivilegieerde finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle, korrespondensie en intellektuele goeder van sodanige kliënte);
- standaard diensvoorwaardes;
- leerklerskapkontrakte;
- DK personeel verslae;
- menslike hulpbronnbestuur (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote, inligting oor salarisse);
- versekeringspolisse;
- bouplanne;
- inligting wat in die algemeen verband hou met projekte ondemeem deur DK van tyd tot tyd;
- gebruikerstatistieke van inligtingstechnologie, besonderhede van toerusting, omvang en koste verbode aan harde- en sagteware;
- debiteure- en krediteurelyste;
- bankrekeningbesonderhede;
- lys van verskaffers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van voormelde sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur DK 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. Die kostes verbode aan die toegang tot, kopieëring, soek van en / of voorbereiding van enige van die bovermelde rekords, tensy andersins ooreengekom, is voorafbetaalbaar en sal as volg wees:

- | | |
|--|---------|
| - vir elke A4-grootte fotostaat | R 1-10; |
| - vir elke gedrukte A4-grootte bladsy | R 0-75; |
| - vir 'n afskrif op 'n rekenaar diske | R 7-50; |
| - vir 'n afskrif op 'n kompakskyf | R70-00; |
| - vir 'n transkripsie van 'n oudio-rekord, per A4 bladsy of gedeelte daarvan | R20-00; |
| - vir 'n afskrif van 'n oudio-rekord | R30-00; |

Die Inligtingsbeampte sal so spoedig moontlik, en binne 'n tydperk van 30 dae nadat die versoek om inligting ontvang is, besluit of die versoek toegestaan sal word al dan nie.

Indien die versoek om toegang tot inligting geweier word, sal die Inligtingsbeampte die versoeker skriftelik hiervan in kennis stel, en verder skriftelike redes voorsien vir die weiering in die kennisgewing van weiering soos voormeld. Verder moet vermeld word dat 'n appèl geliasseer mag word by die Hooggeregshof van Suid-Afrika teen gemelde weiering (insluitende die tydperk waarbinne sodanige appèl geliasseer moet word).

By weiering van die versoek om inligting, is die voorafbetaalde deposito terugbetaalbaar aan die versoeker van inligting.

Die Inligtingsbeampte behou die reg voor om die dertig dae-periode soos voormeld met 'n addisionele tydperk van nie langer as dertig dae nie, te verleng indien die versoek betrekking het op groot volumes rekords, indien dokumentasie ondersoek moet word wat nie by die kantore van DK gestoor word nie, of indien die partye aldus skriftelik ooreenkom.

DK sal die versoeker in kennis stel van sodanige tydverlenging, teen welke tydverlenging 'n appèl geliasseer mag word by die Hooggeregshof van Suid-Afrika.

Indien die versoekte inligting nie opgespoor kan word nie, sal die Inligtingsbeampte skriftelik die versoeker in kennis stel dat dit nie moontlik is om die versoeker toegang te gee tot die versoekte inligting nie.

Die versoeker se aandag word gevestig op die bepalings van Hoofstuk 4 van die Wet, in terme waarvan DK geregtig is om toegang te weier tot sekere inligting op sekere gronde.

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

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

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

- 8.1 Hierdie handleiding is gratis beskikbaar vir inspeksie by DK se kantore;
- 8.2 Afskrifte van die handleiding kan verkry word by DK se kantore, onderhewig aan betaling van die voorgeskrewe fooie soos aangedui in paragraaf 6 hiervan *supra*;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en die Staatskoerant bevat nie die voorgeskrewe vorms nie. Die vorms (sowel as die fooiestruktuur) kan bekom word op die webblad van die SAMK of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) onder "regulasies".

RUDOLF KUHN ATTORNEY**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NR. 2 OF 2002**

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1. INTRODUCTION

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

The manual may be amended from 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 R. Kuhn should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Rudolf Kuhn Attorney.

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 Rudolf Kuhn Attorney from time to time.
“Rudolf Kuhn Attorney”	shall mean Rudolf Kuhn Attorney, structured as a sole proprietor which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
“SAHRC”	shall mean the South African Human Rights Commission.
“Information Officer”	The senior partner of Rudolf Kuhn Attorney has been appointed as the Information Officer of Rudolf Kuhn Attorney, 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:	Rudolf Kuhn Attorney
Partner and appointed Information Officer:	Mr. R. Kuhn
Address:	6 th Floor, New Wing First National Bank Building Church Square, Pretoria

Postal address: P O Box 6419
Pretoria
0001

Telephone: (012) 321 2785

Fax: (012) 325 5705

E-mail: roes@iafrica.com

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

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

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

PAIA Unit
The Research and /documentation Department
Private Bag 2700
HOUGHTON
2041

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

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

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

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

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

- Attorneys Act, Nr. 53 of 1979
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment insurance Act, Nr. 63 of 2001

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

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

Rudolf Kuhn Attorney holds the information / documents listed herein below:

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

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 Rudolf Kuhn Attorney is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

The Minister of Justice and Constitutional Development has to date not published any regulations in term 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 Rudolf Kuhn Attorney, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Rudolf Kuhn Attorney.
- 8.3 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")

Section 51 Manual for
Devcoat (Pty) Ltd t/a Varcot Paints

A. Contents

B. Particulars in terms of section 51 manual:

1. Contact details (section 51(1)(a))
2. This section 10 Guide on how to use the Act (section 51(1)(b))
3. Records available in terms of any other legislation (section 51(1)(d))
4. Access to the records held by the private body in question (section 51(1)(c) and 51(1)(e):
 - i. The latest notice regarding the categories of records of the body which are available without a person having to request access in terms of this Act in terms of section 52(2) [section 51(1)(c)].
 - ii. Records that may be requested (section 51(1)(e))
 - iii. The request procedures
5. Other information as may be prescribed (section 51(1)(f))
6. Availability of the manual (section 51(3))

INTRODUCTION TO DEVCOAT (PTY) LTD T/A VARCOL PAINTS

The company, situated in Centurion, is a manufacturer of an extensive range of paints, including Industrial and Decorative paints as well as Heavy Duty Coatings.

1. CONTACT DETAILS (section 51(1)(a))

- a. Postal address: P.O. Box 8210, Centurion, 0046
- b. Street address: 8 Marconi Nook, Hennopspark Ext 15, Centurion
- c. Telephone number: (012) 653-0095
- d. Fax number: (012) 653-0926
- e. E-mail: Devcoat@netactive.co.za

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

The guide will be available from the South African Human Rights Commission by not later than August 2003, please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Tel : +2711 484 8300
Fax : +2711 484 0582
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (section 51(1)(d))**

1. Basic Conditions of Employment Act No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
5. Copyright Act No. 98 of 1978
6. Credit Agreements Act No. 75 of 1980
7. Currency and Exchanges Act No. 9 of 1933
8. Debtor Collectors Act No. 114 of 1998
9. Employment Equity Act No. 55 of 1998
10. Finance Act No. 35 of 2000
11. Financial Services Board Act No. 97 of 1990
12. Financial Relations Act No. 65 of 1976
13. Harmful Business Practices Act No. 23 of 1999
14. Income Tax Act No. 95 of 1967
15. Insolvency Act No. 24 of 1936
16. Insurance Act No. 27 of 1943
17. Labour Relations Act No. 66 of 1995
18. Medical Schemes Act No. 131 of 1998
19. Occupational Health & Safety Act No. 85 of 1993
20. Protection of Businesses Act No. 99 of 1978
21. Regional Services Councils Act No. 109 of 1985
22. Skills Development Levies Act No. 9 of 1999
23. Skills Development Act No. 97 of 1998
24. Stamp Duties Act No. 77 of 1968
25. Trade Marks Act No. 194 of 1993
26. Unemployment Contributions Act No. 4 of 2002
27. Unemployment Insurance Act No. 63 of 2001
28. Usury Act No. 73 of 1968
29. Value Added Tax Act No. 89 of 1991

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

4. **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION**
(section 51(1)(c) and section 51(1)(e))

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

Not applicable

- ii. Records that may be requested. A description of the subject of the records held by the body and the categories in which the subjects are classed (section 51(1)(e)).

Administration (subject):

- Minutes of meetings
- Correspondence
- Memorandums
- Contracts

Human Resources

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Personnel details
- Employment Equity policy

Operations

- Sales records
- Production records
- Quality Control Records
- Purchase records
- Delivery Records

Finances

- Financial statements
- Annual financial statements
- Invoices and Delivery Notes
- Debtor's statements
- Creditor's payments
- Deposits
- Payments to Creditors
- Stock records
- Asset inventory

iii. The request proceduresForm of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned (section 53(1)).
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed (section 53(2)(a) and (b) and (c)).
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right (section 53(2)(d)).
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body (section 53(2)(f)).

Fees

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request (section 54(1)).
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the Court against the tender or payment of the request fee (section 54(3)(b)).
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure (section 54(6)).

5. **OTHER INFORMATION AS MAY BE PRESCRIBED (section 51(1)(f))**

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

6. **AVAILABILITY OF THE MANUAL (section 51(3))**

- i. This manual is available for inspection at the offices of Devcoat (Pty) Ltd, free of charge.
- ii. Copies of the manual may be obtained subject to the prescribed fees at the offices of Devcoat (Pty) Ltd.
- iii. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- iv. 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'.

Section 51 Manual for
GSi CHEMICALS INTERNATIONAL CC

- A. Contents
- B. Particulars in terms of section 51 manual:
 - 1. Contact details (section 51(1)(a))
 - 2. This section 10 Guide on how to use the Act (section 51(1)(b))
 - 3. Records available in terms of any other legislation (section 51(1)(d))
 - 4. Access to the records held by the private body in question (section 51(1)(c) and 51(1)(e):
 - i. The latest notice regarding the categories of records of the body which are available without a person having to request access in terms of this Act in terms of section 52(2) [section 51(1)(c)].
 - ii. Records that may be requested (section 51(1)(e))
 - iii. The request procedures
 - 5. Other information as may be prescribed (section 51(1)(f))
 - 6. Availability of the manual (section 51(3))

INTRODUCTION TO GSI CHEMICALS INTERNATIONAL

The company, situated in Centurion, buys and sells electroplating chemicals both locally and overseas.

1. CONTACT DETAILS (section 51(1)(a))

- a. Postal address: P.O. Box 8210, Centurion, 0046
- b. Street address: 8 Marconi Nook, Hennopspark Ext 15, Centurion
- c. Telephone number: (012) 653-7324
- d. Fax number: (012) 653-3981
- e. E-mail: gsichem@mweb.co.za

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

The guide will be available from the South African Human Rights Commission by not later than August 2003, please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Tel : +2711 484 8300
Fax : +2711 484 0582
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
(section 51(1)(d))

1. Basic Conditions of Employment Act No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
5. Copyright Act No. 98 of 1978
6. Credit Agreements Act No. 75 of 1980
7. Currency and Exchanges Act No. 9 of 1933
8. Debtor Collectors Act No. 114 of 1998
9. Employment Equity Act No. 55 of 1998
10. Finance Act No. 35 of 2000
11. Financial Services Board Act No. 97 of 1990
12. Financial Relations Act No. 65 of 1976
13. Harmful Business Practices Act No. 23 of 1999
14. Income Tax Act No. 95 of 1967
15. Insolvency Act No. 24 of 1936
16. Insurance Act No. 27 of 1943
17. Labour Relations Act No. 66 of 1995
18. Medical Schemes Act No. 131 of 1998
19. Occupational Health & Safety Act No. 85 of 1993
20. Protection of Businesses Act No. 99 of 1978
21. Regional Services Councils Act No. 109 of 1985
22. S A Reserve Bank Act No. 90 of 1989
23. Skills Development Levies Act No. 9 of 1999
24. Skills Development Act No. 97 of 1998
25. Stamp Duties Act No. 77 of 1968
26. Trade Marks Act No. 194 of 1993
27. Unemployment Contributions Act No. 4 of 2002
28. Unemployment Insurance Act No. 63 of 2001
29. Usury Act No. 73 of 1968
30. Value Added Tax Act No. 89 of 1991

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

4. **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION**
(section 51(1)(c) and section 51(1)(e))

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

Not applicable

- ii. Records that may be requested. A description of the subject of the records held by the body and the categories in which the subjects are classed (section 51(1)(e).

Administration (subject):

- Minutes of meetings
- Correspondence
- Memorandums
- Contracts

Human Resources

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Personnel details
- Employment Equity policy

Operations

- Sales records
- Production records
- Quality Control Records
- Purchase records
- Delivery Records

Finances

- Financial statements
- Annual financial statements
- Invoices and Delivery Notes
- Debtor's statements
- Creditor's payments
- Deposits
- Payments to Creditors
- Stock records
- Asset inventory

iii. The request proceduresForm of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned (section 53(1)).
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed (section 53(2)(a) and (b) and (c)).
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right (section 53(2)(d)).
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body (section 53(2)(f)).

Fees

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request (section 54(1)).
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the Court against the tender or payment of the request fee (section 54(3)(b)).
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure (section 54(6)).

5. **OTHER INFORMATION AS MAY BE PRESCRIBED (section 51(1)(f))**

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

6. **AVAILABILITY OF THE MANUAL (section 51(3))**

- i. The manual is available for inspection at the offices of GSI Chemicals International, free of charge.
- ii. Copies of the manual may be obtained subject to the prescribed fees at the offices of GSI Chemicals International.
- iii. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- iv. 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'.

Section 51 Manual for Integrear Ltd

A. INTRODUCTION TO Integrear Ltd

Integrear Ltd is focused on the South African Business market that has Credit Grantors and Payment Generators as players.

The driving force of Integrear Ltd is to understand, meet and integrate the business needs of clients in these target markets through differentiated set of products/services.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details (section 51(1)(a))

a. The postal address

PO Box 9241, Centurion, 0046

b. The street address

5th Floor, Stinkhout Building, Tuinhof Complex, 265 West Avenue, Centurion, 0157

c. The phone and fax number

Tel: (012) 663-9511

Fax: (012) 663-9343

d. Electronic mail address

thomas.h@integrear.com

2. The section 10 guide on how to use the Act (section 51(1)(b))

The guide will be available from the South African Human Rights Commission by not later than August 2003, please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Tel : +2711 484 8300
Fax : +2711 484 0582
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za

3. Records available in terms of any other legislation (section 51(1)(d))

1. Basic Conditions of Employment Act No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
5. Copyright Act No. 98 of 1978
6. Credit Agreements Act No. 75 of 1980
7. Currency and Exchanges Act No. 9 of 1933
8. Debtor Collectors Act No. 114 of 1998
9. Employment Equity Act No. 55 of 1998
10. Finance Act No. 35 of 2000
11. Financial Services Board Act No. 97 of 1990
12. Financial Relations Act No. 65 of 1976
13. Harmful Business Practices Act No. 23 of 1999
14. Income Tax Act No. 95 of 1967

15. Insurance Act No. 27 of 1943
16. Intellectual Property Laws Amendments Act No. 38 of 1997
17. Labour Relations Act No. 66 of 1995
18. Occupational Health & Safety Act No. 85 of 1993
19. Pension Funds Act No. 24 of 1956
20. Protection of Businesses Act No. 99 of 1978
21. Regional Services Councils Act No. 109 of 1985
22. SA Reserve Bank Act No. 90 of 1989
23. Short Term Insurance Act No. 53 of 1998
24. Skills Development Levies Act No. 9 of 1999
25. Skills Development Act No. 97 of 1998
26. Stamp Duties Act No. 77 of 1968
27. Stock Exchange Control Act No. 1 of 1985
28. Tax on Retirement Funds Act No. 38 of 1996
29. Unemployment Contributions Act No. 4 of 2002
30. Unemployment Insurance Act No. 63 of 2001
31. Value Added Tax Act No. 89 of 1991

4. **Access to the records held by the private body in question (section 51(1)(c) and section 51(1)(e))**

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

- Annual Financial Statements of Integrear Ltd
- Integrear Ltd website (www.integrear.com)

- ii. Records that may be requested. A description of the subject of the records held by the body and the categories in which the subjects are classed (section 51(1)(e)).

Administration (subject):

- Business Plans
- Action Plans
- Contracts

Human Resources

- Human Resource Policy
- Employment contracts
- Remuneration records

Operations

- Sales records
- Production records
- Names specific types of work done by the private body and records related to it
- Clients' registry

Finances

- Financial statements
- Annual financial statements
- Asset inventory

- iii. The request procedures

Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned (section 53(1)).

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed (section 53(2)(a) and (b) and (c)).
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right (section 53(2)(d)).
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body (section 53(2)(f)).

Fees

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request (section 54(1)).
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the Court against the tender or payment of the request fee (section 54(3)(b)).
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure (section 54(6)).

5. Other information as may be prescribed (section 51(1)(f))

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

6. Availability of the manual (section 51(3))

- i. This manual is available for inspection at the offices of Integrear Ltd, free of charge.
- ii. Copies of the manual may be obtained subject to the prescribed fees at the offices of Integrear Ltd.
- iii. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and Integrear Ltd's website (www.integrear.com) and will be published in the Government Gazette.
- iv. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under 'regulations'.

DR. LAUREN MARTHINUS GOUWS (PRIVATE BODY)**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL**

- A. **INTRODUCTION TO DR. LAUREN MARTHINUS GOUWS**
 DR. LAUREN MARTHINUS GOUWS No.: P.R. 1468405 Dr. Gouws qualified in 1977 with MB CHB (Pret) and specializes as a family physician.
- OWNER**
 Lauren Marthinus Gouws – MB ChB (Pret) DCH (SA) DA (SA) Dip Mid COG (SA) M Prax Med (Pret)
- B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**
- CONTACT DETAILS** – [Section 51(1)(a)]

Information Officer Lauren Marthinus Gouws	Deputy Information Officer Not Applicable
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GENERAL INFORMATION

Postal Address: P.O. Box 17116 Pretoria North, 0116	Address: 229 Braam Pretorius Str, Wonderboom x4, Pretoria, 0182
Telephone: 012 – 5675150	Fax: 012 – 5675150
E-mail: laulish@mweb.co.za	
 - THE SECTION 10 GUIDE ON HOW TO SE THE ACT [Section 51(1)(b)]**
 The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za
 - RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**
 Labour Relations Act 66 of 1993
 Basic Conditions of Employment Act 75 of 1997
 Income Tax Act 95 of 1967
 Unemployment Insurance Act 30 of 1996
 Tax Act No. 89 of 1991
 Close Corporation Act No. 62 of 1984
 - ACCESS TO RECORD HELD BY DR. LAUREN MARTHINUS GOUWS [Section 51(1) (c) and 51(1)(e)]**
 - Voluntary Disclosure**
 Information for DR. LAUREN MARTHINUS GOUWS n terms of Section 52/2 was not available at time of Publications of this manual.
 - Records that may be requested [Section 51(1)(e)]**
 the following records can be requested following the procedure as set out in point (iii).
 - Employment Records + other related policies
 - Policies on staff recruitment and other staff related policies

What Records may be refused
 PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
 Refer the PAIA Act, Chapter 4

 - Request Procedures**
 Form of request:
 - The requestor must use the prescribed form to make the request for access to a record. This must be made to head of DR. LAUREN MARTHINUS GOUWS . This request must be made to the address, fax number or electronic mail address of DR. LAUREN MARTHINUS GOUWS . [Section 53(1)].
 - The requestor must provide sufficient detail on the request form to enable the head of the DR. LAUREN MARTHINUS GOUWS to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
 - The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
 - If a request is made on behalf of a 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 DR. LAUREN MARTHINUS GOUWS [Section 53 (2)(f)].
 - OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**
 The Minister of Justice and Constitutional Development has not made any regulations in this regard.
 - AVAILABILITY OF THE MANUAL [Section 51 (3)]**
 Regulation – Section 51 (3) of the Act prescribes that the manual of DR. LAUREN MARTHINUS GOUWS must be made available in the following manner, at:
 - The offices of the South African Human Rights Commission
 - The Government Printers to be printed in the Government Gazette
 - The manual is available for Public Inspection, during office hours and on request at the offices of DR. LAUREN MARTHINUS GOUWS [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Dr. Lauren Marthinus Gouws

STIRFRY INTERACTIVE CC (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO STIRFRY INTERACTIVE CC**

STIRFRY INTERACTIVE CC Reg. No.: 2000/033178/23 Multimedia Design.

OWNER

Craig Movsowitz and Brett Owen

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]**Information Officer**
Craig Movsowitz**Deputy Information Officer**
Brett Owen**GENERAL INFORMATION**Postal Address: P.O. Box 2025
Groenkloof, 0027
Telephone: 012 – 3463631
E-mail: tgvn@mweb.co.zaAddress: 334 Tram Street, New Muckleneuk
Pretoria, 0181
Fax: 012 - 34619832. **THE SECTION 10 GUIDE ON HOW TO SE THE ACT [Section 51(1)(b)]**

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Close Corporation Act No. 62 of 19844. **ACCESS TO RECORD HELD BY STIRFRY INTERACTIVE CC [Section 51(1) (c) and 51(1)(e)]**(i) **Voluntary Disclosure**

Information for STIRFRY INTERACTIVE CC n terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested [Section 51(1)(e)]**

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refusedPAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of STIRFRY INTERACTIVE CC. This request must be made to the address, fax number or electronic mail address of STIRFRY INTERACTIVE CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the STIRFRY INTERACTIVE CC to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 STIRFRY INTERACTIVE CC [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of STIRFRY INTERACTIVE CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of STIRFRY INTERACTIVE CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Craig Movsowitz and Brett Owen.

CERONIO SLAGHUIS CC (PRIVATE BODY)**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL****A. INTRODUCTION TO CERONIO SLAGHUIS CC**

CERONIO SLAGHUIS CC Reg. No.: 1997/016306/23 Ceronio Slaghuis is a retail Butcher.

OWNER

Gideon Pieter Ceronio and Petronella Ceronio

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. CONTACT DETAILS – [Section 51(1)(a)]**

Information Officer
Gideon Pieter Ceronio

Deputy Information Officer
Petronella Ceronio

GENERAL INFORMATION

Postal Address: P.O. Box 11080
Tiegerpoort, 0056
Telephone: 012 – 8110791
E-mail:

Address: Tiegerpoort Sentrum
Tiegerpoort, 0056
Fax: 012 - 8110791

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act No 89 of 1991
Close Corporation Act No. 62 of 1984

4. ACCESS TO RECORD HELD BY CERONIO SLAGHUIS CC [Section 51(1)(c) and 51(1)(e)]

- (i) **Voluntary Disclosure**
Information for CERONIO SLAGHUIS CC in terms of Section 52/2 was not available at time of Publications of this manual.
- (ii) **Records that may be requested [Section 51(1)(e)]**
the following records can be requested following the procedure as set out in point (iii).
 1. Employment Records + other related policies
 2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) Request Procedures**Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of CERONIO SLAGHUIS CC. This request must be made to the address, fax number or electronic mail address of CERONIO SLAGHUIS CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the CERONIO SLAGHUIS CC to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 CERONIO SLAGHUIS CC [Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

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

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of CERONIO SLAGHUIS CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of CERONIO SLAGHUIS CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Gideon Pieter Ceronio and Petronella Ceronio.

INGRID ROSEMARY MELVIN (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO INGRID ROSEMARY MELVIN**

INGRID ROSEMARY MELVIN practises as an Advocate of the High Court in South Africa.

OWNER

Ingrid Rosemary Melvin

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]

Information Officer
Ingrid Rosemary Melvin

Deputy Information Officer
Not Applicable

GENERAL INFORMATION

Postal Address: P.O. Box 502
Pyramid, 0120
Telephone: 012 – 3344083
E-mail: N/A

Address: 311 New Court Chambers
115 Paul Kruger Street, Pretoria, 0002
Fax: 012 – 3205704

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Income Tax Act 95 of 1967

4. **ACCESS TO RECORD HELD BY INGRID ROSEMARY MELVIN [Section 51(1) (c) and 51(1)(e)]**(i) **Voluntary Disclosure**

Information for INGRID ROSEMARY MELVIN in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested [Section 51(1)(e)]**

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of INGRID ROSEMARY MELVIN. This request must be made to the address, fax number or electronic mail address of INGRID ROSEMARY MELVIN. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the INGRID ROSEMARY MELVIN to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 INGRID ROSEMARY MELVIN [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of INGRID ROSEMARY MELVIN must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of INGRID ROSEMARY MELVIN [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Ingrid Rosemary Melvin.

IAN WALLACE MELVIN (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO IAN WALLACE MELVIN**

IAN WALLACE MELVIN 1426567 is a General Practitioner.

OWNER

IAN WALLACE MELVIN – MB CHB. DA. (SA). M PRAX. MED

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]

Information Officer
IAN WALLACE MELVIN

Deputy Information Officer
Not Applicable

GENERAL INFORMATION

Postal Address: P.O. Box 502
Pyramid, 0120

Address: 402 Med Forum
412 Schoeman Street, Pretoria, 0002

Telephone: 012 – 3223050/1

Fax: 012 – 3205704

E-mail: imelvin@xsinet.co.za

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act No 89 of 1991

4. **ACCESS TO RECORD HELD BY IAN WALLACE MELVIN [Section 51(1)(c) and 51(1)(e)]**(i) **Voluntary Disclosure**

Information for IAN WALLACE MELVIN in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested [Section 51(1)(e)]**

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of IAN WALLACE MELVIN. This request must be made to the address, fax number or electronic mail address of IAN WALLACE MELVIN. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the IAN WALLACE MELVIN to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 IAN WALLACE MELVIN [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of IAN WALLACE MELVIN must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of IAN WALLACE MELVIN [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely IAN WALLACE MELVIN.

WAFFLERRAFT MARKETING (SA) (PTY) LTD (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO WAFFLERRAFT MARKETING (SA) (PTY) LTD**

WAFFLERRAFT MARKETING (SA) (PTY) LTD Reg. No.: 1992/002591/07 is responsible for marketing of the patent product, WaffleRaft Foundations.

OWNER

John Terry Pidgeon and Aileen Jessica Pidgeon

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]

Information Officer
John Terry Pidgeon

Deputy Information Officer
Aileen Jessica Pidgeon

GENERAL INFORMATION

Postal Address: P.O. Box 95011
Waterkloof, 0145
Telephone: 012 – 8001144
E-mail: waffraft@intekom.co.za

Address: 25 Bradley Street
East Lynne, 0181
Fax: 012 – 8003888

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Companies Act No 61 of 1973

4. **ACCESS TO RECORD HELD BY WAFFLERRAFT MARKETING (SA) (PTY) LTD [Section 51(1)(c) and 51(1)(e)]**(i) **Voluntary Disclosure**

Information for WAFFLERRAFT MARKETING (SA) (PTY) LTD in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested [Section 51(1)(e)]**

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of WAFFLERRAFT MARKETING (SA) (PTY) LTD. This request must be made to the address, fax number or electronic mail address of WAFFLERRAFT MARKETING (SA) (PTY) LTD. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the WAFFLERRAFT MARKETING (SA) (PTY) LTD to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 WAFFLERRAFT MARKETING (SA) (PTY) LTD [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of WAFFLERRAFT MARKETING (SA) (PTY) LTD must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of WAFFLERRAFT MARKETING (SA) (PTY) LTD [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely John Terry Pidgeon.

RAFT FOUNDATIONS SOLUTIONS (PTY) LTD (PRIVATE BODY)**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL****A. INTRODUCTION TO RAFT FOUNDATIONS SOLUTIONS (PTY) LTD**

RAFT FOUNDATIONS SOLUTIONS (PTY) LTD Reg. No.: 1988/070013/07 is responsible for the design of Raft Foundation.

OWNER

John Terry Pidgeon

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. CONTACT DETAILS – [Section 51(1)(a)]**

Information Officer
John Terry Pidgeon

Deputy Information Officer
Aldeen Jessica Pidgeon

GENERAL INFORMATION

Postal Address: P.O. Box 95011
Waterkloof, 0145

Address: 25 Bradley Street
East Lynne, 0181

Telephone: 012 – 8001144

Fax: 012 - 8003888

E-mail: waffraft@intekom.co.za

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Companies Act No 61 of 1973

4. ACCESS TO RECORD HELD BY RAFT FOUNDATIONS SOLUTIONS (PTY) LTD [Section 51(1) (c) and 51(1)(e)]**(i) Voluntary Disclosure**

Information for RAFT FOUNDATIONS SOLUTIONS (PTY) LTD in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) Records that may be requested [Section 51(1)(e)]

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) Request Procedures

Form of request:

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of RAFT FOUNDATIONS SOLUTIONS (PTY) LTD. This request must be made to the address, fax number or electronic mail address of RAFT FOUNDATIONS SOLUTIONS (PTY) LTD. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the RAFT FOUNDATIONS SOLUTIONS (PTY) LTD to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 RAFT FOUNDATIONS SOLUTIONS (PTY) LTD [Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

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

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of RAFT FOUNDATIONS SOLUTIONS (PTY) LTD must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of RAFT FOUNDATIONS SOLUTIONS (PTY) LTD [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely John Terry Pidgeon.

HIPOD (PTY) LTD (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO HIPOD (PTY) LTD**

Hipod (Pty) Ltd Reg. No.: 2002/018161/07 High performance management services.

OWNER

Tony George Karam

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]

Information Officer
Tony George Karam

Deputy Information Officer
Not Applicable

GENERAL INFORMATION

Postal Address: P.O. Box 2026
Groenkloof, 0027
Telephone: 012 – 3463631
E-mail: tgvn@mweb.co.za

Address: 481 Chopin Street
Constantia Park, 0010
Fax: 012 - 3461983

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

5. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Companies Act No 61 of 1973

4. **ACCESS TO RECORD HELD BY HIPOD (PTY) LTD [Section 51(1) (c) and 51(1)(e)]**

(i) **Voluntary Disclosure**
Information for Hipod (Pty) Ltd in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested (Section 51(1)(e))**
the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of Hipod (Pty) Ltd. This request must be made to the address, fax number or electronic mail address of Hipod (Pty) Ltd. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the Hipod (Pty) Ltd to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 Hipod (Pty) Ltd [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of Hipod (Pty) Ltd must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of Hipod (Pty) Ltd [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Tony George Karam

O.S.Q. HOMES CC (PRIVATE BODY)**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL****A. INTRODUCTION TO O.S.Q. HOMES CC**

O.S.Q. HOMES CC Reg. No.: 1998/068390/23 Is involved with the construction and maintenance of houses built on problem soils.

OWNER

John Terry Pidgeon, Aileen Jessica Pidgeon

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. CONTACT DETAILS – [Section 51(1)(a)]****Information Officer**

John Terry Pidgeon

Deputy Information Officer

Aileen Jessica Pidgeon

GENERAL INFORMATION

Postal Address: P.O. Box 95011

Waterkloof, 0145

Address: 25 Bradley Street

East Lynne, 0181

Telephone: 012 – 8001144

Fax: 012 – 8003888

E-mail: waffra@intekom.co.za

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

7. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993

Basic Conditions of Employment Act 75 of 1997

Income Tax Act 95 of 1967

Unemployment Insurance Act 30 of 1996

Value Added Tax Act 89 of 1991

Close Corporation Act No. 62 of 1984

4. ACCESS TO RECORD HELD BY O.S.Q. HOMES CC [Section 51(1)(c) and 51(1)(e)]**(i) Voluntary Disclosure**

Information for O.S.Q. HOMES CC in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) Records that may be requested [Section 51(1)(e)]

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:

Refer the PAIA Act, Chapter 4

(iii) Request Procedures**Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of O.S.Q. HOMES CC. This request must be made to the address, fax number or electronic mail address of O.S.Q. HOMES CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the O.S.Q. HOMES CC to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 O.S.Q. HOMES CC [Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

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

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of O.S.Q. HOMES CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of O.S.Q. HOMES CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely John Terry Pidgeon.

GOWELL DESIGN SERVICES CC (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. **INTRODUCTION TO GOWELL DESIGN SERVICES CC**

GOWELL DESIGN SERVICES CC Reg. No.: 1999/011483/23 Is in business to provide design services.

OWNER

Aideen Jessica Pidgeon

B. **PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. **CONTACT DETAILS** – [Section 51(1)(a)]**Information Officer**

Aideen Jessica Pidgeon

Deputy Information Officer

Not Applicable

GENERAL INFORMATION

Postal Address: P.O. Box 95011
Waterkloof, 0145

Address: 25 Bradley Street
East Lynne, 0181

Telephone: 012 – 8001144

Fax: 012 – 8003888

E-mail: wafract@intekom.co.za

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

8. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Close Corporation Act No. 62 of 1984

4. **ACCESS TO RECORD HELD BY GOWELL DESIGN SERVICES CC [Section 51(1)(c) and 51(1)(e)]**(i) **Voluntary Disclosure**

Information for GOWELL DESIGN SERVICES CC in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) **Records that may be requested [Section 51(1)(e)]**

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) **Request Procedures****Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of GOWELL DESIGN SERVICES CC. This request must be made to the address, fax number or electronic mail address of GOWELL DESIGN SERVICES CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the GOWELL DESIGN SERVICES CC to identify the record and the requestor. The requestor should also indicate which form of access is required. The requestor should also indicate if any other manner is to be used to inform the requestor and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requestor 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 [Section 53(2)(d)].
- If a request is made on behalf of a another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of GOWELL DESIGN SERVICES CC [Section 53 (2)(f)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]**

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

6. **AVAILABILITY OF THE MANUAL [Section 51 (3)]**

Regulation – Section 51 (3) of the Act prescribes that the manual of GOWELL DESIGN SERVICES CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of GOWELL DESIGN SERVICES CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Aideen Jessica Pidgeon.

CRACKFIX CC (PRIVATE BODY)**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL****A. INTRODUCTION TO CRACKFIX CC**

CRACKFIX CC Reg. No.: 1988/001605/23 dealing in the repair of cracked buildings.

OWNER

John Terry Pidgeon

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL**1. CONTACT DETAILS – [Section 51(1)(a)]****Information Officer**

John Terry Pidgeon

Deputy Information Officer

Aideen Jessica Pidgeon

GENERAL INFORMATION

Postal Address: P.O. Box 95011
Waterkloof, 0145

Telephone: 012 – 8001144

E-mail: waffraft@intekom.co.za

Address: 25 Bradley Street
East Lynne, 0181

Fax: 012 - 8003888

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

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993

Basic Conditions of Employment Act 75 of 1997

Income Tax Act 95 of 1967

Unemployment Insurance Act 30 of 1996

Value Added Tax Act 89 of 1991

Close Corporation Act No. 62 of 1984

4. ACCESS TO RECORD HELD BY CRACKFIX CC [Section 51(1) (c) and 51(1)(e)]**(i) Voluntary Disclosure**

Information for CRACKFIX CC in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) Records that may be requested [Section 51(1)(e)]

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:

Refer the PAIA Act, Chapter 4

(iii) Request Procedures**Form of request:**

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of CRACKFIX CC. This request must be made to the address, fax number or electronic mail address of CRACKFIX CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the CRACKFIX CC to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].
- If a request is made on behalf of a 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 CRACKFIX CC [Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

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

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of CRACKFIX CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of CRACKFIX CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely John Terry Pidgeon

INTRODUCTION TO THE ADAH FAMILY TRUST – IT 12126/99A. THE ADAH FAMILY TRUST – IT 12126/99 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027TELEPHONE: (012) 346-3631FAX: (012) 346-1983E-MAIL: tgvn@mweb.co.zaTRUSTEES: Trevor Graham van Niekerk, Andre Derek Hanegraaf, Andriana Hanegraaf2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE ADAH FAMILY TRUST – IT 12126/99**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE ADAH FAMILY TRUST – IT 12126/99. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE ADAH FAMILY TRUST – IT 12126/99. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE ADAH FAMILY TRUST – IT 12126/99.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE ADAH FAMILY TRUST – IT 12126/99, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE ALLEN'S TRUST – IT 118/99

A. THE ALLEN'S TRUST – IT 118/99 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Allen David Janke

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE ALLEN'S TRUST – IT 118/99**

(i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -

- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.

(ii) RECORDS THAT MAY BE REQUESTED: -

THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.

(iii) THE REQUEST PROCEDURE: -

THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE ALLEN'S TRUST – IT 118/99. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE ALLEN'S TRUST – IT 118/99. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.

THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.

IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE ALLEN'S TRUST – IT 118/99.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE ALLEN'S TRUST – IT 118/99, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE ANDIER TRUST – IT 1405/02

A. THE ANDIER TRUST – IT 1405/02 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Andre van Greunen, Deidre Charlotte van Greunen

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE ANDIER TRUST – IT 1405/02**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE ANDIER TRUST – IT 1405/02. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE ANDIER TRUST – IT 1405/02. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE ANDIER TRUST – IT 1405/02.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE ANDIER TRUST – IT 1405/02, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE BASIL CARAOLIS TRUST – IT 1993/98

A. THE BASIL CARAOLIS TRUST – IT 1993/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@nwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Basil Caraolis

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE BASIL CARAOLIS TRUST – IT 1993/98**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE BASIL CARAOLIS TRUST – IT 1993/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE BASIL CARAOLIS TRUST – IT 1993/98. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE BASIL CARAOLIS TRUST – IT 1993/98.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE BASIL CARAOLIS TRUST – IT 1993/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE BRIDGET M HALL TRUST – IT 2122/96

A. THE BRIDGET M HALL TRUST – IT 2122/96 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Bridget Margaret Hall

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE BRIDGET M HALL TRUST – IT 2122/96**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE BRIDGET M HALL TRUST – IT 2122/96. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE BRIDGET M HALL TRUST – IT 2122/96. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE BRIDGET M HALL TRUST – IT 2122/96.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE BRIDGET M HALL TRUST – IT 2122/96, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01

A. THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Edward Hoffman, Denise Christine Hoffman

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01**

(i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**

- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.

(ii) **RECORDS THAT MAY BE REQUESTED: -**

THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.

(iii) **THE REQUEST PROCEDURE: -**

THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01.

THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.

THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.

IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE CATHERINE LABUSCHAGNE WILL TRUST – IT 3602/01, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE CCN FAMILY TRUST – IT 12492/98

A. THE CCN FAMILY TRUST – IT 12492/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgyn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, David Ivan Kahts

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE CCN FAMILY TRUST – IT 12492/98**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE CCN FAMILY TRUST – IT 12492/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE CCN FAMILY TRUST – IT 12492/98.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE CCN FAMILY TRUST – IT 12492/98.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE CCN FAMILY TRUST – IT 12492/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE GERHARDUS H VISSER TRUST – IT 11305/96

- A. THE GERHARDUS H VISSER TRUST – IT 11305/96 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)
- PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181
- POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027
- TELEPHONE: (012) 346-3631
- FAX: (012) 346-1983
- E-MAIL: tgvn@mwweb.co.za
- TRUSTEES: Trevor Graham van Niekerk, Gerhardus Hermanus Visser, Maria Magdalena Visser

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE GERHARDUS H VISSER TRUST – IT 11305/96**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:** -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED:** -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE:** -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE GERHARDUS H VISSER TRUST – IT 11305/96. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE GERHARDUS H VISSER TRUST – IT 11305/96.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE GERHARDUS H VISSER TRUST – IT 11305/96.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE GERHARDUS H VISSER TRUST – IT 11305/96, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE GEORGE DE WET FAMILIE TRUST – IT 4445/98

A. THE GEORGE DE WET FAMILIE TRUST – IT 4445/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

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FAX: (012) 346-1983

E-MAIL: tgvn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Johannes George de Wet

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE GEORGE DE WT FAMILIE TRUST – IT 445/98**

(i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.

(ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.

(iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE GEORGE DE WET FAMILIE TRUST – IT 4445/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE GEORGE DE WET FAMILIE TRUST – IT 4445/98.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE GEORGE DE WET FAMILIE TRUST – IT 4445/98.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE GEORGE DE WET FAMILIE TRUST – IT 4445/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91

- A. THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
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- PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181
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- TELEPHONE: (012) 346-3631
- FAX: (012) 346-1983
- E-MAIL: tgvn@mwweb.co.za
- TRUSTEES: Trevor Graham van Niekerk, Denise Christine Hoffman

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE JOHANNES & FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE JOHANNES AND FRANCA HARMSE TESTAMENTARY TRUST – IT 2890/91, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE LAUREN M GOUWS TRUST – IT 6556/95

- A. THE LAUREN M GOUWS TRUST – IT 6556/95 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
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TRUSTEES: Trevor Graham van Niekerk, Lauren Marthinus Gouws, Delica Gouws

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE LAUREN M GOUWS TRUST – IT 6556/95**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE LAUREN M GOUWS TRUST – IT 6556/95. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE LAUREN M GOUWS TRUST – IT 6556/95. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE LAUREN M GOUWS TRUST – IT 6556/95

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE LAUREN M GOUWS TRUST – IT 6556/95, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE LA RECONDITA TRUST – IT 11974/99

A. THE LA RECONDITA TRUST – IT 11974/99 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
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TRUSTEES: Trevor Graham van Niekerk, Gian-Piero Arni, Moira Sheila Arni

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE LA RECONDITA TRUST – IT 11974/99**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE LA RECONDITA TRUST – IT 11974/99. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE LA RECONDITA TRUST – IT 11974/99. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE LA RECONDITA TRUST – IT 11974/99.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE LA RECONDITA TRUST – IT 11974/99, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE MELVIN FAMILY TRUST – IT 132/97

A. THE MELVIN FAMILY TRUST – IT 132/97 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
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TRUSTEES: Trevor Graham van Niekerk, Ian Wallace Melvin, Ingrid Rosemary Melvin,

Nicolaas Willem van der Walt

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE MELVIN FAMILY TRUST – IT 132/97**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:** -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED:** -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE:** -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE MELVIN FAMILY TRUST – IT 132/97. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE MELVIN FAMILY TRUST – IT 132/97. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED.
THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON. THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE TRUSTEE OF THE MELVIN FAMILY TRUST – IT 132/97.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE MELVIN FAMILY TRUST – IT 132/97, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.