



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 453

Pretoria, 3 March
Maart 2003

No. 24668

MANUALS

IN ACCORDANCE WITH

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



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

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A Guide to

ACCESSING OUR INFORMATION

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

Preamble

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

Introduction to this private body

Thomas Abrasives (Pty) Ltd is a manufacturer of high quality cast steel abrasives located in South Africa.

Formed in 1984 as a division of Thomas Foundry (Pty) Ltd, it began by making low carbon steel shot under license to Metalltechnik Schmidt GMBH of Stuttgart, Germany to supply both the South African and export shot markets. By 1989 it was apparent that further growth was only possible with the manufacture of steel grit and the plant was converted to a high-carbon manufacturing operation.

Two years later, in March 1991, Thomas Abrasives (Pty) Ltd was formed. In 1995, the company was purchased by the Wheelabrator Alleward Group of companies, allowing Thomas Abrasives access to a worldwide database of experience and technical expertise in the use and manufacture of steel abrasives.

Thomas Abrasives is proud to be an ISO 9002 Registered company.

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

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

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

Section A - Our details

Full Name : Thomas Abrasives (Pty) Ltd

Registration Number : 1964/001307/07

Registered Address : 29 Smits Street, Industries West, Germiston

Postal Address : PO Box 1461, Germiston, 1400

Telephone Number : (011) 821 2800

Fax Number : (011) 873 2696

Head/CEO : Mr. AM Martingano

Designated Information Officer : Mr. WH Webb

E-mail address of Information Officer: warren.webb@thomasabrasives.com

Website : www.thomasabrasives.co.za

Section B - The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C - Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

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

(b) ACCOUNTING RECORDS

- (i) Books of Accounts including journals and ledgers;

- (ii) Delivery notes, orders, invoices, statements, receipt, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee;
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Study assistance schemes;
- (iv) Maternity leave policy;
- (v) Relocation policy;
- (vi) Disability scheme;
- (viix) Group personal accident;
- (viii) Group life;
- (ix) Micro loan scheme;
- (xi) Code of conduct.

- (e) **PENSION AND RETIREMENT FUNDING RECORDS**
 - (i) Pension / Provident Fund Rules;
 - (ii) Pension / Provident Fund account records;
 - (iii) Minutes of Meetings of trustees and members;
 - (iv) Actuarial Valuation Reports;
 - (v) Contribution Reports;
 - (vi) Annual accounts.
- (f) **ENVIRONMENTAL HEALTH AND SAFETY**
 - (i) Water quality monitoring programme records;
 - (ii) Records of waste water storage and waste water disposal;
 - (iii) Safety management systems, data and audits;
 - (iv) Employee public health emergency action plans;
 - (v) Permits, licences, approvals and registrations for operations of sites and business;
 - (vi) Emergency response plans;
 - (vii) Environmental impact assessments;
- (g) **FIXED PROPERTY**
 - (i) Title Deeds;
 - (ii) Building plans;
 - (iv) Mortgage Bonds or other encumbrances to fixed property.
- (h) **MOVABLE PROPERTY**
 - (i) Asset register;
 - (ii) Finance and Lease Agreements;
 - (iii) Notarial Bonds;
 - (iv) Deeds of Pledge.
- (i) **INTELLECTUAL PROPERTY**
 - (i) Patents, patent applications and inventions;
 - (ii) Trademarks, trade names and protected names;
 - (iii) Copyrights;

- (iv) Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;
 - (v) Litigation and other disputes involving intellectual property.
- (j) **AGREEMENTS AND CONTRACTS**
 - (i) Material agreements concerning provision of services or materials;
 - (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
 - (iii) Agreements with shareholders, officers or directors;
 - (iv) Acquisition or disposal documentation;
 - (v) Agreements with contractors and suppliers;
 - (vi) Agreements with customers;
 - (vii) Warranty agreements;
 - (viii) Sale agreements;
 - (ix) Distributor, dealer or agency agreements;
 - (x) Restraint agreements;
 - (xi) Agreements with governmental agencies;
 - (xii) Purchase or lease agreements.
- (k) **TAXATION**
 - (i) Copies of all Income Tax Returns and other tax returns and documents.
- (l) **LEGAL**
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (iii) Material licences, permits and authorisations;

(m) INSURANCE

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

(n) TRANSPORTATION

- (i) Transportation rights;**
- (ii) Permits;**
- (iii) Transportation System Delivery Plan;**
- (iv) Transportation, Warehouse and Storage Contracts.**

(o) INFORMATION TECHNOLOGY

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

(p) SALES AND MARKETING

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

(vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

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

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

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

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

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

Section D - Information available in terms of other legislation

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

- Administration of Estates Act No. 66 of 1965
- Armaments Development and Production Act No. 57 of 1968
- Atmospheric Pollution Prevention Act No. 45 of 1965
- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Companies act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Correctional Services Act No. 111 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Defence Act No. 44 of 1957
- Designs Act No. 195 of 1993
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989
- Health Professions Act No. 56 of 1974
- Housing Act No. 107 of 1997
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long-term Insurance Act No. 52 of 1998
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mineral and Petroleum Resources Development Act 28 of 2002

- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Nuclear Regulator Act No. 47 of 1999
- National Road Traffic Act No. 93 of 1996
- National Water Act No. 36 of 1998
- Nuclear Energy Act No. 131 of 1993
- Nuclear Energy Act No. 46 of 1999
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Public Finance Management Act No. 1 of 1999
- Road Transportation Act No. 74 of 1977
- Security Officers Act No. 92 of 1987
- Short-term Insurance Act No. 53 of 1998
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- South African Police Service Act No. 68 of 1995
- Space Affairs Act No. 84 of 1993
- Stock Exchanges Control act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Unit Trusts Control Act No. 54 of 1981
- Witness Protection Act No. 112 of 1998

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

- Agricultural Produce Agents Act No. 12 of 1992
- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Co-operatives Act No. 91 of 1981
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976

- Explosives Act No. 26 of 1956
- Financial Markets Control Act No. 55 of 1989
- Immigration Act No. 13 of 2002
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Liquor Act No. 27 of 1989
- Machinery and Occupational Safety Act No. 6 of 1983
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mutual Banks Act No. 124 of 1993
- National Payment Systems Act No. 78 of 1998
- National Water Act No. 36 of 1998
- Nursing Act No. 50 of 1978
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Sectional Titles Act No. 95 of 1986
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E - Information automatically available

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

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

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

Section F - General

No additional information.

MANUAL

of

MARAIS MÜLLER INCORPORATED

(Reg. No. 97/002640/21)

("the Company")

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

Last Updated: February 2003

1. INTRODUCTION

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

2. OBJECTIVE OF THE ACT

The objectives of the Act are –

2.1 To give effect to the constitutional right of access to –

2.1.1 Any information held by the State; and

2.1.2 Any information that is held by another person and that is required for the exercise or protection of any rights;

2.2 To give effect to that right –

2.2.1 Subject to justifiable limitations, including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance; and

2.2.2 In a manner which balances that right with any other rights, including the rights in the Bill of Rights in Chapter 2 of the Constitution;

2.3 Foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information;

2.4 Actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

3. CONTACT DETAILS

3.1 Information Officer:

3.2 Name: Oloff Sieberhagen

3.3 Postal Address: P.O. Box 4793, Cape Town, 8000

3.4 Physical Address: 19th Floor Cartwrights Corner, Adderley Street, Cape Town, 8001

3.5 Telephone Number: (021) 462-3420

3.6 Facsimile Number: (021) 465-2736

3.7 E-mail Address: oloff@maraismüller.co.za

4. GENERAL INFORMATION

4.1 Name of Private Body: Marais Müller Incorporated

4.2 Postal Address: P.O. Box 4793, Cape Town, 8000

4.3 Physical Address: 19th Floor Cartwrights Corner, Adderley Street, Cape Town, 8000

4.4 Telephone Number: (021) 462-3420

- 4.5 Facsimile Number: (021) 465-2736
4.6 E-mail Address: oloff@maraismüller.co.za
4.7 Website: not available.

5. GUIDE TO SOUTH AFRICAN HUMAN RIGHTS COMMISSION

In terms of Section 10 of the Act a guide will be prepared by the South African Human Rights Commission ("SAHRC") containing such information as may be required by a person who wishes to use the Act.

The latest notice published in terms of Section 52(2) on records that are voluntarily available – the Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

6. RECORDS OF MARAIS MÜLLER INCORPORATED

6.1 PERSONNEL RECORDS

- 6.1.1 Personal records provided by personnel;
6.1.2 Records provided by a third party relating to personnel;
6.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
6.1.4 Internal evaluation records and other internal records;
6.1.5 Correspondence relating to personnel;
6.1.6 Training schedules and material;

6.2 CLIENT RELATED RECORDS

- 6.2.1 Records provided by a client to a third party acting for or on behalf of the Company;
6.2.2 Records provided by a third party;
6.2.3 Records generated by or within Marais Müller Incorporated relating to its clients, including transactional records;
6.2.4 Privileged information between attorney and client.

6.3 PRIVATE BODY RECORDS

- 6.3.1 Operational records;
6.3.2 Databases;
6.3.3 Information Technology;
6.3.4 Marketing records;
6.3.5 Internal correspondence;
6.3.6 Internal Policies and Procedures;

6.4 FINANCIAL RECORDS

- 6.4.1 Annual Financial Reports that are available;
6.4.2 Management Reports;

6.4.3 VAT Returns;

6.4.4 Income tax returns and assessments;

6.4.5 Invoices;

6.4.6 Receipts;

6.4.7 Cheque returns.

6.5 HUMAN RESOURCES RECORDS

6.5.1 Documentation relating to discipline and conditions of employment;

6.5.2 Salary advice's;

6.5.3 Leave, sick leave, maternity leave and special leave records;

6.5.4 Returns to UIF.

6.6 RECORDS IN TERMS OF THE COMPANIES ACT

6.6.1 Company Memorandum and Articles of Association

6.6.2 Certificate of Incorporation

6.6.3 Shareholders schedule

6.6.4 Company minute book

6.6.5 Records required in accordance with other legislation (eg. Employee records, incident register as prescribed in the Occupational Health and Safety Act etc.)

6.6.6 Minutes of Boar Meetings

7. REQUEST FOR INFORMATION

7.1 Please note that some information may be privileged as set out in the Act and any requests that should be accompanied by the prescribed fee as per the Act.

7.2 Please also feel free to contact the SAHRC for further information on Tel: 011-484 8300 or Fax 011-484 0582 or visit their website at www.sahrc.org.za.

7.3 To facilitate the process please use the prescribed form at www.sahrc.org.za or under regulations at www.doj.gov.za.

7.4 Please provide sufficient details to enable Marais Müller Incorporated to identify:

7.4.1 The records you requested;

7.4.2 The requestor (and if an agent is lodging the request, proof of capacity);

7.4.3 Your personal contact details;

7.4.4 The right which you are seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

SECTION 51 MANUAL FOR VAN NIEKERK ACCOUNTANTS
PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS (SECTION 51 (1)(a))

Registered name of Entity: Van Niekerk Accountants

Description of what the business does: Commercial and Financial Accountants

Contact Person: Gert Jacobus van Niekerk

Physical address of the business: 39 President Boshoff Street
BETHLEHEM
9701

Postal address: P O Box 1019
BETHLEHEM
9700

Tel: (058) 3036933

Fax: (058) 3036933

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

Web site: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (SECTION 51(1)(d))

Basic Conditions of Employment No 75 of 1997

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION (SECTION 51 (1)(c)) AND 51 (1)(e)

- (i) Client Files
- (ii) Personnel Files, Accounting Financial Files
- (iii) The request procedures relates to:
Forms of request and fees available at SAHRC's web site (www.sahrc.org.za) or
Department of Justice and Constitutional Development (www.doj.gov.za) (under
"regulations")

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 MANUAL (SECTION 51 (3))

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

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

NAME OF BUSINESS **CRUISE OPTIONS CC**
 REGISTRATION NUMBER **CK 99/33561/23**
 REGISTERED OFFICE **CONCERTINO HOUSE, 106 KLOOF STREET,
CAPE TOWN, 8001**
 DIRECTORS/MEMBERS **JANN M. PORTER**
 POSTAL ADDRESS **PO BOX 782512, SANDTON, 2146**
 CONTACT PERSON **SALLY-ANN MERCKEL**
 TELEPHONE NO. **(011) 784-6657**
 FAX NO. **(011) 784-7485**
 E MAIL ADDRESS **sally@cruiseoptions.co.za**
 ACTIVITY OF BUSINESS **Cruise specialists (travel)**

Section 51 (1) (b)

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

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

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

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

Section 51 (1) (e)

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

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

Form of Request and Fees

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

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

Company Name: Groch & Associates CC
Contact Details: Member
Postal Address: P.O. Box 23204, Port Elizabeth, 6000
Street Address: Room 105, Sinodale Centre, Cnr Walmer Rd & Mitchell St, Port Elizabeth
Telephone Number: 041 - 5861114
Fax Number: 041 - 5859909
E-mail Address: groch@tc.co.za
Registration Number: CK 1987/001685/23

1. REQUEST FOR INFORMATION

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

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

Contact Details

Any person who wishes to access a record from Groch & Associates CC may contact the Managing Member whose contact details are set out above.

Prescribed Access Form

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

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

There are two types of fees payable :

- **Request Fee:** This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that the requester must pay to a private body is R 50. The requester may lodge an application to the court against the payment of the request fee.
- **Access Fee:** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester.

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

3. **SECTION 10 - HUMAN RIGHTS COMMISSION GUIDE**

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

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

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

The guide will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 484 8300 or fax 011 484 0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. **RECORDS**

The following are the categories of records held by Groch & Associates CC. Examples of the types of records in the various categories are also listed.

Other legislation

Records are available in accordance with the following legislation:

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

Internal records

Membership

Human Resources

Staff records

Finance

Financial and accounting records
 Creditors and debtors statements and invoices

Company Secretarial

Company statutory records
 Minutes of Meetings

Short and long term policies

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

5. **GROUND FOR REFUSAL OF A REQUEST**

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

**Planning and Design Consultants c.c.
(REG NO. 4380155517)**

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

INTRODUCTION

Planning and Design Consultants cc is an architectural and urban design practice providing planning and architectural services to a broad range of public and private sector clients.

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

1. CONTACT DETAILS (Section 51(1)(a))

18 Clamart Rd. Richmond JHB
PO BOX 337 MELVILLE 2019
Telephone (011) 482 - 2323
Fax (011) 482 - 1218
e-mail plandesign@icon.co.za

Contact Person: Mr. Jonathan Doke

2. THE GUIDE AS DESCRIBED IN SECTION 10 (Section 51(1)(b))

The Guide will be available for the Human Rights Commission at Private Bag 2700 Houghton 2041
Tel (011) 484-8300 Fax (011) 484-0582

3. RECORDS AVAILABLE (Section 51(1)(d))

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984
- Companies Act. No. 61 of 1973
- Income Tax Act. No. 58 of 1962
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act. No. 89 of 1991

4. INFORMATION AVAILABLE

i) The following information is available without a person having to request access in terms of the Act: **(Section 51(1)(c))**

- Company Profile and CV

ii) Access to the following information to be requested in terms of the Act: **(Section 51(1)(c))**

- | | |
|-------------------------|---|
| • Company Documentation | (Availability to be determined upon receipt of request) |
| • Financial Statements | (Availability to be determined upon receipt of request) |
| • Licences | (Availability to be determined upon receipt of request) |
| • Correspondence | (Availability to be determined upon receipt of request) |

**HORAK DE BRUIN OBERHOLZER INCORPORATED ("HDO")
ATTORNEYS NOTARIES AND CONVEYANCERS**

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

INDEX	PAGE
1. Introduction	1
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3. Guide in terms of Section 10 of THE ACT	2
4. Notice(s) in terms of Section 52(2) of THE ACT	2
5. Information / documents available in accordance with other legislation	2
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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 HDO 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 available.

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

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

"THE ACT"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as may be available from time to time at the offices of HDO;
"HDO"	shall mean Horak de Bruin Oberholzer Incorporated, an incorporated company duly registered in terms of Act No. 61 of 1973, with registration number: 1989/007362/21, who conducts business as attorneys, notaries and conveyancers in terms of the provisions of Act No. 53 of 1979, and which company renders legal services including legal advice and legal representation to any person, entity of legal entity;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior Director of HDO from time to time, currently Mr Jacques Horak, has been appointed as the Information Officer of HDO, to which requests for information in terms of THE ACT, should be addressed.

2. CONTACT DETAILS:

Name of body: HORAK DE BRUIN OBERHOLZER
INCORPORATED.

Director and appointed Information Officer: Mr Jacques Horak.

Address: 27 Joubert Street, Polokwane, 0699.

Postal address: Box 3615, Polokwane, 0700.

Telephone: 015-2912147.

Fax: 015-2914250.

E-mail: jhorak@pixie.co.za

Website address: none.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT:

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

Contact details of the SAHRC are as follows:

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

Telephone: 011-484 8300
Fax: 011-484 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:

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

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION:

HDO possibly from time to time also keeps information/documents in terms of the following legislation, which list is not exhaustive: -

- Insolvency Act, No. 24 of 1936;
- Pension Funds Act, No. 24 of 1956;
- Income Tax Act, No. 58 of 1962;
- Companies Act, No. 61 of 1973;
- Copyright Act, No. 98 of 1978;
- Attorneys Act, No. 53 of 1979;
- Regional Services Councils Act, No. 109 of 1985;
- Value Added Tax Act, No. 89 of 1991;
- Occupational Health and Safety Act, No. 85 of 1993;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Labour Relations Act, No. 66 of 1995;

- Basic Conditions of Employment Act, No. 75 of 1997;
- Employment Equity Act, No. 55 of 1998;
- Skills Development Act, No. 97 of 1998;
- Medical Schemes Act, No. 131 of 1998;
- Skills Development Levies Act, No. 9 of 1999;
- Unemployment Insurance Act, No. 63 of 2001.

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

6. DOCUMENTS/INFORMATION HELD BY HDO IN TERMS OF THE ACT:

HDO *inter alia* holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of HDO;
- 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;
- HDO Personnel Report;
- Human Resources (personal information of past, present and prospective employees and directors);
- Insurance policies.

HDO is an incorporated company that conducts business as attorneys, notaries and conveyancers and renders legal services of a general nature. 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 HDO is automatically available without a person first 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, and must be addressed to the Information Officer and shall only be given against payment of the prescribed fee.

7. OTHER INFORMATION:

The Minister of Justice and Constitutional Development has to date not published any regulations.

8. AVAILABILITY OF THE MANUAL:

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

MANUAL OF ROSSOUW & CONRADIE INCORPORATED**Registration no: 1997/00644/21****PREPARED IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000 ("the Act")****INFORMATION REGARDING CONTACT DETAILS**

1. Contact details of the CEO of Rossouw & Conradie Incorporated ("Rossouws")
 - 1.1 Postal address:
PO Box 7595
Bloemfontein
9300
 - 1.2 Street address:
119 Pres Reitz Avenue
Westdene
Bloemfontein
9301
 - 1.3 Business phone: (051) 506 2500
 - 1.4 Business fax: (051) 430 6079
 - 1.5 Email address: roelie@rossouws.com
Please contact Mr Roelie Rossouw should you have any further queries as well as for purposes of paragraph 7.
2. In terms of Section 10 of the Act a guide will be prepared by the South African Human Rights Commission ("SAHRC") containing such information as may be required by a person who wishes to use the Act.
3. The latest notice published in terms of Section 52(2) on records that are voluntarily available - the Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.
4. The following records of Rossouws are available in accordance with the relevant legislation (including the Companies Act, Act No 6 of 1973, Income Tax Act, Act No 58 of 1962, Value-Added Tax, Act No 91 of 1964 - this list is not exhaustive):
 - 4.1 Statutory Company Documentation:
 - 4.1.1 Memorandum and Articles of Association of Rossouws;
 - 4.1.2 Company resolutions and statutory company documentation;
 - 4.1.3 Share certificates indicating shareholding in subsidiaries;
 - 4.2 Financial Records:
 - 4.2.1 Annual Financial Reports since 1995;
 - 4.2.2 Management Reports;

- 4.2.3 VAT Returns;
 - 4.2.4 Income tax returns and assessments;
 - 4.2.5 Invoices;
 - 4.2.6 Receipts;
 - 4.2.7 Regional Service Council returns;
 - 4.2.8 Cheque returns;
- 4.3 Human Resources
 - 4.3.1 Documentation relating to discipline and conditions of Employment;
 - 4.3.2 Salary advice's;
 - 4.3.3 Leave, sick leave, maternity leave and special leave records;
 - 4.3.4 Returns to UIF;
- 4.4 Technology:
 - 4.4.1 Computer literature;
 - 4.4.2 Software licenses;
- 5. Agreements
 - 5.1 Agreements relevant to Rossouws and the finance thereof;
 - 5.2 Employment Agreements;
- 6. Subsidiaries
 - 6.1 Currently Rossouws has no wholly owned subsidiaries.
- 7. Request for information
 - 7.1 Please note that some information may be privileged as set out in the Act and any requests should be accompanied by the prescribed fee as per the Act.
 - 7.2 Please also feel free to contact the SAHRC for further information on Tel: 011 – 484 8300 or Fax: 011 – 484 0582 or visit their website at www.sahrc.org.za.
 - 7.2.1 To facilitate the process please use the prescribed form at www.sahrc.org.co.za or under regulations at www.doj.gov.za
 - 7.2.2 Please provide sufficient details to enable Rossouws to identify:
 - the records you requested;
 - the requestor (and if an agent is lodging the request, proof of capacity);
 - your personal contact details;
 - the right which you are seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the rights

Issued on 17 February 2003



CONCOR LIMITED
(Registration No. 1969/003076/06)

(the "Company")

MANUAL

in terms of

THE PROMOTION OF ACCESS TO INFORMATION ACT

2/2000

(the "Act")

Compiled by the Company Secretary
February 2003
with acknowledgements to:

The South African Human Rights Commission

INDEX	
1	Introduction to the Company
2	Contact Details
3	The Act
4	Company Records Classification Key
5	Summary : Records availability
6	Form of Request
7	Prescribed Forms
8	Prescribed Fees

1

INTRODUCTION

The Company conducts business in the building and construction sector and its trading operations are conducted mainly through Concor Holdings (Pty) Limited. Its construction, engineering and allied operations are conducted in seven operating divisions: Concor Civils, Concor Building, Concor Roads, Concor Engineering, Concor Mining, Concor Facility Management and Concor Technicrete.

2 COMPANY CONTACT DETAILS

2.1 Persons designated/duly authorised persons:

The Company Secretary	
Postal Address	P O Box 8259 Johannesburg, 2000
Street Address	Concor House 13 Church Street Ext Crown Industria Johannesburg, 2001
Telephone number	(011) 495-2245
Fax number	(011) 495-2472
Electronic Mail Address	rdavies@concor.co.za

3 THE ACT

- 3.1 The Act grants a requester access to records of the Company, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are :

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website: www.sahrc.org.za

4 **COMPANY RECORD CLASSIFICATION KEY**

<u>Classification</u> <u>No.</u>	<u>Access</u>	<u>Classification</u>
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright.
4	Limited Disclosure	Personal Information that belongs to the requestor of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of natural persons [s63(1)]
6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be Disclosed	Legally privileged document [s67]
11	May not be Refused	Environmental testing/investigation which reveals public safety/environmental risks [s64(2); s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5 **SUMMARY : RECORDS AVAILABILITY**

<u>Departmental Records</u>	<u>Subject</u>	<u>Classification No.</u>
Communications/Public Affairs Department	• Public Product Information	1
	• Public Corporate Records	1
	• Community Trust Records	1, 6, 7, 8
	• Media Releases	1
Environmental	• Environmental Policy	1
	• Environmental Records	11, 14
Human Resources Division	• Staff Records	4, 5, 9
	• Employment Contracts	4, 5
	• Policies and Procedures	4
	• Health & Safety records	4, 5, 8
Financial	• Financial Statements	12
	• Financial and Tax Records (Company & Employees)	12
	• Asset Register	12
	• Management Accounts	12
Legal Department/Company Secretarial	• General Contract Documentation	6, 12
	• Trade Marks	1
	• Statutory Records	1
Marketing Division	• Market Information	12, 13
	• Public Customer Information: o Product Brochures	1
	• Field Records	
	• Performance Records	4, 12
	• Product Sales Records	12
	• Marketing Strategies	1
	• Customer Database	12
		12
Production/Logistics	• Production Records	12
Production Engineering	• Specifications	3, 12, 13
	• Engineering Records	12, 13
Quality	• Quality Records	12

6 FORM OF REQUEST

6.1 To facilitate the processing of your request, kindly:

6.1.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za.

6.1.2 Address your request to the Company Secretary.

6.1.3 Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requestor in the Republic of South Africa;
- (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7 PRESCRIBED FEES

7.1 The following applied to requests (other than personal requests):

7.1.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.1.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.1.4 Records may be withheld until the fees have been paid.

7.1.5

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za.

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

MANUAL of G.U.D. Holdings (Pty) Ltd. (Reg : 1949/034522/07)
and its subsidiary companies, (the "G.U.D. Holdings group") a private body,
prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) Address of G.U.D. Holdings group:
P.O. Box 956, Kloof, 3640
3 The Avenue East, Isipingo, 4110
Tel: 031 910 3255
Fax :031 910 3168
Information Officer: the Company Secretary
- 51(1)(b) Guide to the PAI Act
The guide has not been compiled. For further information contact:
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D
Dept at P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax.
011 4840482; or on their websites www.sahrc.org.za; e-mail
PAIA@sahrc.org.za
- 51(1)(c) Section 52(2) Notice : None published
- 51(1)(d) Records available under other legislation
Refer to Part 1 of Annexure A.
- 51(1)(e) Description of subjects and categories on which records are held
Refer to Part 2 of Annexure A.

The information provided in 51(1)(c), 51(1)(d) and 51(1)(e) is not exhaustive.

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

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

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

ANNEXURE A

PART 1

Various records in terms of the following Acts

ACT

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

PART 2

G.U.D. HOLDINGS GROUP holds various financial, production, marketing and administration records typical of an automotive parts manufacturing business.

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

Manual of Stey Braes Holdings (Pty) Ltd (Reg : 1983/001002/07 and its wholly-owned property subsidiary, Kayell Farms (Pty) Ltd (hereinafter referred to as the "STEY BRAES GROUP") a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

51(1)(a) Address of STEY BRAES GROUP

P.O. Box 956, Kloof 3640
3 The Avenue East, Isipingo 4110
Tel 031 910 3255
Fax 031 910 3168
Information Officer : the Company Secretary

51(1)(b) Guide to the PAI Act Section 10

The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za

51(1)(c) Section 52(2) Notice : None published.

51(1)(d) Records available under other legislation

Refer to Part 1 of Annex A

51(1)(e) Description of subjects and categories on which records are held

Refer to Part 2 of Annex A.

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

51(1)(f) Request for access

A request for access should be addressed to the Information Officer i.e. Company Secretary at the address in (a) above.

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

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

ANNEX A

PART 1 Various records in terms of the following Acts

Companies Act	61/1973
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Unemployment Insurance Act	63/2001
Compensation for Occupational Diseases & Injuries Act	130/1993
Occupational Health & Safety Act	85/1993
Liquor Act	27/1989
Nature Conservation Ordinance	15/1974

PART 2 **STEY BRAES GROUP** holds various financial, production, marketing and administration records typical of a cattle and game farming operation.

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

Manual of Doned (Pty) Ltd (Reg : 1969/06334/07), a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) Address of Doned (Pty) Ltd
P.O. Box 956, Kloof 3640
3 The Avenue East, Isipingo 4110
Tel 031 910 3255
Fax 031 902 7797
Information Officer: The Company Secretary
- 51(1)(b) Guide to the PAI Act Section 10
The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- 51(1)(c) Section 52(2) Notice: None published.
- 51(1)(d) Records available under other legislation
Refer to Part 1 of Annexure A.
- 51(1)(e) Description of subjects and categories on which records are held
Refer to Part 2 of Annexure A.
- 51(1)(f) Request for access
A request for access should be addressed to the Information Officer i.e.
Company Secretary at the address in (a) above.

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

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

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

ANNEXURE A

PART 1 Various records in terms of the following Acts

Companies Act	61/1973
Income Tax Act	58/1962

PART 2 Doned (Pty) Ltd holds various financial and administration records typical of a business owning a residential property which it lets as holiday accommodation.

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

of Filpro (Pty) Ltd. (Registration no:1970/010304/07), a private body, prepared in terms of Section 51(1) of the PAI Act.

- (a) **Address:**
P.O. Box 367, Pietermaritzburg, 3200
19 Birmingham Road, Willowton, Pietermaritzburg, 3201
Tel: 033 39 29300
Fax :033 39 02322
Information Officer: Company Secretary
- (b) **Guide to the PAI Act**
The guide in terms of section 10 of the Act has not been compiled.
For further information contact:
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission at P/Bag 2700, Houghton,
2041. Tel. 011 484 8300; Fax. 011 4840482; or on their websites
www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- (c) **Section 52(2) Notice (records available without request)**
The information on Filpro's website: www.filpro.co.za
- (d) **Records available under other legislation**
Refer to Part 1 of Annexure A
- (e) **Description of subjects and categories on which records are held**
Refer to Part 2 of Annexure A.
- The information provided in (c), (d) and (e) is not exhaustive.
- (f) **Request for access**
A request for access should be addressed to the Information Officer i.e.
Company Secretary at the address in (a) above.

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

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

ANNEXURE A**Part 1:**

Various records in terms of the following Acts:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Basic Conditions of Employment Act 75 of 1997

Skills Development Levies Act 9 of 1999

Labour Relations Act 66 of 1995

Skills Development Act 97 of 1998

Employment Equity Act 55 of 1998

Occupational Health & Safety Act 85 of 1993

Trade Marks Act 194 of 1993

Patents Act 57 of 1978

Copyright Act 98 of 1978

Customs and Excise Act 91 of 1964

Part 2:

Filpro (Pty) Ltd holds and maintains various financial, production, marketing and administration records typical of a company, which manages an industrial, manufacturing and trading business enterprise.

MANUAL

OF

EWING ADAMS ASSET MANAGEMENT

LIMITED

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

(Private Body)

A. CONTENTS**1. CONTACT DETAILS**

Name of Company	Ewing Adams Asset Management Limited
Registered Office:	Mafevuke House, 28 Old Main Road, Hillcrest
Physical Address:	Mafevuke House, 28 Old Main Road, Hillcrest
Postal Address:	P O Box 59, Hillcrest, 3650
Telephone No.	031-7655937
Fax No.	031-7655912
e-mail	info@ewingadams.co.za
Contact Person	Andrew Ewing
Nature of Business	Asset management company
Certificate of Incorporation:	2000/021585/06
Date commenced business:	24 August 2000
Shareholders/Directors:	1. Andrew Robert Ewing ID 430512 5031 00 4 2. Bridget Elizabeth Adams ID 660922 2024 00 4 3. Gary John Collingwood ID 410623 501 900 8 4. Michael John Shacklock ID 440906 541 508 4
VAT registration No.	4660191125
UIF number	U590737690
FSB Reg No.	14/2/11/2/220 & 22/2/6/2/6
Bankers	Nedbank, Hillcrest
Auditors	Marwick & Company, Inc, Lucas Drive, Hillcrest

2. **The South African Human Rights Commission:**

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: 011 – 484-8300
Fax: 011 - 484-0582
Website: www.sahrc.org.za
e-mail: PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF OTHER
LEGISLATION**

- 3.1 Administration of Estates Act, No. 66 of 1965.
- 3.2 Arbitration Act No. 42 of 1965.
- 3.3 Basic Conditions of Employment No. 75 of 1997
- 3.4 Companies Act No. 61 of 1973
- 3.5 Compensation for Occupational Injuries & Health Diseases Act, No. 130 of 1993.
- 3.6 Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- 3.7 Copyright Act No. 98 of 1978
- 3.8 Credit Agreements Act No. 75 of 1980
- 3.9 Currency and Exchanges Act No. 9 of 1933
- 3.10 Finance Act No. 35 of 2000
- 3.11 Financial Services Board Act No. 97 of 1990
- 3.12 Financial Relations Act No. 65 of 1976
- 3.13 Income Tax Act No. 95 of 1967
- 3.14 Medical Schemes Act No. 131 of 1998
- 3.15 Regional Services Councils Act No. 109 of 1985
- 3.16 SA Reserve Bank Act No. 90 of 1989
- 3.17 Skills Development Levies Act No. 9 of 1999
- 3.18 Skills Development Act No. 97 of 1998
- 3.19 Stock Exchange Control Act No. 1 of 1985
- 3.20 Unemployment Contributions Act No. 4 of 2002
- 3.21 Unemployment Insurance Act 63 of 2001
- 3.22 Usury Act No. 73 of 1968
- 3.23 Value Added Tax Act No. 89 of 1991

4. DESCRIPTION OF RECORDS RETAINED

- 4.1 Certificate of Incorporation
- 4.2 Salaries Register
- 4.3 PAYE
- 4.4 UIF payments
- 4.5 Skills levy payments
- 4.6 Joint Services Board payments
- 4.7 Electricity payments
- 4.8 Telephone accounts
- 4.10 Individual client records
- 4.11 Company Bookkeeping records
- 4.12 Balance sheets
- 4.13 FSB Certificate of Compliance

5. CATEGORIES OF RECORDS

- 5.1 Conveyancing files
- 5.2 Notary's files
- 5.3 Trust Account records
- 5.4 Business Account records
- 5.5 Testamentary and Intervivos Trust files
- 5.6 Wills
- 5.7 Commercial files

MANUAL

OF

EWING ADAMS & ASSOCIATES

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

(Private Body)

1. CONTACT DETAILS

Name of Partnership	Ewing Adams & Associates
Registered Office:	Mafevuke House, 28 Old Main Road, Hillcrest
Physical Address:	Mafevuke House, 28 Old Main Road, Hillcrest
Postal Address:	P O Box 59, Hillcrest, 3650
Telephone No.	031-7655937
Fax No.	031-7655912
e-mail	info@ewingadams.co.za
Contact Person	Andrew Ewing
Nature of Business	Legal practice
Law Society Reg No.	OE17
Partners:	<ol style="list-style-type: none">1. Andrew Robert Ewing ID 430512 5031 00 42. Bridget Elizabeth Adams ID 660922 2024 00 4
VAT registration No.	4770179663
UIF number	U940724034
Bankers	Nedbank, Hillcrest
Auditors	Justin Thiel & Associates P O Box 83, Scottburgh, 4180

2. The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: 011 – 484-8300
Fax: 011 - 484-0582
Website: www.sahrc.org.za
e-mail: PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF OTHER
LEGISLATION**

- 3.1 Administration of Estates Act, No. 66 of 1965.
- 3.2 Arbitration Act No. 42 of 1965.
- 3.3 Basic Conditions of Employment No. 75 of 1997
- 3.4 Companies Act No. 61 of 1973
- 3.5 Compensation for Occupational Injuries & Health Diseases Act, No. 130 of 1993.
- 3.6 Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- 3.7 Copyright Act No. 98 of 1978
- 3.8 Credit Agreements Act No. 75 of 1980
- 3.9 Debtor Collectors Act No. 114 of 1998
- 3.10 Finance Act No. 35 of 2000
- 3.11 Harmful Business Practices Act No. 23 of 1999
- 3.12 Income Tax Act No. 95 of 1967
- 3.13 Insolvency Act No. 24 of 1936
- 3.14 Insurance Act No. 27 of 1943
- 3.15 Intellectual Property Laws Amendments Act No. 38 of 1997
- 3.16 Labour Relations Act No. 66 of 1995
- 3.17 Long Term Insurance Act No. 52 of 1998
- 3.18 Medical Schemes Act No. 131 of 1998
- 3.19 Occupational Health & Safety Act No. 85 of 1993
- 3.20 Post Office Act No. 44 of 1958
- 3.21 Protection of Businesses Act No. 99 of 1978
- 3.22 Regional Services Councils Act No. 109 of 1985
- 3.23 SA Reserve Bank Act No. 90 of 1989
- 3.24 Short Term Insurance Act No. 53 of 1998
- 3.25 Skills Development Levies Act No. 9 of 1999
- 3.26 Skills Development Act No. 97 of 1998
- 3.27 Stamp Duties Act No. 77 of 1968
- 3.28 Unemployment Contributions Act No. 4 of 2002
- 3.29 Unemployment Insurance Act 63 of 2001
- 3.30 Usury Act No. 73 of 1968
- 3.31 Value Added Tax Act No. 89 of 1991

4. DESCRIPTION OF RECORDS RETAINED

- 4.1 Fidelity Fund Certificates
- 4.2 Salaries Register
- 4.3 UIF payments
- 4.4 PAYE
- 4.5 Skills levy payments
- 4.6 Joint Services Board payments
- 4.7 Electricity payments
- 4.8 Telephone accounts
- 4.9 Water accounts
- 4.10 Letters of Executorship
- 4.11 Letters of Trusteeship
- 4.12 Notary's protocol
- 4.13 Certificate in terms of Section 72(a) (Trust Accounts)

5. CATEGORIES OF RECORDS

- 5.1 Conveyancing files
- 5.2 Notary's files
- 5.3 Trust Account records
- 5.4 Business Account records
- 5.5 Testamentary and Intervivos Trust files
- 5.6 Wills
- 5.7 Commercial files

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

MANUAL of HARTENBERG HOLDINGS (PTY) LTD (Reg: 1970/01492/07) and its wholly-owned subsidiaries, Hartenberg Farm (Pty) Ltd and Hartenberg Air Services (Pty) Ltd (dormant) hereinafter referred to as "Hartenberg group", a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

51(1)(a) Address of Hartenberg group:

P.O. Box 956, Kloof, 3640
3 The Avenue East, Isipingo, 4110
Tel 031 – 910 3255
Fax 031 – 910 3168
Information Officer: The Company Secretary

51(1)(b) Guide to the PAI Act Section 10

The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za

51(1)(c) Section 52(2) Notice : None published.

51(1)(d) Records available under other legislation

Refer to Part 1 of Annexure A

51(1)(e) Description of subjects and categories on which records are held

Refer to Part 2 of Annexure A

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

51(1)(f) Request for access

A request for access should be addressed to the Information Officer i.e.
The Company Secretary at the address in (a) above.

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

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

ANNEXURE A

Part 1:

Various records in terms of the following Acts

Companies Act	61/1973
Trade Marks Act	194/1993
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Employment Equity Act	55/1998
Unemployment Insurance Act	63/2001
Compensation for Occupational Diseases & Injuries Act	130/1993
Occupational Health & Safety Act	85/1993
Liquor Act	27/1989
Liquor Products Act	60/1989
Marketing of Agricultural Products Act	47/1996
Customs and Excise Act	91/1964

Part 2:

Hartenberg group holds and maintains various financial, production, marketing and administration records typical of a wine estate which produces and markets wine.

Promotion of Access to Information Manual

1. Introduction

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place to actively promote a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights.

The Human Rights Commission is responsible for compiling a guide that provides details on how to use the Act. This guide is currently not available from the Human Rights Commission. Please direct any further queries in this regard to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Phone: (011) 484 8300

Fax: (011) 484 0582

e-mail: PAIA@zahrc.org.za

Website: www.sahrc.org.za

In terms of Section 51(1) of the Promotion of Access to Information Act, all heads of private bodies are required to compile a manual that provides information regarding the subjects and categories of records held by such private bodies. This manual is intended to fulfill this requirement.

Accordingly, this manual provides a reference to the records we hold and the process that needs to be adopted to access such records. All requests for access to information (other than information that is available to the public) should be addressed to the contact person as identified in section 4 of this manual, as he/she is our designated Information Officer.

A copy of the manual will be available for inspection at:

- Our head office (refer address below) and
- The South African Human Rights Commission.

2. Company overview, structure and scope of this manual

S.A. Xiberta Corks (Pty) Ltd is a subsidiary of Rich Xiberta, S.A and is primarily involved in the importation and distribution of corks to the wine industry. The scope of this manual is limited to information held by S.A. Xiberta Corks (Pty) Ltd at the head office.

3. Administration of the Act

The Chief Executive Officer (CEO) of S.A. Xiberta Corks (Pty) Ltd is responsible for ensuring that the requirements of the Act are administered in a fair, objective and unbiased manner. Accordingly, all requests for access to records should be addressed to:

Company:	S.A. Xiberta (Pty) Ltd
Contact person:	Roclof Hugo
Postal address:	PO Box 7140, Stellenbosch, 7599
Physical address:	Unit 2, Blackheath Industrial Park, Wimbledon Road, Blackheath, 7500
Phone number:	+27 (21) 905 4978/87
Fax number:	+27 (21) 905 4981
e-mail address:	saxibcor@iafrica.com



SA XIBERTA CORKS (PTY) LTD

Promotion of Access to Information Manual

4. Subjects and corresponding categories of records

Our records can be found in various forms including electronic and paper. In terms of the Promotion of Access to Information Act, access must be granted irrespective of form or medium.

To facilitate the easy identification of the records we hold, we have categorised our records per subject area. The table below provides an indication of the subjects of information that we hold and the corresponding categories:

Subject	Category
Finance	<ul style="list-style-type: none"> • Audited Financial Statements • Tax Records (relating to the company and the individual employees) • Asset Register • General Correspondence • Management Accounts • Budgets • Financial Transactions • Stock • Logistics • Contracts
Human Resources	<ul style="list-style-type: none"> • Employee Records • Employment Contracts • Personnel guidelines, policies and procedures • General Correspondence • Employment Equity Records
Sales and Marketing	<ul style="list-style-type: none"> • Marketing information • Pricing information • Advertising records • General Correspondence • Performance records • Product Sales Records • Customer Information
Production and Quality Control	<ul style="list-style-type: none"> • Orders • Delivery Notes • Stock • Laboratory Test Results • General Correspondence • Quality Test Results

5. Records that can be accessed without a formal request in terms of the Promotion of Access to Information Act

Certain records can be accessed without the submission of a formal request (refer to Section 6 of this manual for particulars regarding formal requests) including:

- Product Marketing Information;
- Brochures about the company; and
- Records lodged with various statutory bodies (can be accessed directly from the respective bodies).

These records can be accessed by contacting our head office (as identified on the cover page of this manual) or the respective statutory body, as appropriate.

Promotion of Access to Information Manual

Additionally, we are legally required to ensure that certain categories of records are available for access as prescribed, without a formal request, in terms of the following Acts:

- The Occupational Health and Safety Act No. 85 of 1993;
- The Constitution of the Republic of South Africa No.3 of 1994
- The Value-Added Tax Act No. 89 of 1991;
- Income Tax Act No. 58 of 1962;
- Companies Act No. 61 of 1973;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- Labour Relations Act No. 66 of 1995;
- The Medical Schemes Act No. 131 of 1998;
- The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Health Act No. 63 of 1977;
- Consumer Affairs (Unfair Business Practices Act), 71 of 1988
- Trade Marks Act, 194 of 1993
- Customs and Excise Amendment Act, 45 of 1995
- South African Revenue Services Act, 34 of 1997

Notification of the availability of these records in terms of these Acts has not yet been given to the Cabinet Minister of Justice.

Please note that while we have made every effort to identify all pertinent legislation, we cannot guarantee that all legislation has been included. Should you be aware of any specific legislation that should be included and which has been omitted, please contact Roelof Hugo on +27 (21) 9054978. Your assistance in this regard will be most appreciated.

6. Procedure to follow when submitting a formal request of access to a record

A request for access to a record that does not fall within the categories identified in Section 6 of this manual must be done formally either via conventional mail, e-mail or fax.

This request should be in the prescribed format as defined in Form C of Annexure B as identified in Government Notice Number 187, Regulation 6. A request form is also available from our offices. The prescribed *request fee* should be attached (refer to Section 9 of this manual for more details on the fees).

Our Information Officer will respond to your request within *30 days* of receiving the request by indicating whether your request for access has been granted.

Please note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requestor access to the requested record.

The request form must be completed **CLEARLY** and **COMPLETELY** in block letter. If there is insufficient space on the printed request form in which to answer a question, additional information may be provided on a separate page that is clearly marked and referenced.

If access to a record/information is granted, our response will include:

- An indication of the access fee that should be paid upon gaining access (if any);
- An indication of the form in which the access will be granted;
- A notice that you may lodge an application with the court against the access fee to be paid or the form of the access, including guidance on the procedure for lodging the application.



SA XIBERTA CORKS (PTY) LTD

Promotion of Access to Information Manual

If access to a record/information is denied, our response will include:

- Adequate reasons for the refusal; and
- Notice that you may lodge an application with the court against the extension and the procedure including the period, for lodging the application. For details on the procedure, please refer to Chapter 2 of Part 4 of the Promotion of Access to Information Act.

Assuming your request of access is granted, you will be able to gain access to the requested records as soon as is reasonably possible and once the *access fee* has been paid.

Access will be granted to a record if the following criteria are fulfilled:

- The record is required for the exercise or protection of any right;
- The requestor complies with the procedural requirements in the Act relating to a request; and
- Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

7. Denial of access

Access may be refused under limited circumstances including:

- Protecting personal information that we (S.A. Xiberta Corks (Pty) Ltd) hold about a third person (who is a natural person) from unreasonable disclosure;
- Protecting commercial information that we hold about a third party (for example trade secrets: financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- If disclosure would result in a breach of a duty of confidence owed to a third party;
- If disclosure would jeopardize the safety or life of an individual;
- If disclosure would prejudice or impair the security of property or means of transport;
- If disclosure would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings unless the privilege has been waived;
- If the record is a computer programme;
- Disclosure of the record will put S.A. Xiberta Corks (Pty) Ltd at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of S.A. Xiberta Corks (Pty) Ltd; and
- Records containing information about research being carried out or about to be carried out on behalf of a third party or S.A. Xiberta Corks (Pty) Ltd.

8. Fees

There are two basic types of fees applicable in terms of the Promotion of Access to Information Act – “request” and “access” fees. The non-refundable request fee (currently R 57.00 inclusive of VAT) is payable on submission of the request for access to a record (unless the request is personal in which event there is no applicable fee) and the access fee is payable prior to the actual gaining of access to the records in the required form. The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11.

9. Request for access to information about third parties

If you request access to a record that contains information about a third party, we are obliged to attempt to contact this third party to inform them of the request and to give them an opportunity to respond by either consenting to the access or by providing reasons why the access should be denied. In the event that the third party furnishes reasons for the support or denial of access, our designated Information Officer will consider these reasons in determining whether access should be granted. You may appeal against a refusal of access by our Information Officer. Please refer to Part 4 of the Promotion of Access to Information Act for further details on the Appeal Process.

A J BRINK
ATTORNEY

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

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

Name of Body: A J Brink Attorney
 Appointed Information Officer: Mrs A J Brink
 Address: 24 Private Road, Ext of the Ridge Road, Linksfield Ridge, 2198
 Postal Address: P O Box 28646, Kensington, 2101
 Telephone: (011) 616-1861
 Fax: (011) 616-1237
 e-mail: anjatit@global.co.za
2. 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
3. NOTICES IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.
4. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

A J Brink Attorney keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

 - Insolvency Act, Act 24 of 1936 (s 134 and 155)
 - Income Tax Act, (Act 58 of 1962 (s 75)
 - Attorneys Act, (Act 53 of 1979)
 - Regional Services Council Act (Act 109 of 1985)

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.
5. DOCUMENTS/INFORMATION HELD BY AJ BRINK ATTORNEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

A J Brink Attorney holds the information/documents listed herein below:

 - Details relating to the operational, commercial and financial interests of A J Brink Attorney
 - Commercial contracts
 - Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)

The firm does not have a website.

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 A J Brink 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.
6. OTHER INFORMATION

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.
7. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)
 - 7.1 The manual is available for inspection in the offices of A J Brink Attorney, free of charge.
 - 7.2 Copies of the manual may be obtained, subject to the prescribed fees at the offices of A J Brink Attorney.
 - 7.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
 - 7.4 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 form 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

BERNARD L. DU PLESSIS INCORPORATED
INFORMATION MANUAL FOR BERNARD L. DU PLESSIS INCORPORATED IN TERMS OF
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 1 OF 2000

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6. INFORMATION / DOCUMENTS HELD BY BERNARD L. DU PLESSIS INCORPORATED IN TERMS OF THE ACT
7. OTHER INFORMATION
8. AVAILABILITY OF THE MANUAL
9. ANNEXURE "A" - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 Bernard L. Du Plessis Incorporated as contemplated in terms of the Act.

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

Any requestor is advised to contact the Manager should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of the information/documents from Bernard L. Du Plessis Incorporated.

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

"The Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published ;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Bernard L. Du Plessis Incorporated from time to time ;
"Bernard L. Du Plessis Incorporated"	shall mean Bernard L. Du Plessis Incorporated Attorneys, structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations ;
"SAHRC"	shall mean the South African Human Rights Commission ;
"Information Officer"	the manager of Bernard L. Du Plessis Incorporated has been appointed as the Information Officer of Bernard L. Du Plessis Incorporated to which requests for information in terms of this Act, should be addressed.

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

Name of the Body	:	Bernard L. Du Plessis Incorporated Registration Number : 1988/011885/21
Contact Person	:	The Manager
Address	:	17 Fore Street, New Redruth, Alberton
Postal Address	:	P O Box 1346, Alberton, 1450
Telephone No.	:	(011)-907 2428
Facsimile No.	:	(011)-907 1955
E-mail	:	manager@bernardl.co.za
website	:	www.bldp.co.za

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

The guide that must be compiled by the Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act, is available from the Human Rights Commission by no later than August 2003. Please direct any queries to : The Human Rights Commission, Private Bag 2700, HOUGHTON, 2041

Telephone No. : (011)-484 8300 - Facsimile No.: (011)-484 0582
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)

Bernard L. Du Plessis Incorporated keeps information/documents in accordance with the following legislation:

Attorneys Act No. 53 of 1979
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
Skills Development Levies Act, 9 of 1999
Unemployment Insurance Act, 63 of 2001
Value Added Tax Act, 89 of 1991.

6. DOCUMENTS/INFORMATION HELD BY BERNARD L. DU PLESSIS INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Bernard L. Du Plessis Incorporated holds the information/documents listed herein below:

Secretarial

Company Registers, Minutes of Meetings & Statutory Returns

Personnel

Personnel Contracts, Personnel Files, Employee Information

Financial

Accounting Records, Financial Statements, Management Accounts, Tax Records, VAT Records, Bank Statements, Cheques, Invoices & Statements

General

- Details relating to the operation of the commercial and financial interests of Bernard L. Du Plessis Incorporated.
- Commercial Contract
- Client Database (personal information of clients, commercial and financial information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)

The Bernard L. Du Plessis Incorporated website address is www.bldp.co.za and it is accessible to anyone with access to the internet. It contains a profile of Bernard L. Du Plessis Incorporated, its contact particulars, services rendered and fields of expertise and its professional staff.

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

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

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

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

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

8.1. This manual is available for inspection at the offices of Bernard L. Du Plessis Incorporated, free of charge.

8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Bernard L. Du Plessis Incorporated.

8.3. The manual can also be accessed on the website of SAHRC (www.sahrc.org.za) and on our own website (www.bldp.co.za) and will be published in the Government Gazette.

8.4. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

SECTION 51 MANUAL FOR OLD COACH ROAD GUEST HOUSE
CC (REGISTRATION CK 1997/04120923)

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Old Coach Road Guest House
P.O. Box 5362
Barberton 1300

R 38 Kaap Muiden Road, Barberton

Contact persons: Mr A.H. Nel or Mrs L.J. Nel

Tel: 013 719 9637
Fax: 013 719 9637
Email: oldcoach@global.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 no later than August 2003. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton 2041

Tel: +27 11 484-8300
Fax: +27 11 484-0582

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

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Close Corporations Act No. 69 of 1984
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Income Tax Act No. 95 of 1967
Labour Relation Act No. 66 of 1995
Occupational Health and Safety Act No. 85 of 1993
Regional Services Council Act No. 109 of 1985
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by Old Coach Road Guest House (Section 51(1)c and 51(1)(e))

- (1) Pamphlets are available from the contact details above

(2) Categories of records

Administrative records: Operating licenses and registration : Liquor License, Samro, Claims License

Human Resource records: Employment contracts and remuneration records

Operational records: Reservations, client data base

Financial records: Annual financial statements and day-to-day financial vouchers, stock and assets.

(3) 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 contact person and address stipulated above (s 53 (1)).

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

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

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of Old Coach Road Guest House (s 53(2)(f)).

Fees

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

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

The fee that the requestor must pay to the head of the private body is R50. The requestor 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 requestor must be notified on the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure (s54(6))

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

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

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

The manual is available for inspection at the registered address of Old Coach Road Guest House free of charge and copies are available with the South African Human Rights Commission and Government Printer.

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MANUAL
of
ROSSOUW & PRINSLOO INC
("the firm")

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

(Private Body)

Last Updated February 2003

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1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.** The Act sets out the procedural issues attached to such request.

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

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

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

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
"the / this firm"	shall mean Rossouw & Prinsloo Inc, (Reg. no. 2000/003084/21), Attorneys, structured as an incorporated company, which renders legal services to individual clients and businesses / organisations;

- "SAHRC" shall mean the South African Human Rights Commission;
- "information officer" the sole director of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	Rossouw & Prinsloo Inc
Director	Mr J A M Prinsloo
Address	1 st Floor, River Gables Building Nile Drive, Three Rivers, 1935
Postal address	P O Box 263159 Three Rivers, 1935
Telephone	(016) 423-5012
Fax	(016) 423-4055
e-mail	rossprin@cyberserv.co.za
Website address	not yet operational

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission 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 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

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

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

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);	
Pension Funds Act, Nr. 24 of 1956;	Income Tax Act, Nr. 58 of 1962 (sec 75)
Companies Act, Nr. 61 of 1973;	Copyright Act, Nr. 98 of 1978
Attorneys Act, Nr. 53 of 1979	
Regional Services Councils Act, (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	

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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.

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

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;
Commercial contracts;
Client data base (personal information of client's, commercial and financial information, information on contemplated, information on agreements, proposals and intellectual property of such client's);
Standard Employment Contracts; Employment Equity Report;
Skills Development Report; this firm's Personnel Report;
Human Resources (personal information of past, present and prospective employees and partners / directors);
Insurance policies.

The firm's website is not yet operational.

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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 9.4 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 or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MANUAL
of
LUDIK & BOOYSEN
("the firm")

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

(Private Body)

Last Updated February 2003

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1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the procedural issues attached to such request.

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

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

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

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
"the / this firm"	shall mean Ludik & Booysen Attorneys, structured as a partnership, which renders legal services to individual clients and businesses / organisations;

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

"information officer" Robert Laubscher, partner of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	Ludik & Booysen attorneys
Partners	Mr A M F Booysen Mr A P J Ludik Mr R A Laubscher
Address	1126 Pretorius street Hatfield, Pretoria
Postal address	P O Box 6159 Pretoria, 0001
Telephone	(012) 430 7884
Fax	(012) 342 0598
e-mail	l-b@mweb.co.za
Website address	not yet operational

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission 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 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

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

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

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);	
Pension Funds Act, Nr. 24 of 1956;	Income Tax Act, Nr. 58 of 1962 (sec 75)
Companies Act, Nr. 61 of 1973;	Copyright Act, Nr. 98 of 1978
Attorneys Act, Nr. 53 of 1979	
Regional Services Councils Act, (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.

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

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;
Commercial contracts;
Client data base (personal information of client's, commercial and financial information, information on contemplated, information on agreements, proposals and intellectual property of such client's);
Standard Employment Contracts; Employment Equity Report;
Skills Development Report; this firm's Personnel Report;
Human Resources (personal information of past, present and prospective employees and partners / directors);
Insurance policies.

The firm's website is not yet operational.

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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 9.4 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 or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

[manual]

CLOETE & BOYCE 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 Cloete & Boyce Attorneys as contemplated in terms of the Act.

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

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

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

<i>"the Act"</i>	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published
<i>"the/this manual"</i>	shall mean this manual together with all annexures thereto as available at the offices of Cloete & Boyce Attorneys from time to time
<i>"Cloete & Boyce Attorneys"</i>	shall mean Cloete & Boyce Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses / organisations

- Page 2 -**"SAHRC"**

shall mean the South African Human Rights Commission

"Information Officer"

the senior partner of Cloete & Boyce Attorneys has been appointed as the Information Officer of Cloete & Boyce Attorneys, to which requests for information in terms of the Act, should be addressed.

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

Name of body	Cloete & Boyce Attorneys
Partner and appointed Information Officer	Michael John Boyce
Address	No. 16 – 6 th Avenue, Lower Houghton, 2198
Postal address	P O Box 9030, Johannesburg, 2000
Telephone	(011) 483-3416
Fax	(011) 782-2020
E-mail	cloeteboyce@web.co.za
Website address	N/A

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

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

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

PAIA Unit
The Research and Documentation Department
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

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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)

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

- * Insolvency Act, Nr. 24 of 1936 (Sections 134 and 135)
- * 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, insofar as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

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

Cloete & Boyce Attorneys holds the information/documents listed herein below:

- * Details relating to the operational, commercial and financial interests of Cloete & Boyce Attorneys
- * Commercial Contracts
- * Client database (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
- * Cloete & Boyce Attorneys Personnel Report

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- * 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.

Cloete & Boyce Attorneys' web address is (N/A) and it is accessible to anyone with access to the internet. It contains a profile on Cloete & Boyce Attorneys, its contact particulars, services rendered and fields of expertise and its professional staff.

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

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

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

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

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

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

**HANS GOUWS
ATTORNEY**

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

1. INTRODUCTION

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

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 Hans Gouws Attorney from time to time;
"Hans Gouws Attorney"	shall mean Hans Gouws Attorney, structured as a sole practitioner who 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 Hans Gouws Attorney has been appointed as the Information Officer of Hans Gouws 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:	Hans Gouws Attorney
Partner and appointed Information Officer:	J.P.Gouws
Address:	133 Van Riebeeck Street, Potchefstroom, 2531
Postal address:	P.O. Box 1093, Potchefstroom, 2531 2520
Telephone and Fax:	(T) 018 - 294 3282, (F) 018 - 297 6524

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.

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)

Hans Gouws Attorney keeps information/documents in accordance with relevant legislation.

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

Hans Gouws Attorney holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Hans Gouws Attorney
- Client Data Base
- Human Resources

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 Hans Gouws Attorney is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

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

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

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

**E K FLEISCHHAUER & B C BEHRENS
ATTORNEYS, NOTARIES & CONVEYANCERS**

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from E K Fleischhauer & B C Behrens 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 E K Fleischhauer should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from E K Fleischhauer & B C Behrens.

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 E K Fleischhauer & B C Behrens from time to time;
"E K Fleischhauer & B C Behrens"	shall mean E K Fleischhauer & B C Behrens Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information officer"	The senior partner of E K Fleischhauer & B C Behrens has been appointed as the Information Officer of E K Fleischhauer & B C Behrens 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:	E K Fleischhauer & B C Behrens
Partner and appointed Information Officer	Mr E K Fleischhauer

- 2 -

Address: 1st Floor, Lobby 3
Bank Forum Building
cnr Fehrsen & Bronkhorst Streets
Nieuw Muckleneuk, Pretoria

Postal address: P O Box 3393, Pretoria, 0001

Telephone: 012 346 1555

Fax: 012 346 0691

E-mail: fleischauer@legalcom.co.za

Website address:

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 wished to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable by the SAHRC.

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

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

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

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

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

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

E K Fleischauer & B C Behrens keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list)

- Insolvency Act, No. 24 of 1936 (Sections 134 and 135)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No 131 of 1998

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- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

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

6. DOCUMENTS / INFORMATION HELD BY E K FLEISCHHAUER & B C BEHRENS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

E K Fleischhauer & B C Behrens holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of E K Fleischhauer & B C Behrens
- 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
- E K Fleischhauer & B C Behrens 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

The E K Fleischhauer & B C Behrens address is () and it is accessible to anyone with access to the internet. It contains a profile on E K Fleischhauer and B C Behrens, its contact particulars, services rendered and fields of expertise and its professional staff.

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

A request for information shall be in the 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 E K Fleischhauer & B C Behrens, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of E K Fleischhauer & B C Behrens.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and E K Fleischhauer & B C Behrens 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").



A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

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

Introduction to this private body

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

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

A copy of this manual is also available on our website www.shf.org.za

Section A – Our details

Full Name : SHF

Registration Number : 1997/013492/08

Registered Address : The Isle of Houghton, Old Trafford 3, 11 Boundary Road,
Houghton

Postal Address : Postnet 240, Private Bag X30500
Houghton, 2041

Telephone Number : 011- 274 6200

Fax Number : 011- 642 2808

Head/CEO : Brian Moholo

Designated Information Officer : Vusi Langa

Email Address of Information Officer : vusil@nhfc.co.za

Website : www.shf.org.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

STATUTORY COMPANY INFORMATION

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

(a) ACCOUNTING RECORDS

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

(b) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee;
- (iv) Date of birth of each employee;
- (v) Attendance register;
- (vi) Employment equity plan;
- (vii) Salary and wages register;
- (viii) Staff records (after date of employment ceases);
- (ix) Expense accounts;

(c) OTHER EMPLOYEE STAFF RECORDS

- (i) Employee contracts;
- (ii) Staff loan schemes;
- (iii) Study assistance schemes;
- (iv) Maternity leave policy;
- (v) Relocation policy;
- (vi) Disability scheme;
- (vii) Group personal accident;
- (viii) Group life;
- (ix) Code of Conduct

(d) PENSION AND RETIREMENT FUNDING RECORDS

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

(e) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements

(f) AGREEMENTS AND CONTRACTS

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

(g) TAXATION

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

(h) INSURANCE

- (i) Insurance policies;
- (j) Details of insurance coverages, limits and insurers

(i) INFORMATION TECHNOLOGY

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

(j) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relation Policies and Procedures

2. Procedure for Requesting Access to the above Information

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Co-operatives Act No. 91 of 1981
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Public Finance Management Act No. 1 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Labour Relations Act No. 66 of 1995
- Prescription Act No. 68 of 1969
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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



A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

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

Introduction to this private body

The NHFC is a Development Finance Institution established by the Department of Housing in 1996. Its mandate is to mobilise wholesale funds and to act as a risk manager to leverage private sector capital investment in particular types of low-cost housing opportunities. The NHFC is a registered public company and has been granted the necessary exemption under the Banks Act. As a national public entity the NHFC is governed by the Public Finance Management Act no.1 of 1999 as amended.

Mission

The NHFC targets households with monthly incomes of up to R7500.00 (Seven and a Half Thousand Rands) and seeks to create housing opportunities for low and moderate-income families by:

- Funding and underwriting of financing intermediaries to promote broader access to housing,
- Facilitating the building of adequate and sustainable capacity within organisations that it funds,
- Partnering with organisations to pioneer new approaches to housing finance and to leverage private sector capital.

Vision

The NHFC aims to be a world-class housing finance institution which is instrumental in changing the housing finance system in South Africa, facilitating the broad availability of affordable and suitable housing credit for low and moderate-income families in the region.

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

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

A copy of this manual is also available on our website [www.nhfc.co.za].

Section A – Our details

Full Name : National Housing Finance Corporation Limited

Registration Number : 96 05577/06

Registered Address : The Isle of Houghton,
Old Trafford 3
11 Boundary Road,
Houghton

Postal Address : PO Box 31376
Braamfontein
2017

Telephone Number : 011-644 9800

Fax Number : 011-484 4806

CEO : Mr Samson Moraba

Designated Information Officer : Mr Vusi Langa

Email Address of Information Officer : vusil@nhfc.co.za

Website : www.nhfc.co.za

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. CATEGORIES OF INFORMATION

We hold the following categories of information:

STATUTORY COMPANY INFORMATION

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

(a) ACCOUNTING RECORDS

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

(b) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee;
- (iv) Date of birth of each employee;
- (v) Attendance register;
- (vi) Employment equity plan;
- (vii) Salary and wages register;
- (viii) Records of foreign employees;
- (ix) Collective agreements;
- (x) Arbitration awards;
- (xi) Determinations made in terms of the Wage Act;
- (xii) Records of strikes, lockouts or protest action.
- (xiii) Industrial training records;
- (xiv) Staff records (after date of employment ceases);
- (xv) Expense accounts;

(c) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Relocation policy;

- (vii) Disability scheme;
- (viii) Funeral insurance scheme;
- (ix) Group life;
- (x) Code of conduct.

(d) PENSION AND RETIREMENT FUNDING RECORDS

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

(e) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements;

(f) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials;
- (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- (iii) Agreements with shareholders, officers or directors;
- (iv) Acquisition or disposal documentation;
- (v) Agreements with contractors and suppliers;
- (vi) Agreements with customers;
- (vii) Warranty agreements;
- (viii) Sale agreements;
- (ix) Distributor, dealer or agency agreements;
- (x) Restraint agreements;

- (xi) Agreements with governmental agencies;
- (xii) Purchase or lease agreements.

(g) TAXATION

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

(h) LEGAL

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

(i) INSURANCE

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

(j) INFORMATION TECHNOLOGY

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

- (xii) Licenses;
- (xiii) Audits

(k) SALES AND MARKETING

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

2. PROCEDURE FOR REQUESTING ACCESS TO INFORMATION

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

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

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

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

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

Section D – Information available in terms of other legislation

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

- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Debt Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Housing Act No. 107 of 1997
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Public Finance Management Act No. 1 of 1999
- Unemployment Insurance Act No. 63 of 2001

Section E – Information Available Automatically

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

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

1. Newsletters.
2. Booklets.
3. Pamphlets / Brochures.
4. Reports.
5. Posters.
6. Any other literature intended for public viewing which may be published from time to time.

Section F – General

The NHFC targets households with monthly incomes of up to R6000.00, it seeks to create housing opportunities for low and moderate income families. After the restructuring process in 2001 all other divisions were transformed into the following three product streams:

HOME OWNERSHIP DIVISION (HOD)

The Home Ownership Division facilitates ownership of affordable homes. This is undertaken through a network of accredited retail lenders to whom the NHFC extends housing finance. Accredited lenders are required to lend to low and medium income households through the provision of mortgage and non-mortgage loans over terms of 8 to 20 years. Potential homeowners can either buy existing houses or build new ones.

The division also funds the accredited retail lenders through on balance sheet funding (debt funding) or through off balance sheet (loan acquisition) funding. Accredited lenders are supported through mentoring, monitoring and reporting.

Guidelines have been developed to support accredited retail lenders to originate and service loans with the profile and quality that the NHFC desires.

ALTERNATIVE TENURE (AT)

The Alternative Tenure division facilitates the provision of other forms of tenure such as rental and instalment sale. Funding is provided to social housing institutions and accredited financial institutions who develop housing units in urban and peri-urban areas. Forms of tenure provided include instalment sale, rental, cooperatives and rent to buy.

INCREMENTAL HOUSING (IH)

The Incremental Housing Division facilitates the purchasing of land, self-building of houses, home improvements, and extensions. The division provides finance to lenders who offer small loans (R10 000.00 or below) to households who want to build their homes on an incremental basis or to extend and improve an existing property. Interest rates charged are controlled and flexible according to the risk profile of the household as well as the collection methodologies of the lender.

POLICY & RESEARCH (P & R)

The main role of the Policy & Research Division is to collect and analyse relevant housing finance data. The purpose of this data is to advise and inform the sector on the key trends as they are experienced in the sector. To this end quarterly publications, annual research reports, market surveys and corporate impact assessments are published and made available to the sector.

Policy & Research also serves as a repository of housing finance data that can be made available to a broad range of housing stakeholders.

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

for

TRIANGLE BEARINGS CC

1 COMPANY OVERVIEW

TRIANGLE BEARINGS CC [Registration Number: 1992/011803/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal. The business was established in 1992.

2 GENERAL

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

Name of Body	: TRIANGLE BEARINGS CC
Physical Address	: 30 De Villiers Avenue, Vereeniging
Postal Address	: P O Box 4606, Vereeniging, 1930
Information Officer	: Mr P Smit
Telephone No	: +27 16 455-5012/2/3/21
Facsimile Transmission	: +27 16 455-1622
Email	: tirabear.fag@cybertrade.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 **TRIANGLE BEARINGS CC** 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 Quality Bearings and Seals CC

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

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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

RAND TRANSMISSION MINING [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

Rand Transmission Mining [Proprietary] Limited [Registration Number: 1997/012614/07] is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa, a private body in terms of the Act, dealing with matters with which a seller and distributor of transmission and related products within the Republic of South Africa would be expected to deal. The business commenced in 2002.

2 GENERAL

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

Name of Body	: Rand Transmission Mining [Proprietary] Limited
Physical Address	: 220 Winze Drive, Prima Park, Stormill Extension 4
Postal Address	: P O Box 2837, Florida, 1710
Information Officer	: Shantel Sathabridg
Telephone No	: +27 11 472-0869
Facsimile Transmission	: +27 11 472-0898

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 **Rand Transmission Mining [Proprietary] Limited** 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 Rand Transmission Mining [Proprietary] Limited

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

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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

ROODEPOORT BEARING CENTRE [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

Roodepoort Bearing Centre [Proprietary] Limited [Registration Number: 1997/021622/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the Republic of South Africa would be expected to deal. The business was established in 1992.

2 GENERAL

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

Name of Body	:	Roodepoort Bearing Centre [Proprietary] Limited
Physical Address	:	Unit B18 Sunlam Industrial Park, Nadine Street, Robertville
Postal Address	:	P O Box 2837, Florida, 1710
Information Officer	:	Shantel Sathabridg
Telephone No	:	+27 11 672-7011
Facsimile Transmission	:	+27 11 672-7041

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 **Roodepoort Bearing Centre [Proprietary] Limited** 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 Roodepoort Bearing Centre [Proprietary] Limited

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

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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.

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

**for
G-MAN TRADERS [PROPRIETARY] LIMITED**

1 COMPANY OVERVIEW

G-Man Traders [Proprietary] Limited [Registration Number: 1998/003503/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the republic of South Africa would be expected to deal. The business was established in 1998.

2 GENERAL

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

Name of Body	:	G-Man Traders [Proprietary] Limited
Physical Address	:	Unit B18 Sunlam Industrial Park, Nadine Street, Robertsville
Postal Address	:	P O Box 2837, Florida, 1710
Information Officer	:	Shantel Sathabridg
Telephone No	:	+27 11 672-7011
Facsimile Transmission and	:	+27 11 672-7041
Name of Body	:	G-Man Traders [Proprietary] Limited
Physical Address	:	65B Du Plooy Street, Potchefstroom
Postal Address	:	P O Box 1659, Potchefstroom, 2520
Information Officer	:	Shantel Sathabridg
Telephone No	:	+27 18 294-8202
Facsimile Transmission and	:	+27 18 293-1887
Name of Body	:	G-Man Traders [Proprietary] Limited
Physical Address	:	7c Naser Street, Dagbreek, Welkom
Postal Address	:	P O Box 3231, Welkom, 9459
Information Officer	:	Shantel Sathabridg
Telephone No	:	+27 57 355-2118/9
Facsimile Transmission	:	+27 57 355-2118/9

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 **G-Man Traders [Proprietary] Limited** 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 G-Man Traders [Proprietary] Limited

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.

REELIN BEARINGS (JACOBS) (PROPRIETARY) LIMITED
Registration No. 2000/002310/07

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 (Jacobs) (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)

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
- 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/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 (RICHARDS BAY) (PROPRIETARY) LIMITED
Registration No. 1999/019823/07

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 (Richards Bay) (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)

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
- 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/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.

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

ENBARR MEDICAL CC

1 COMPANY OVERVIEW

ENBARR MEDICAL CC [Registration Number: 1985/006143/23] is a close corporation, a private body in terms of the Act, dealing with matters relating to clinical engineering and surgical instrumentation within the Republic of South Africa. The business was established in 1992.

2 GENERAL

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

Name of Body	:	ENBARR MEDICAL CC
Physical Address	:	21 Rembrandt Street, Petervale, Sandton
Postal Address	:	P O Box 3450, Cramerview, 2060
Information Officer	:	Mr J P van der Westhuyzen
Telephone No	:	+27 11 803-0495/6
Facsimile Transmission	:	+27 11 807-0715
Email	:	enbarr@global.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 **ENBARR MEDICAL CC** 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 ENBARR MEDICAL CC

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

OAKHILL DEVELOPMENT SOUTH AFRICA [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

OAKHILL DEVELOPMENT SOUTH AFRICA [PROPRIETARY] LIMITED [Registration Number: 2000/007981/07] is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa. The company was established in 2000 to procure mining equipment and supplies for exportation of goods from South Africa.

2 GENERAL

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

Name of Body	:	OAKHILL DEVELOPMENT SOUTH AFRICA [PROPRIETARY] LIMITED
Physical Address	:	7 West Street, Houghton, 2198
Postal Address	:	P O Box 1574, Houghton, 2041
Information Officer	:	Mr John McTaggart
Telephone No	:	+27 11 728-9514
Facsimile Transmission	:	+27 11 728-9518
Email	:	oakhilldev@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 **OAKHILL DEVELOPMENT SOUTH AFRICA [PROPRIETARY] LIMITED** 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 OAKHILL DEVELOPMENT SOUTH AFRICA [PROPRIETARY] LIMITED

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.SOUTH AFRICAhrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information

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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.

REELIN BEARINGS (PORT SHEPSTONE) CC

Registration No. CK1998/054597/23

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 Bearings (Port Shepstone) CC

HEAD OF THE CLOSE CORPORATION

Mr Lingum Naidoo

(a) POSTAL ADDRESSP.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 ADDRESSbnaidoo@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 CC
Registration No. CK1991/033930/23

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 Bearings CC

HEAD OF THE CLOSE CORPORATION

Mr Lingum Naidoo

(a) POSTAL ADDRESS

P.O. Box 124408
ALRODE
1451

STREET ADDRESS

242 Bosworth Street
Alrode South
1449
GAUTENG

TELEPHONE NUMBER

(011) 9001346

TELEFAX NUMBER

(011) 9001303

EMAIL ADDRESS

bbs@mweb.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
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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.

**SECTION 51 MANUAL FOR BURKERT CONTROMATIC (PTY) LTD
(REGISTRATION NO. 1980/000106/07)**

A. CONTENTS

Introduction to Burkert Contromatic (Pty) Ltd:

Bürkert Contromatic SA was established in South Africa in 1980 as a fully owned subsidiary of Bürkert Contromatic AG. The German parent company was established in 1946 and has grown into an international operation with 31 subsidiaries worldwide.

Burkert Contromatic are suppliers of instrumentation, valves and process control systems for use in industrial applications (primarily fluid control)

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

POSTAL ADDRESS: P O BOX 26260
EAST RAND
1462

STREET ADDRESS: 94 GRIFFITHS ROAD
JET PARK
BOKSBURG

TELEPHONE NUMBERS: 011 397 2900

FAX NUMBER: 011 397 4429

EMAIL ADDRESS: willem.bruwer@burkert.com

INFORMATION OFFICER: WILLEM BRUWER

This manual has been compiled in line with the Promotion of Access to Information Act, 2000; the object of which 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."

THE SECTION 10 GUIDE ON HOW TO USE THE ACT:

This Guide is available from the South African Human Rights Commission.
Please direct queries to: The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Tel: +27 11 484 8300

Fax: +27 11 484 0582

Website www.sahrc.org.za

E-mail PAIA@sahrc.org.za

ACCESS TO RECORDS HELD BY BURKERT CONTROMATIC (PTY) LTD

Burkert Contromatic (Pty) Ltd has various product brochures which may be requested from our sales office free of charge.

Manner of access:

Access can be obtained by submission of the prescribed form "Request for access to record of a private body" to either address listed above or by faxing or emailing the information officer. This form is available on the SAHRC website (www.sahrc.org.za)

Sufficient detail must be provided to enable us to identify the record and the requester. Please indicate what form of access is required; if any other manner is to be used to inform you please state the necessary particulars. Please identify the right that is sought to be exercised or protected, and provide an explanation of why the requested record is required for the exercise or protection of that right. If your request is made on behalf of another person please submit proof of the capacity in which you are making the request.

Schedule of fees to be paid:

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 fees payable are available on the SAHRC website (www.sahrc.org.za)

AVAILABILITY OF THE MANUAL:

The manual is available for inspection at the offices of Burkert Contromatic (Pty) Ltd free of charge, and copies are available through the SAHRC and in the Gazette.

We acknowledge the use of the SAHRC's framework in the preparation of this manual.

Manual in terms of the Promotion of Access to Information Act, 2000.

BENNETT MCNAUGHTON AND JANSEN ATTORNEYS (Referred to as "BMJ" hereafter)

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

INDEX

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedures to be followed when requesting access to information / documents from the BMJ 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. HD Schmidt should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from BMJ.

The following word 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 annexure thereto as available at the offices of BMJ from time to time;
"BMJ Attorneys"	shall mean BMJ Attorneys, structured as a partnership / incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organizations;
"SAHRC"	shall mean the South African Human Rights Commission
"Information Officer"	the Senior Partner of BMJ has been appointed as the Information Officer of BMJ, 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:	BENNETT MCNAUGHTON AND JANSEN
Partner and appointed Information Officer:	HD Schmidt

Address: 13 Linksfield RD, Dunvegan Edenvale 1609
 Telephone: (011) 453 6555
 Fax: (011) 453 6741
 E - Mail: bmjevalc@icon.co.za
 Website address: www.bmj.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 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 available in all official languages by the SAHRC and is obtainable from the SAHRC.

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

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

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

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

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

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

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

- Insolvency Act, Nr. 24 of 1936 (Section 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 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 BMJ IN TERMS OF THE ACT (Section 51(1)(c) of the Act)

BMJ holds information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of BMJ.
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past legislation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- BMJ Attorneys 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

The BMJ website address is www.bmj.com and it is accessible to anyone with access to the internet. It contains a profile on BMJ, its particulars, services rendered and fields of expertise and its professional staff.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to the requestor subject to the provisions of the Act. None of the information held by BMJ 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 BMJ, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the office of BMJ
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and BMJ (www.bmj.com) 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 of 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").

MARTIN**HANDELAARS**

**VERVAARDIGERS VAN POLIËTILEEN WATER- EN CHEMIESE TENKE
MANUFACTURERS OF POLYETHYLENE WATER AND CHEMICAL TANKS**

**SAXENBURG: BLACKHEATH
POSBUS 575
SANLAMHOF
7532**

**TEL. (021) 905-1395
TEL. (021) 905-2259
FAX. (021) 905-3325**

**E-POS: neltanks@worldonline.co.za
WEB: <http://www.neltanks.co.za>**

Introduction: Martin Nel Handelaars

Manufacturer of plastic tanks

Address: Saxenburg Rd 1 : Blackheath : W. Cape

Postal Address: Box 575 Sanlamhof 7532

Tel. Nr. 021 – 9051395

Fax. Nr. 021 – 9053325

E. Mail neltanks@worldonline.co.za

**Legal Entity: Partnership between Martin and Maria-Johanna-Elizabeth Nel
of Palmstreet 1 Strand 7140. T/a Martin Nel Handelaars.**

No Co. Reg. Required.

All business records are freely available.

Registered with SARS : U.I.F. : Seifsa : PCA : Armsa : Dept. Labour

Compiled By

Martin Nel


Partner

With acknowledgement to :

- 1. South African human rights commission**
- 2. Dept of justice and constitutional development.**

Drs Lingenfelder, Momberg, Venter & Rossouw Inc**Registration No 1995/012018/21****Manual to access information in terms of section 51 of the Promotion of Access to Information Act****Introduction to the practice**

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

Section A – Our details

Full Name	: Drs Lingenfelder, Momberg, Venter & Rossouw Inc
Registration Number	: 1995/012018/21
Registered Address	: 32 Ida St, Menlyn, 0181
Postal Address	: PO Box 12889, Hatfield 0028
Telephone Number	: 012 362 7180
Fax Number	: 012 362 7181
Head	: Dr JE Lingenfelder
Designated Information Officer	: Mrs Alet Meerholz

Section B – The official SA Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information: The objects of the Act; Particulars of the information officer of every public body; Particulars of every private body as are practicable; The manner and form of a request for access to information held by a body; Assistance available from both the information officers and the Human Rights Commission in terms of this Act; All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application; Schedules of fees to be paid in relation to requests for access to information; Regulations made in terms of the Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows: South African Human Rights Commission, Promotion of Access to Information Act Unit, Private Bag 2700, Houghton 2041 Telephone: (011) 484-8300; Fax: (011) 484-0582; website: www.sahrc.org.za; E-mail: PAIA@sahrc.org.za

Section C – Information available from this practice in terms of the Act**1. Categories of information****(a) INFORMATION ON FORM OF PRACTICE**

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

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

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

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

Register of Fixed Assets; Annual Financial Statements including: Annual accounts; Directors' reports; Auditor's report; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts,

vouchers and bills of exchange; Claims to medical schemes; Registers to be kept in terms of the Medicines and Related Substances Control Act of 1965.

(d) PATIENT RECORDS

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

(e) EMPLOYMENT RECORDS

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Attendance register; Employment equity plan and -reports; Salary and wages register; Staff records (after date of employment ceases); IRP5's and Tax information pertaining to the employment of employees; Employee contracts; Performance management records; Conditions of Employment and Policies (including but not limited to leave policies, Motorvehicle scheme, telephone policy, etc.).

(f) HEALTH AND SAFETY

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

(g) PROPERTY (FIXED AND MOVABLE)

Leases; Asset register; Finance and Lease Agreements.

(h) TAXATION & VAT

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

(i) INSURANCE

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

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. **Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.**

FRASER ALEXANDER HOLDINGS (PROPRIETARY) LIMITED
AND ITS SUBSIDIARY AND ASSOCIATE COMPANIES

Manual in Terms of Section 51 of
The Promotion of Access to Information Act, no. 2 of 2000,
for the following Entities

	Nature of business	Issued share capital R	Percentage holding		Company Registration No.
			2002 %	2001 %	
Chemwes Limited	4	1000	100	-	1964/002378/06
Envirogreen (Pty) Ltd	4	200	100	92.5	1993/004578/07
Envirogreen Water (Pty) Ltd	6	200	100	-	1985/001191/07
F.I.E.L.D. Engineering (Pty) Ltd	1	81500	100	100	1946/023182/07
Fraser Alexander Bulk Mech (Pty) Ltd	1	1600	100	100	1989/000742/07
Fraser Alexander Group Services (Pty) Ltd	6	1	100	100	1981/010393/07
Fraser Alexander Construction (Pty) Ltd	2	100	100	100	1962/000451/07
Fraser Alexander Investments (Pty) Ltd	6	100	100	100	1996/008979/07
Fraser Alexander Limited	5	278000	100	100	1964/000846/07
Fraser Alexander Tailings (Pty) Ltd	4	100	100	100	1979/001413/07
Mine Waste Solutions (Pty) Ltd	4	1000	100	-	2000/001443/07
Rand Tailings (Pty) Ltd	6	2	100	100	1984/004304/07
S A Load & Haul Services (Pty) Ltd	1	100	100	100	1997/014853/07
Sea Bulk Services (Pty) Ltd	6	50000	100	100	1980/003061/07

1. Bulk Materials Handling
2. Construction
3. Mining
4. Mining Services
5. Property and Investments
6. Dormant

	Registration No.
Fraser Alexander Executive Retirement Plan	12/8/23406
Fraser Alexander Group Pension Fund	12/8/7914
Fraser Alexander Group Provident Fund	12/8/23729
Fraser Alexander Bulk Mech Provident Fund	12/8/36448
Fraser Alexander Tailings Provident Fund	12/8/28867

A. INTRODUCTION TO ENTITIES

FRASER ALEXANDER was founded at the turn of the century to provide a tailings disposal service to the fledgling gold mining industry on the Witwatersrand. In those days, the removal of tailings in cocopans was the only service offered by the Group's founders, Fred and Fraser Alexander. Since then, FRASER ALEXANDER's commitment to innovation and technological advancement has enabled it to raise the practice of mine residue management to a science.

As its tailings business grew, FRASER ALEXANDER added other core businesses to its portfolio of operations. The FRASER ALEXANDER Group of companies now comprises three complementary businesses. TAILINGS operates in the mining sector, managing the risks associated with wet tailings disposal and related wastes. BULK MECH also operates in the mining and ferro metals industries, managing the handling of dry bulk materials. CONSTRUCTION specialises in the provision of environmental impact remediation construction works, again primarily in the mining industry. Often the businesses work hand in hand on turnkey modification and remediation tailings projects.

FRASER ALEXANDER was a public company listed on the JSE until early in 2000.

In September 1999, the former executive management team of FRASER ALEXANDER approached Real Africa Duralink Investment Bank Ltd (RAD) and concluded a transaction in terms of which RAD, through FRASER ALEXANDER HOLDINGS, acquired a significant interest in FRASER ALEXANDER and successfully made an offer to the minority shareholders of FRASER ALEXANDER. FRASER ALEXANDER, then controlled by RAD through FRASER ALEXANDER HOLDINGS, was thereafter de-listed and the former executive management exchanged their shares in FRASER ALEXANDER for shares in FRASER ALEXANDER HOLDINGS.

PSG Investment Bank Ltd (PSG) acquired 100% of the issued share capital of RAD in July 2001 and effective 1 August 2002, ABSA acquired 100% of PSG. ABSA indirectly owns 64.2% of the issued share capital of FRASER ALEXANDER HOLDINGS, with the balance being held by Management and the former Chief Executive Officer of FRASER ALEXANDER, D W McIntosh.

In 2001, Management commenced discussions with Black Empowerment Entrepreneurs with the intent to secure substantive involvement by formerly disadvantaged groups in the ownership as well as the business of FRASER ALEXANDER. These initiatives had the support of PSG and with the takeover by ABSA of PSG, ABSA immediately agreed to put its full weight behind Management's efforts.

1. Overview of Businesses

FRASER ALEXANDER conducts its business through its three operating subsidiaries, BULK MECH, CONSTRUCTION and TAILINGS. Certain support services such as information technology and treasury are provided by GROUP SERVICES.

Fraser Alexander Bulk Mech (BULK MECH)

BULK MECH provides dry bulk material handling services on an outsourced basis. Services range from stockpiling and feeding coal for collieries to disposing of coal discard and ash in an environmentally acceptable manner. BULK MECH's clients are collieries, the ferro metals (ferro chrome and ferro manganese) industry, power stations and the synthetic fuel industry.

Fraser Alexander Construction (CONSTRUCTION)

CONSTRUCTION specialises in the construction of infrastructure projects for, amongst others, the mining industry. Initially focused on the construction of tailings dams, CONSTRUCTION identified a need for related construction services such as pollution control, concrete work, pipelines, railway lines and general civil works. This diversification resulted in the expansion of CONSTRUCTION's client base to include a host of industries.

Fraser Alexander Tailings (TAILINGS)

TAILINGS is a world class residue management business that offers a comprehensive range of services including the design, operation and management of tailings deposition facilities as well as hydraulic remining and rehabilitation activities. TAILINGS operates in South Africa, Botswana, Zimbabwe and Chile.

Envirogreen, a subsidiary of TAILINGS, is a specialist tailings and waste rehabilitation company using scientifically based vegetation techniques. It also specialises in designing environmentally effective closure solutions and manages the operation of sewerage and waste water treatment plants.

TAILINGS, together with the IDC and NIB, invested in Mine Waste Solutions (Pty) Ltd. Mine Waste Solutions (Pty) Ltd is a company driven to transform and revitalise mine waste with eco-sustainable solutions. Essentially this entails the removal of environmentally impacting tailings, extracting cost offsetting mineral value if appropriate and redepositing the tailings in an environmentally benign manner.

Fraser Alexander Group Services (GROUP SERVICES)

In addition to providing centralised support services to the operating businesses, GROUP SERVICES is responsible for the strategic direction and focus of FRASER ALEXANDER. This function is performed in close co-operation with the managing directors of the operating subsidiaries, so as to ensure strategic alignment throughout FRASER ALEXANDER.

Pension/Provident Fund

The Group pension and provident Funds are administered by Liberty Corporate Benefits and Everest Corporate Benefits have been appointed as Consultants.

The principal officer of the Funds is R W Smith, 1 Marlin Road (off Kelly Road) Jet Park, Boksburg, 1459, P O Box 14700, Witfield, 1467, Tel. No. (011) 929 3670.

2. CORPORATE INFORMATION

Secretary and registered office

R W Smith
1 Marlin Road off Kelly Road
Jet Park
Boksburg
1459

Bankers

The Standard Bank of South Africa Limited
Absa Bank Limited
Nedcor Bank Limited
Firststrand Group Limited

Auditors

KPMG Inc
KPMG Crescent
85 Empire Road
Parktown
2193

Legal advisor

Brink Cohen Le Roux & Roodt Inc.
BCLR House
19 West Street
Houghton
2198

Communication advisers

Truter & Truter
P O Box 25616
Monument Park
0105

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

This manual has been compiled in accordance with the Promotion of Access to Information Act of 2000 (the Act) and applies to all the identified entities.

The Chief Executive Officer of Fraser Alexander Limited has delegated his powers in terms of the Act to the Group Secretary, who will handle all request in terms of this Act on his behalf.

Fraser Alexander Group Services (Proprietary) Limited will deal with all requests relating to any of the entities.

1. Contact Details

Group Secretary
Fraser Alexander Group Services (Pty) Ltd
P O Box 14700
Witfield
1467

1 Marlin Road (off Kelly Road)
Jet Park
Boksburg
1459

Telephone: 27 011 929 3600
Fax: 27 011 397 4607
Email: dicks@fraseralexander.co.za

Should you request information in terms of the Act, please complete the prescribed form and remember to:

- a. indicate the form of access required
- b. specify a postal address or fax number in South Africa, or an e-mail address
- c. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
- d. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars

- e. provide proof of the capacity in which you are acting, if requesting access on behalf of another

Once complete, you can mail it to:

Fraser Alexander Group Services (Pty) Ltd
Attention: Group Secretary
P O Box 14700
Witfield
1467

We will be deemed to have received the mail once it is delivered to our offices.

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

Should you require greater clarity, we refer you to the Guide that 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

The Guide will be printed in each official language in the Government Gazette and is expected to be published by the 15th August 2003. Fraser Alexander will substitute and complete this section once the Commission has published the Guide. You may also request any additional information to assist you in making a request from the South African Human Rights Commission at:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: 27 011 484 8300

Fax: 27 011 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

We set out the list of categories of information available in terms of the Act.

3.1 Unlimited Requestors

Certain legislation mandates Fraser Alexander to allow any person access to specified records, upon request, irrespective of who that person may be. An example is section 113 of the Companies Act 61 of 1973, which provides that the register of members of a company may be inspected by any person upon payment of an inspection fee of R10.00 or such lesser amount as the Company may determine.

3.2 Limited Requestors

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the requestor has a right of access to a record other than in terms of the procedure set out in the Act are:

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act 61 of 1973;
- Compensation of Occupational Injuries and Diseases Act 130 of 1993;
- Competition Act 89 of 1998;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Debt Collectors Act 114 of 1998;
- Electronic Communications and Transactions Act 2 of 2000;
- Employment Equity Act 55 of 1998;
- Firearms Control Act 60 of 2000
- Income Tax Act 58 of 1962;
- Insider Trading Act 135 of 1998;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992;
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Occupational Health and Safety Act 85 of 1993;
- Prevention of Organised Crime Act 121 of 1998;
- Skills Development Act 97 of 1997;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Unemployment Insurance Act 63 of 2001;
- Value Added Tax Act 89 of 1991

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requestor access on a basis other than that set out in the Act, we shall immediately update the list.

4. **Availability of the manual**

Copies of this manual are available for inspection at the reception desk of Fraser Alexander Group Services (Pty) Ltd, free of charge; copies are also available from the South African Human Rights Commission and from the Government printer. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

Proof of identity is required to authenticate the requestor. Therefore in addition to the access form, requestors will be required to supply a certified copy of the requestor's identification document or any other means of identification acceptable to the Group Secretary.

If the requestor acts as an agent requestor, the requestor shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requestor by such person and proof of the identity of the requestor. The Group Secretary shall not process any such request until he/she is satisfied that these requirements have been met.

5. **Fees in respect of private bodies**

A requester who seeks access to a record containing personal information about himself is not required to pay the fee. Every other requester, however, must pay the required request fee. The requester, other than a personal requester, will be notified that the prescribed fee is payable, before the request is processed any further. The fee payable to a private body is R50. An internal appeal or an application to the court against the tender of the payment of the requested fee may be lodged. Once the request is granted, 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. All fees mentioned below exclude VAT, which is payable.

- 5.1 The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.

	(ii)	Compact disc	70.00
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	40.00
	(ii)	For a copy of visual images	60.00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	20.00
	(ii)	For a copy of an audio record	30.00

5.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00

5.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

			R
(1)(a)		For every photocopy of an A4-size page or part thereof	1.10
(b)		For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c)		For a copy in a computer-readable form on -	
	(i)	Stiffy disc	7.50
	(ii)	Compact disc	70.00
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	40.00
	(ii)	For a copy of visual images	60.00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	20.00
	(ii)	For a copy of an audio record	30.00
(f)		To search for an prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation	
(2)		For purpose of section 54(2) of the Act, the following applies:	
	(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
	(b)	One third of the access fee is payable as a deposit by the requester	
(3)		The actual postage is payable when a copy of a record must be posted to a requester	

McWilliams & Elliott Properties CC Manual

Act 2 of 2000, The Promotion of Access to Information

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

**Drafted by : CURT COETZEE
McWilliams & Elliott Inc.
Attorneys, Notaries & Conveyancers**

83 Parliament Street, Central, Port Elizabeth, Docex 21, Tel : (041) 582-1250 Fax : (041) 585-1274
Email : macprop@eastcape.net Website : <http://property.eastcape.net>

Manual – Promotion of Access to Information

1. Part I : Particulars of the Private Body - Section 51(1)(a)

- | | | | |
|-----|---------------------------|---|---|
| (a) | Name of Business | : | McWilliams & Elliott Properties |
| (b) | Contact Person | : | Ken Ralph |
| (c) | Postal Address | : | P O Box 45
Port Elizabeth
6000 |
| (d) | Street Address | : | 83 Parliament Street
Central
Port Elizabeth |
| (e) | Telephone Number | : | (041) 582-1250 |
| (f) | Fax Number | : | (041) 585-1274 |
| (g) | Web Address | : | http://property.eastcape.net |
| (h) | E-mail Address | : | macprop@eastcape.net |
| (i) | Details of Contact Person | : | |
| | • E-mail | : | macprop@eastcape.net |
| | • Telephone Number | : | (041) 582-1250 |
| | • Fax Number | : | (041) 585-1274 |

Introduction to McWilliams & Elliott Properties

Based in Port Elizabeth, McWilliams & Elliott Properties is an estate agency involved in the sale and leasing of both commercial and residential properties. We strive to provide the highest quality service to our clients and take pride in abiding by the strict ethical codes of our profession.

2. Part II : Description and Access to the Guide - Section 51(1)(b)

The Section 10 Guide on how to use the Act.

The guide will be available from the S.A. Human Rights Commission by no later than August 2003. In the interim direct enquiries to:-

Manual – Promotion of Access to Information

The S.A. Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address : Private Bag 2700
Houghton
2041

Tel. : (011) 484-8300

Fax. : (011) 484-0258

Website : www.sahrc.org.za

E-mail : paia@sahrc.org.za

3. Part III : Voluntary Disclosure and Automatic Availability of Certain Records – Section 51(1)(c)

- (a) Not applicable. No notices yet published.
- (b) Automatically available – McWilliams & Elliott Properties Internet Website
<http://property.eastcape.net>
- (c) McWilliams & Elliott Properties Advertising documentation and brochures.

4. Part IV : Records available in accordance with any other legislation – Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:-

- (a) Labour Relations – Act 66 of 1995
- (b) Income Tax – Act 58 of 1962
- (c) Value-Added Tax – Act 89 of 1991
- (d) Employment Equity – Act 55 of 1998
- (e) Unemployment Insurance – Act 30 of 1966
- (f) Skills Development Levies – Act 9 of 1999
- (g) Basic Conditions of Employment – Act 75 of 1997
- (h) Companies Act – Act 61 of 1973
- (i) Skills Development – Act 97 of 1998
- (j) Electronic Communications and Transmissions – Act 25 of 2002

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- (k) Insolvency Act – Act 24 of 1936
- (l) Promotion of Access to Information – Act 2 of 2002
- (m) Arbitration Act – Act 42 of 1965
- (n) Consumer Affairs – Act 71 of 1988
- (o) Credit Agreements – Act 75 of 1980
- (p) Insurance Act – Act 27 of 1943
- (q) Stamp Duties Act – Act 77 of 1968
- (r) Usury Act – Act 73 of 1968
- (s) Estate Agents Act – Act 112 of 1976

5. Part V : Access to Information - Section 51(1)(e)

5.1 Methods of Access to Manual

- (a) Published in Government Gazette
- (b) A copy to be made available to the Human Rights Commission
- (c) McWilliams & Elliott Properties web page – <http://property.eastcape.net>
The web page is accessible to anyone who has access to the internet.
- (d) Available at 83 Parliament Street, Central, Port Elizabeth in printed format.

5.2 Description of Records

5.2.1 The McWilliams & Elliott Properties web page consists of the following categories:-

- Home
- Virtual home show
- Currency calculation
- Bond calculation
- Legal advice
- Agents
- Search page
- E-mail details

5.2.2 Other Record Categories

Manual – Promotion of Access to Information

-
- (a) Commercial and Legal
- Trade Secrets
 - Contracts and Agreements
 - Company Confidential Information
 - Meeting Minutes
 - Insurance
 - Resolutions
 - Correspondence
 - Incorporation documentation
 - List of people authorized to bind McWilliams & Elliott Properties to agreements
 - Statutory registers
 - Permits, licences and Certificates
 - Information relating to legal proceedings
- (b) Financial
- Financial Year-end Results
 - Financial Analysis and Reports
 - Budgets
 - Tax and Levies
 - Trust and Business account information
- (c) Human Resources
- Employees Personal Information
 - Employees History (skills and experience)
 - Educational Background
 - Training and Development
 - Salaries and Wages
 - Contracts and Agreements
 - Employment Equity
- (d) Other
- Advertising
 - Operational Information
 - Client files and Client information
 - Correspondence, e-mails, and backup
 - Registered Domain Names
- (e) Health and Safety
- Accidents and Incident Reports
- 6. Procedure**
- 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 [S53(1)]
-

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- 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 for inform the requester and state the necessary particulars to be so informed. [S53(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 [S53(2)(d)]
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [S53(2)(f)]

7. Fees

Every requester who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (If any) before further processing the request [S54(1)]
- The fee that the requester must pay to a private body is R50.00.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [S54(6)]

8. 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.

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Recommended Fees Payable**FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:-

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on –	
(i) Stiffy disk	7.50
(ii) Compact disk	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00

3. The request fee payable by a requester, other than a personal requester referred to in regulation 11(2) is R50.00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:-

	R
(1) (a) For every photocopy of an A4-size or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.75

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D. Particulars of record

(a) *Provide full particulars of the record to which access is requested, including the reference number that is known to you, to enable the record to be located.*

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

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

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

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

Reason for exemption from payment of fees:

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F. Form of access to record

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

Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If a record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<input type="checkbox"/> YES <input type="checkbox"/> NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF
REQUEST IS MADE



METHODIST HOMES FOR THE AGED

MANUAL

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

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000 (hereinafter referred to as the Act)

CONTENTS

1. Introduction to the private body.
2. Organogram of the Staff of Methodist Homes for the Aged.
3. Particulars in terms of the section 51 manual
4. Contact details.
5. The guide.
6. 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).
7. Records available in terms of any other legislation.
8. How must a person go about asking for records?
9. A description of the Subjects of the Records Held by the Body and the Categories in which these Subjects are Classified.
10. Grounds for Refusal of Access to Information and/or Records.
11. Access to Health or other Records in terms of section 61 of the Act.
12. Other Information as may be Prescribed.
13. Availability of the Manual.
14. Prescribed fees for Private Bodies.
15. Prescribed Forms.

1. INTRODUCTION TO METHODIST HOMES FOR THE AGED.

Methodist Homes for the Aged has only one mission "to provide affordable, secure and caring accommodation and services to the elderly."

Today it provides security, care, nursing and other services to more than 2000 elderly people regardless of their religious affiliation.

There are more than 1800 residents at our 13 Villages and homes. All residents have access, at additional cost, to nursing care facilities, either where they reside or nearby MHA homes. Support care is also available to residents in their cottages and flats at a cost relative to the service provided.

In addition, care services are provided to elderly folk living in the community. These services are available from day care centres which provide meals, occupational therapy, exercise and companionship to people living in disadvantaged communities. Community outreach programmes cover meals-on-wheels and assistance with basic hygiene at a reasonable cost.

Application may be made for accommodation at any of the Methodist Homes for the Aged. The Homes offer a wide range of accommodation to suit the circumstances of applicants.

Methodist Homes for the Aged is registered as a welfare organisation and is incorporated as an association not for gain established over 30 years ago. As such, it is well placed in its endeavours to provide accommodation and other facilities at the least possible cost.

With fixed property valued at more than R250 million, MHA is financially sound and exists solely for the benefit of the elderly people for whom it was established.

MHA is controlled by a Board of Directors, prominent professional and business people. Each MHA home is run by a Local Management Committee accountable to the Board of Directors.

The Organisation's Head Office is situated in Bordeaux, Randburg and employs the following full time staff:

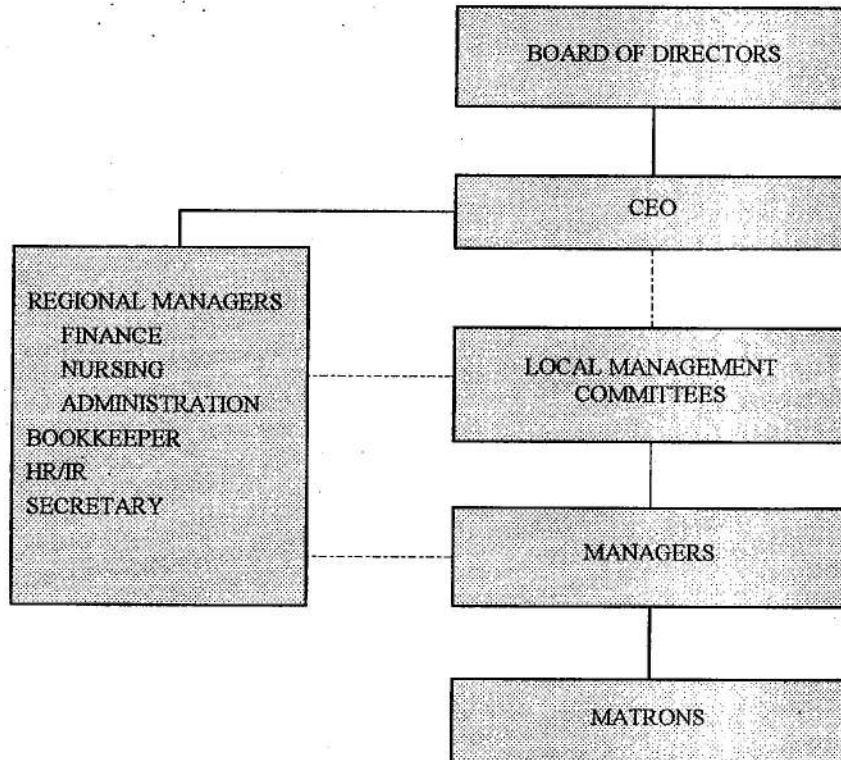
- (a) Chief Executive Officer
- (b) Regional Manager - Administration
- (c) Regional Manager - Nursing Services
- (d) Accountant
- (e) Bookkeeper
- (f) Human Resource Advisor
- (g) Secretary

The Organisation is governed by a Board of Directors.

- (a) Mr R O Gush (Chairman of the Board)
- (b) Dr R J Broekmann
- (c) Mr R D Fandam
- (d) Mr A C Geake
- (e) Mr G A H Guy
- (f) Mr I I Ives
- (g) Mr J W Mason
- (h) Dr S K Matseke

- (i) Mr W M Mokoape
- (j) Rev Dr N T Oosthuizen
- (k) Mr J B Scrimgeour
- (l) Mrs I G Wrighton

2. ORGANOGRAM OF METHODIST HOMES FOR THE AGED.



The Company has twelve Homes and two Day Care Centres

1. ARBOR VILLAGE - Cnr Smith & Bradford Roads, BEDFORDVIEW
2. EDDY HOUSE - 133 Ampthill Avenue, BENONI
3. EVENTIDE HOME - 19 Bramley Avenue, ELLATON. KLERKSDORP
4. FAIRLEADS HOME - Cnr Pretoria & James Streets, FAIRLEADS. BENONI
5. GARDEN VILLAGE - Cnr Republic & Garden Roads, BORDEAUX. RANDBURG
6. PRIM VILLA - 159 Cydonia Road, PRIMROSE HILL
7. QUEENSWOOD METHODIST HOME - 3 Briscoe Lane, QUEENSWOOD PRETORIA
8. RIDGEVIEW VILLAGE - Caravelle Road, IMPALA PARK. BOKSBURG
9. ROSE VILLAGE - 22 Reunert Drive, ROOSEVELT PARK
10. SAMUEL BROADBENT HOUSE - 66 Du Plooy Street, POTCHEFSTROOM
11. SUMMIT VILLAGE - Finch Street, ONTDEKKERS PARK. ROODEPOORT
12. THOMAS HODGSON - Cnr Elandsheuwel & Van Tonder Streets, ELANDSHEUWEL. KLERKSDORP

13. JOUBERTON DAY CARE CENTRE - Jouberton Methodist Church, JOUBERTON
14. KILNERTON-ZOLA DAY CARE CENTRE - Zola Methodist Church, ZOLA SOWETO

3. INTRODUCTION TO THE MANUAL.

Methodist Homes for the Aged in the spirit of transparency and democratic accountability hereby publishes its 'Information Manual' in terms of the Promotion of Access to Information Act.

4. CONTACT DETAILS:

Name of body: Methodist Homes for the Aged (MHA)
Contact Person: Mr Trevor Joseph (Chief Executive Officer)
Address: 50 Garden Road
Bordeaux
Randburg
2195
Postal Address: P O Box 2434
Pinegowrie
2123
Telephone Number: (011) 787 0330/0391
Facsimile Number: (011) 886 4993
E-mail: caring@mha.co.za

5. THE GUIDE AS DESCRIBED IN SECTION 10.

In terms of section 10 of the Act, a guide will be prepared and published by the Human Rights Commission of South Africa, containing such information as may be required by a person and/or institution wishing to use the provisions of the Act.

Any enquiries regarding the aforementioned guide should be directed to:

The South African Human Rights Commission.
At PAIA Unit (The Research and Documentation Department)
Pvt Bag X2700,
Houghton 2041
(011)484-8300 (telephone number)
(011)484-1360 (facsimile number)

6. 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).

At the time of this publication the Minister of Justice and Constitutional Development had not yet published any regulations under this section of the Act.

7. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (INCLUDING BUT NOT LIMITED TO THE COMPANIES ACT, ACT NO. 6 OF 1973, THE INCOME TAX ACT, ACT NO. 58 OF 1962). [Section 51(1)(d)]

Records are kept in accordance with the following legislation (this list is not exhaustive):

- (a) Basic Conditions of Employment Act 75 of 1997
- (b) Companies Act 61 of 1973
- (c) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- (d) Occupational Health and Safety Act No 85 of 1993
- (e) Employment Equity Act 55 of 1998
- (f) Income Tax Act 58 of 1962
- (g) Labour Relations Act 66 of 1995
- (h) Skills Development Act 97 of 1998
- (i) Skills Development Levies Act 55 of 1998
- (j) Unemployment Insurance Act 30 of 1966
- (k) Value Added tax Act 58 of 1962.
- (l) Housing Development Schemes for Retired Persons Act No 65 of 1988
- (m) Aged Persons Amendment Act 1988
- (n) Fund Raising Act No 107 of 1978
- (o) Nursing Act No 50 of 1978 and amendments
- (p) Pharmacy Act No 1 of 2000 and Amendment Act No 88 of 1997
- (q) Medicines and Related Substances Act No 90 of 1997
- (r) Mental Health Act no 18 of 1973 and Amendment No 19 of 1998

8. HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS.

- (a) Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. The requester must at all times comply with the procedural requirements of the Act.
- (b) The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester (see attached form marked Annexure A). The requester should also submit payment in terms of a request fee and a deposit, if applicable to the Information Officer at the address given in paragraph 3.1 of the Manual.
- (c) The requester must clearly identify and/or state the right that he or she is seeking to exercise or protect, as well as provide a clear explanation of why the requested record is required for the exercise or protection of that right.

- (d) If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.
- (e) The Information Officer will then ensure that the request is processed within 30 (thirty) days of having received that request, unless not practically possible. Should the requester require a more expedient processing of his or her request, then a special request must be made in this regard.
- (f) The requester shall then be informed (in writing) whether his or her request for access has been granted or not. Should the requester require reasons for any decision in this regard, then he or she must stipulate such.

9. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE BODY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED.

The body has the following records:

Company Secretarial

- Company Articles of Association
- Registers
- Minutes of meetings
- Statutory returns

Movable and Immovable Property

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

Intellectual Property

Insurance

- Policies
- Insurance claim files

Taxation

- Income tax files

Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Conditions of Employment
- Performance Appraisal Records
- Correspondence.
- Training Schedules and Related Material.
- Agreements
- Forms and applications
- Standard letters and notices

Finance

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

Operations

- Policies and procedures
- Reports and supporting documentation

Information technology

- System documentation and manuals

Administration

- Correspondence with internal and external parties

These records include, but are not limited to, any and all records, which pertain to Methodist Homes for the Aged's internal and external affairs.

10. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION AND/OR RECORDS.

- (a) Any refusal in terms of the Act.
- (b) The protection of a third person's right to privacy, when such release of information would amount to the unreasonable and/or unlawful disclosure of personal information of that person.
- (c) Mandatory protection of any commercial information of a third party, including but not limited to any trade secret, commercial and/or intellectual property.
- (d) Any confidential information which is protected by an agreement between the parties.

- (e) Mandatory protection of a person's property and or safety.
- (f) Any documentation and information that would be considered privileged in terms of any legal and/or medical proceeding.
- (g) Any intellectual, commercial and/or related documentation relating to the business activities of Methodist Homes for the Aged.
- (h) Any other reason, allowed in law.

11. ACCESS TO HEALTH OR OTHER RECORDS. (SECTION 61 OF THE ACT).

- (a) For the purposes of this paragraph, the term 'relevant person' shall refer to the requester and/or the authorised person making a request on the persons behalf.
- (b) Requesters must stipulate in their request for access to information ad/or records what health related information is required, understanding that information held by a medical practitioner, must be obtained directly from him or her. No home can release information held by another party, or information that is protected by the medical practitioner/patient relationship.
- (c) The Information Officer, in terms of section 50 of the Act, may only grant a request for access to information and/or a record provided by a medical practitioner in his or her capacity as such, about the physical or mental health of the requester him or herself, or to a authorised person making such a request on behalf of the person concerned.
- (d) The Information Officer may in terms of section 61(1) of the Act, may refuse access to information and/or record/s, if he or she is of the opinion that the disclosure would cause serious harm to the requester's physical and/or mental health, or well being.
- (e) Before the Information Officer allows, grants or facilitates access to information and/or records, he or she may consult with the treating medical practitioner who, subject to section 61(2), has been nominated by the relevant person.
- (f) If the relevant person is:
 - under the age of 16 years, a person having parental responsibilities for the relevant person, must make the nomination referred to in section 61(1) of the Act: or
 - incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.
- (g) If after the Information Office has given access to the nominated medical practitioner, and he or she (practitioner) is of the opinion that the disclosure of the information and/or record to the relevant person, would be likely to cause serious harm to his or her physical and/or mental health, or well being, the Information Officer may only grant access to that information and/or record if he or she has been given sufficient guarantees by the requester, that adequate provision has been made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the information and/or record to limit, alleviate or avoid such harm to the relevant person.

- (h) Before access to the information and/or record is so given to the requester, the person responsible for such counselling or arrangements must be given access to the information and/or record.
- (i) The Information Officer may also refuse access to information and/or records in terms of any other law.

12. OTHER INFORMATION AS MAY BE PRESCRIBED.

- (a) Appealing a decision of Methodist Homes for the Aged.
- (b) Where a requester has been denied access to any information and/or record, and the requester is for whatever reason dissatisfied with that decision, he/she may within 30 (thirty) days of such notification, apply to a Court within his or her jurisdiction for relief.
- (c) Any third party, which is dissatisfied with the Information's Officers decision to disclose information and/or records for whatever reason, may apply to a Court in his or her jurisdiction for relief.
- (d) In terms of the provisions of this Act, the Court/s to be used for the purpose of this paragraph (Appeals) are the Constitutional Court, the High Court of South Africa and any other court of a similar status.

13. AVAILABILITY OF THE MANUAL

In accordance with paragraph 9(1) of the Regulations to the Act, this manual has been made available to the Human Rights Commission.

14. FEES IN RESPECT OF PRIVATE BODIES

- The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or thereof.
- The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	

- | | |
|---|-------|
| (i) stiffy disc | 7,50 |
| (ii) compact disc | 70,00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| (ii) For a copy of visual images | 60,00 |
| (e) (i) For a transcription of audio record, for an A4-size page or part thereof | 20,00 |
| (ii) For a copy of an audio record | 30,00 |
1. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

2. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation	
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

15. PRESCRIBED**FORMS****(Annexure A)****REQUEST FOR ACCESS TO RECORD OF METHODIST HOMES FOR
THE AGED.**

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

A. Particulars of Methodist Homes for the Aged.

The Information Officer: Mr T W Joseph
Chief Executive Officer
52 Garden Road
Bordeaux
Randburg
2195

Postal Address: P O Box 2434
Pinegowrie
2132

Telephone Number: (011) 787 0330

Facsimile Number: (011) 886 4993

E-mail: caring@mha.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> |
|--|

(c) *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:

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname: _____

Identity number: _____

D. PARTICULARS OF RECORD

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

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

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. FEES

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

Reason for exemption from payment of fees:

F. FORM OF ACCESS TO RECORD

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

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

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the sound track (audio cassette)	<input type="checkbox"/>	Transcription of sound track* (written or printed document)
4. If record is held on computer or in an electronic or machine readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcript of a record (above), do you wish the copy or transcription to be posted to you?		YES	NO
Postage is payable.			

G. Particulars of right to be exercised or protected

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

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

2. Explain why the record requested is required for the exercise or protection of the aforementioned right.

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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

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

Signed at _____ this _____ day of _____ 20 _____

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

Promotion of Access to Information Act Manual

(In accordance with section 51 of the Promotion of Access to Information act, No 2 of 2000)

Introduction to the

Octogen Group of Companies

1. Introduction

1.1 Octogen Limited is a Public Company with limited liability, registered in the Republic of South Africa under registration number 1999/000423/06. The Octogen Group of Companies has interests in financial services operations throughout SADC. The major business interests are focused on term finance, short term insurance and credit life business. Associated technology interests also form part of the portfolio.

1.2 The Octogen Group of Companies, individually and acting for various product suppliers, renders the following products and services to its clients through its group-network of companies:

- Personal Loans;
- Vehicle Finance;
- Debt rehabilitation;
- Low cost housing;
- Vehicle sourcing;
- Site tax rebates;
- Personal and Commercial Insurance;
- Mortgage Bond and Bond switching;
- Payroll reconciliation and management;
- Credit Life Cover;

1.3 The Octogen Group of Companies comprises of *inter alia*:

1.3.1 South African Subsidiary Companies:

1.3.1.1 **General Union Investments Holdings (Pty) Ltd.;**
(Registration Number 1997/013427/07)

1.3.1.2 **Provident Housing Corporation (Pty) Ltd.;**
(Registration Number 2000/007149/07)

1.3.1.3 **General Union (Pty) Ltd.;**
(Registration Number 1985/002842/07)

1.3.1.4 **General Union Insurance Brokers (Pty) Ltd.;**
(Registration Number 2000/022009/07)

1.3.1.5 **General Union Underwriters (Pty) Ltd.;**
(Registration Number 1994/008275/07)

1.3.1.6 **GenKredit Investment Holdings (Pty) Ltd.;**
(Registration Number 1998/018616/07)

1.3.1.7 **General Union Financial Services (Pty) Ltd.**
(Registration Number 1983/009718/07)

1.3.2 South African associated companies:

1.3.2.1 **DuoGen (Pty) Ltd.**
(Registration pending with the Registrar of Companies)

2. Contact details

Notwithstanding the fact that each Company in the Octogen Group of Companies is a separate juristic entity, all are conducting business from a communal premises and can be contacted at:

- | | | |
|-----|--------------------|--|
| 2.1 | Head of the Group: | Mr. Philip Van den Heever |
| 2.2 | Physical Address: | Block 3 Prism Office Park
Cnr Fourways Boulevard and William Nichol streets
Fourways
Johannesburg |
| 2.3 | Postal Address: | P.O. Box 2256
North Riding
2162 |
| 2.3 | Telephone: | 011 799 8000; |
| 2.4 | Fax: | 011 799 8009; |
| 2.5 | E-mail: | mail@octogen.co.za |

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003. The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041, Tel no. 011 484 8300; Fax no. 011 484 7146; www.sahrc.org.za

4. Records available in terms of any other legislation, and applicable to the Octogen Group of Companies [Section 51 (1)(d)]

- 4.1 Basic Conditions of Employment No. 75 of 1997;
- 4.2 Companies Act No. 61 of 1973;
- 4.3 Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988;
- 4.4 Finance Act No. 35 of 2000;
- 4.5 Financial Services Board Act No. 97 of 1990;
- 4.6 Harmful Business Practices Act No. 23 of 1999;
- 4.7 Insurance Act No. 27 of 1943 ;
- 4.8 Short Term Insurance Act No. 53 of 1998;
- 4.9 Skills Development Levies Act No. 9 of 1999;
- 4.10 Unemployment Insurance Act No. 63 of 2001
- 4.11 Usury Act No. 73 of 1968;
- 4.12 Trade Marks Act No. 194 of 1993 ;
- 4.13 Value Added Tax Act No. 89 of 1991 ;
- 4.14 Income Tax Act No. 95 of 1967;
- 4.15 Labour Relations Act No. 66 of 1995;
- 4.16 Protection of Businesses Act No. 99 of 1978;
- 4.17 Regional Services Councils Act No. 109 of 1985 ;
- 4.18 Unemployment Contributions Act No. 4 of 2002;
- 4.19 Financial Advisory and Intermediary Services Act, No. 37 of 2002;
- 4.20 Financial Intelligence Center Act, No. 38 of 2002.

5. Access to information held by the Octogen Group of Companies [Section 51(1)(e)]

- 5.1 General information on the business of the Octogen Group of Companies can be obtained from the Internet website www.gu.co.za and shortly www.Octogen.co.za

- 5.2 The following subjects and categories of information on each Company in the Group will be made assessable:

Human Resources:

- Disciplinary and Grievance Procedure records;
- Employment contracts;
- Remuneration records and policies;

Operations:

- Sales records;
- Identities of product principals and suppliers, if applicable.

Finances:

- Group annual financial reports;

- Group balance sheet.

Corporate information

- Registry of associated and affiliated Companies;
- Registry of Directors;
- General secretarial information of Companies in the Group.

5.3 Request Procedure

5.3.1 From of request:

- 5.3.1.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the Octogen Group of Companies. This request must be made to the contact details contained in paragraph 2 above. (Section 53 (a));
- 5.3.1.2 The requester must provide sufficient details on the request form to enable the Head of the Octogen Group of Companies to identify the record and the requester. The requester should also indicate which form of access is required, and if any other manner is to be used to inform the requester and state the necessary particulars to be so informed. (Section 52 (a), (b), and (c));
- 5.3.1.3 The requester must identify the right which is sought to be exercised or to be protected and provide an explanation of why the requested records is requested for the exercise or protection of that right (Section 53 (2)(d));
- 5.3.1.4 If the 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 Head of the Octogen Group of Companies (Section 53 2 (f)).

5.3.2 Fees:

- 5.3.2.1 A requester who seeks access to a record containing information about that requester is not required to pay the requester fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The Head of the Octogen Group of Companies 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 a requester must pay to the Octogen Group of Companies is R50.00 (Fifty Rand). The Requester may lodge an application to the Court against tender or payment of the request fee (Section 54 (3) (b));
 - After the Head of the Octogen Group of Companies has made a decision on the request, the requester must be notified in the required form.
 - If the request is granted then further access fees 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. (Section 54 (6)).


6 Other information as may be prescribed

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

7 Availability of the Manual [Section 51(3)]

This Manual will be available for inspection at the premises of the Octogen Group of Companies as indicated in clause 2 above, free of charge, and copies hereof are available with the South African Human Right Commission, and published in the Government Gazette and websites referred to in clause 5.1 above.

Submitted on 21 February 2003 by:

PP 
Philip Daniel Van Den Heever
 Chief Executive Officer
 Octogen Limited

Duly authorized to act for and on behalf of
 entities within the Octogen Group of Companies.

Information Manual**RIEMLAND KLINIEK****PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000**

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000 (hereinafter referred to as the Act)

1. INTRODUCTION TO RIEMLAND KLINIEK.

Riemland Clinic is a private independent hospital, build on the regulation of R158.

Riemland Kliniek have eight surgical beds and two maternity beds with a one major theater and a procedure room.

Riemland Kliniek is a member of the Hospital Association of South Africa.

The objectives of Riemland Kliniek include:

1. Promoting healthcare and improving life for patients admitted to the hospital.
2. To see every patient as body, soul and spirit and giving care according to it. See the patient as a whole.
3. As part of a multi-disciplinary team working to the benefit of the patient and seeing each patient as a unique creation of God Almighty.
4. Acting as a representative on behalf of the patients at their medical schemes to confirm their hospitalization and to keep the medical aid informed about their client.

The Hospital is governed by a board of directors, existing of eight members.

(a) Dr Hr Kritzinger (Chairman of the Board)

(b) SR P Smit

(c) Mr. and Me M de Klerk

(d) Mr. PJ Scabort

(e) Mr. LG Lessing

(f) Mnr JBS du Plessis

2. ORGANOGRAM OF STAFF OF RIEMLAND KLINIEK

Dr HR Kritzinger - Superintendent and Chairman of the Board

P Smit - Nursing Manager

P Pretorius - Secretary

M Mahlophe - Food and Cooking

R Motaung - Cleaning

3. INTRODUCTION TO THE MANUAL

Riemland Kliniek in the spirit of transparency and democratic accountability, hereby publishes its 'Information Manual' in terms of the Promotion of Access to Information Act.

4. CONTACT DETAILS:

Name of body: Riemland Kliniek

Contact Person: SR P Smit

Physical Address:

Corner of Frankfort and Collinstreet

Frankfort

9830

Postal Address:

P O Box 855

Frankfort 9830

Telephone Number: (058) 8132771/2
Facsimile Number: (058) 8132773
E-mail: riemklin@lantic.net

5. HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS

- (a) Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. The requester must at all times comply with the procedural requirements of the Act.
- (b) The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester (see attached form marked Annexure A). The requester should also submit payment in terms of a request fee and a deposit, if applicable to the Information Officer at the address given in paragraph 3.1 of the Manual.
- (c) The requester must clearly identify and/or state the right that he or she is seeking to exercise or protect, as well as provide a clear explanation of why the requested record is required for the exercise or protection of that right.
- (d) If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer. A signature of approving of the person must be on the form.
- (e) The Information Officer will then ensure that the request is processed within 30 (thirty) days of having received that request, unless not practically possible. Should the requester require a more expedient processing of his or her request, then a special request must be made in this regard.
- (f) The requester shall then be informed (in writing) whether his or her request for access has been granted or not. Should the requester require reasons for any decision in this regard, then he or she must stipulate such.

6. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION AND/OR RECORDS

- (a) Any refusal in terms of the Act.
- (b) The protection of a third person's right to privacy, when such release of information would amount to the unreasonable and/or unlawful disclosure of personal information of that person.
- (c) Mandatory protection of any commercial information of a third party, including but not limited to any trade secret, commercial and/or intellectual property.
- (d) Any confidential information which is protected by an agreement between the parties.
- (e) Mandatory protection of a person's property and or safety.
- (f) Any documentation and information that would be considered privileged in terms of any legal and/or medical proceeding.
- (g) Any intellectual, commercial and/or related documentation relating to the business activities of the Riemland Kliniek.
- (h) Any other reason, allowed in law.

7. ACCESS TO HEALTH OR OTHER RECORDS. (SECTION 61 OF THE ACT)

- (a) For the purposes of this paragraph, the term 'relevant person' shall refer to the requester and/or the authorized person making a request on the persons behalf.
- (b) Requesters must stipulate in their request for access to information ad/or records what health related information is required, understanding that information held by a medical practitioner, must be obtained directly from him or her. No hospital can release

information held by another party, or information that is protected by the medical practitioner/patient relationship.

(c) The Information Officer, in terms of section 50 of the Act, may only grant a request for access to information and/or a record provided by a medical practitioner in his or her capacity as such, about the physical or mental health of the requester him or herself, or to a authorized person making such a request on behalf of the person concerned.

(d) The Information Officer may in terms of section 61(1) of the Act, may refuse access to information and/or record/s, if he or she is of the opinion that the disclosure would cause serious harm to the requester's physical and/or mental health, or well being.

(e) Before the Information Officer allows, grants or facilitates access to information and/or records, he or she may consult with the treating medical practitioner who, subject to section 61(2), has been nominated by the relevant person.

(f) If the relevant person is:

(i) under the age of 18 years, a person having parental responsibilities for the relevant person, must make the nomination referred to in section 61(1) of the Act: or

(j) incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.

(g) If after the Information Office has given access to the nominated medical practitioner, and he or she (practitioner) is of the opinion that the disclosure of the information and/or record to the relevant person, would be likely to cause serious harm to his or her physical and/or mental health, or well being, the Information Officer may only grant access to that information and/or record if he or she has been given sufficient guarantees by the requester, that adequate provision has been made for such counseling or arrangements as are reasonably practicable before, during or after the disclosure of the information and/or record to limit, alleviate or avoid such harm to the relevant person.

(h) Before access to the information and/or record is so given to the requester, the person responsible for such counseling or arrangements must be given access to the information and/or record.

(i) The Information Officer may also refuse access to information and/or records in terms of any other law.

8. FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or thereof.

2. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

3. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation

4. One third of the access fee is payable as a deposit by the requester.

5. The actual postage is payable when a copy of a record must be posted to a requester.

15. PRESCRIBED FORMS (Annexure A)

Prescribed forms are available from Me PW Pretorius Riemland Kliniek.

**MANUAL COMPILED IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

1. **AD SECTION 51(1)(a)** KOCKS & DREYER ATTORNEYS
 PO Box 3544
 EDENVALE
 1610
 69 Voortrekker Avenue
 EDENVALE
 Tel 011 – 452 8015
 Fax 011 – 452 8241
 kocksatt@global.co.za
 Partners: Herman Ferreira Kocks &
 Philip Rudolph Dreyer

 2. **AD SECTION 51(1)(b)** Copies of Act, Forms and Regulations available to
 bona fide applicants at prescribed rate. Alternatively
 from HRC alternatively from Government Printer.

 3. **AD SECTION 51(1)(c)** No Section 52(2) Notice currently available.

 4. **AD SECTION 51(1)(d)** Only records of private and confidential nature are
 kept in view of the size of the business and
 specialised field of practice. (Labour Law).

 5. **AD SECTION 51(1)(e)** Client files – confidential and/or privileged
 Personnel files – confidential and/or privileged
 Financial files – confidential and/or privileged
 Personal files – confidential and/or privileged
-

LEGAL PROVIDENT FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Legal Provident Fund is a provident fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: **Rosalind Helen Elphick.**
2. The Financial Services Board PF Number of the Fund is: **12/8/6313/1.**
3. The registered address of the Fund is: **304 Brooks Street, MENLO PARK, 0102.**
4. The postal address of the Fund is: **P O Box 36626, MENLO PARK 0102.**
5. The contact telephone number for the Fund is: **(012) 362 1729.**
6. The contact facsimile number for the Fund is: **(012) 362 2692.**
7. The e-mail address of the Head of the Fund is: **relphick@lpf.co.za.**

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is **R1,50 per page.**

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate (deaths only)
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Withdrawal profit calculations (where applicable)
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (liquidations only)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification (held at underwriter)
- Payment/Benefit confirmation letter
- EFT payment reference (held at underwriter)
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers (held at auditor's office)
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Copies of all policy documents relating to Group Life Assurance and Permanent Health Insurance
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held
- Copy of policy of insurance with Investment Solutions
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to all firms/members of the funds in respect of specific events e.g. Chairman's report back, InterAct, Fund Facts, service level agreement between Administrators and underwriters
- Correspondence to the trustees in respect of fund matters
- Correspondence to individual members where applicable
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged (if any)
- Communication with South African Revenue Service and Financial Services Board

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
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