Government Gazette
Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 453 Pretoria, 4 March / Maart 2003 No. 24671

MANUALS

IN ACCORDANCE WITH

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

24671
9771682584003

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

INDEX

Company Name	Gazette No.	Date	Page No.
Allewynspoort Minerals (Pty) Ltd	24671	04-03-2003	170
Clifford Levin Attorneys	24671	04-03-2003	61
CP Vermaas & Cronje Prokureurs	24671	04-03-2003	164
Discovery Holdings Limited	24671	04-03-2003	45
Dr S Landau	24671	04-03-2003	100
Du Toit-Smuts & Mathews Phosa Inc	24671	04-03-2003	30
Eugene Marais Attorneys	24671	04-03-2003	157
Fasic Africa (Pty) Ltd	24671	04-03-2003	144
Fruit & Veg City (Pty) Ltd	24671	04-03-2003	155
Fruit & Veg City Holdings (Pty) Ltd	24671	04-03-2003	153
Fruit & Veg Stores (Western Cape) (Pty) Ltd	24671	04-03-2003	151
Goodall and Bourne Trust Company (Pty) Ltd	24671	04-03-2003	90
Harkoo, Brijlal and Reddy Attorneys	24671	04-03-2003	173
Hortors Group Pension Fund	24671	04-03-2003	3
Howard Salmon Attorney	24671	04-03-2003	28
John Bailie & Claassen Inc	24671	04-03-2003	146
Katesbbee House CC	24671	04-03-2003	64
Labware Africa (Proprietary) Limited	24671	04-03-2003	76
Medi Kredit Integrated Healthcare Solutions (Pty) Ltd	24671	04-03-2003	104
National Shaving Products (Pty) Ltd	24671	04-03-2003	142
Norton-Lambrianos Attorneys, Notaries & Conveyancers	24671	04-03-2003	68
Norton-Lambrianos CC	24671	04-03-2003	65
Oceana Group Executive Provident Fund ("the Fund")	24671	04-03-2003	18
Oceana Group Provident Fund ("the Fund")	24671	04-03-2003	8
Old Mutual Flexi Provident Fund	24671	04-03-2003	139
Pirelli Tyre (Proprietary) Limited	24671	04-03-2003	161
Ronford Financial Enterprises CC	24671	04-03-2003	72
Rustenburg Local Municipality	24671	04-03-2003	111
Somta Tools (Pty) Limited	24671	04-03-2003	73
South African Eagle Insurance Company Limited	24671	04-03-2003	33
Table Mountain Aerial Cableway Company Ltd	24671	04-03-2003	23
Teljoy Manual	24671	04-03-2003	177
The Barruch Trust	24671	04-03-2003	87
The Oceana Group Pension Fund ("the Fund")	24671	04-03-2003	13
The Rochelle Trust	24671	04-03-2003	84
The Weymms Trust	24671	04-03-2003	63
Tontine (Proprietary) Limited	24671	04-03-2003	81
Van Hulsteyns Attorneys	24671	04-03-2003	102
Van Hulsteyns Attorneys	24671	04-03-2003	168
Vector Financial Services Limited	24671	04-03-2003	78

HORTORS GROUP PENSION FUND

("Fund")

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")

The Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund:	FRED COLLINGS - CHAIRMAN
2. Registrar of Pension Funds PF Number of the Fund:	12/8/380/1
3. The registered address of the Fund:	Duminy Street, Parow, 7500.
4. The postal address of the Fund:	P O Box 6060, Parow East, 7501.
5. The contact telephone number for the Fund:	(021) 939 1070
6. The contact facsimile number for the Fund:	(021) 930 5770
7. The e-mail address of the Head of the Fund:	pensionsctp@ctp-mail.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 a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than 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:	www.sahrc.org.za.

C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

(a) Copies of the following records of the Fund are available on request by a **member** of the Fund after payment of any fees determined by the rules 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.

(b) The following records are available on request by a **member** for inspection at the registered address of the Fund (see A3 above) at no charge:

(i) the documents referred to in C(a) above;

(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;

(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;

(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) **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 a copy thereof or extract therefrom. The Registrar may be contacted at:

Address:	446 Rigel Avenue Pretoria
Telephone	(012) 428 8000
Facsimile:	(012) 3470221
Website:	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 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 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). A copy is also available from the Human Rights Commission (see contact details in B above),or on the website www.ctp.co.za.

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- 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)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- Insurance received -statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member investment choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate -where applicable)
- Payment letter (liquidations only)
- Copy of Section 14 application lodged (transferor fund)
- Copy of Section14 (1) (e) certificate (transferee and transferor funds)

Pensioners (where applicable):

- Special tax directives or court orders
- Commutation of pensions –calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Disability (if applicable):

- Medical Reviews -correspondence (where applicable)
- Certificate of continued disability
- Payment/Benefit confirmation
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

If audit exempt:

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

- Cashbooks and reconciliations to bank
- General Ledgers.
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)
- Trustees' annual reports

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the fund

- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

OCEANA GROUP PROVIDENT FUND ("the Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The **Oceana Group Provident Fund** is a pension fund organisation 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:	**Jeremy David Cole (Principal Officer)**
2.	The Financial Services Board PF Number of the Fund is:	**12/8/28928/1**
3.	The registered address of the Fund is:	**c/o Metropolitan Life, Mispel Street, Parc du Cap, Bellville, 7530**
4.	The postal address of the Fund is:	**P O Box 2212, Bellville, 7535**
5.	The contact telephone number for the Fund is:	**Tel: (021) 917 3018**
6.	The contact facsimile number for the Fund is:	**Fax: (021) 940 6342**
7.	The e-mail address of the Head of the Fund is:	**jcole@oceana.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 be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

C. 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 an amount as may be determined by the Trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:

(i) the documents referred to in C(a) above;

(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;

(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;

(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, **any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	**466 Rigel Avenue, Pretoria**
Telephone:	**(012) 428-8000**
Facsimile:	**(012) 347-0221**
Website:	http://www.fsb.co.za

D. DESCRIPTION OF RECORDS HELD BY THE FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund (if any)
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Housing loan records
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque /EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation

CONTRACTS

- Insurance Policy documents relating to death, disability and funeral benefits.
- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators, consultants and auditors.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and Retirement Fund Tax

E. REQUEST PROCEDURES: 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 employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.

- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- 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 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 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 requester may lodge an application to court against the tender or payment of the request fee.

- 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.

- The forms and fee structure are available on the following websites:

  South African Human Rights Commission www.sahrc.org.za
  or
  Department of Justice and Constitutional Development www.doj.gov.za **(under "regulations").**

F. 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).

S:\DI\JDC\Jdc2003\OG Provident Fund.doc

THE OCEANA GROUP PENSION FUND ("the Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The **Oceana Group Pension Fund** is a pension fund organisation 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:	**Jeremy David Cole (Principal Officer)**
2.	The Financial Services Board PF Number of the Fund is:	**12/8/14859/2**
3.	The registered address of the Fund is:	**16th Floor, Metlife Centre, 7 Coen Steytler Avenue, Cape Town 8001**
4.	The postal address of the Fund is:	**P O Box 7206, Roggebaai, 8012**
5.	The contact telephone number for the Fund is:	**Tel: (021) 419 5911**
6.	The contact facsimile number for the Fund is:	**Fax: (021) 419 5979**
7.	The e-mail address of the Head of the Fund is:	**jcole@oceana.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 be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

C. 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 an amount as may be determined by the Trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:

(i) the documents referred to in C(a) above;

(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;

(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;

(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, **any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	**466 Rigel Avenue, Pretoria**
Telephone:	**(012) 428-8000**
Facsimile:	**(012) 347-0221**
Website:	http://www.fsb.co.za

D. DESCRIPTION OF RECORDS HELD BY THE FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Investment Choice records, including option and switch forms
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Housing loan records
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque /EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation

CONTRACTS

- Insurance Policy documents relating to death, disability and funeral benefits.
- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators, consultants and auditors.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and Retirement Fund Tax

E. REQUEST PROCEDURES: 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 employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.

- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- 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 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 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 requester may lodge an application to court against the tender or payment of the request fee.

- 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.

- The forms and fee structure are available on the following websites:

  South African Human Rights Commission www.sahrc.org.za
  or
  Department of Justice and Constitutional Development www.doj.gov.za **(under "regulations").**

F. 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).

S:\Di\JDC\Jdc2003\OG Pension Fund.doc

OCEANA GROUP EXECUTIVE PROVIDENT FUND ("the Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The **Oceana Group Executive Provident Fund** is a pension fund organisation 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:	**Jeremy David Cole (Principal Officer)**
2.	The Financial Services Board PF Number of the Fund is:	**12/8/29975/1**
3.	The registered address of the Fund is:	**16th Floor, Metlife Centre, 7 Coen Steytler Avenue, Cape Town 8001**
4.	The postal address of the Fund is:	**P O Box 7206, Roggebaai, 8012**
5.	The contact telephone number for the Fund is:	**Tel: (021) 419 5911**
6.	The contact facsimile number for the Fund is:	**Fax: (021) 419 5979**
7.	The e-mail address of the Head of the Fund is:	**jcole@oceana.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 be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

C. 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 an amount as may be determined by the Trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:

(i) the documents referred to in C(a) above;

(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;

(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;

(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, **any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	**466 Rigel Avenue, Pretoria**
Telephone:	**(012) 428-8000**
Facsimile:	**(012) 347-0221**
Website:	http://www.fsb.co.za

D. DESCRIPTION OF RECORDS HELD BY THE FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund (if any)
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Investment Choice records, including option and switch forms
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque /EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Trustees' Resolutions (if any) relating to disposal of death benefits with supporting documentation
- Disability claimant records (if any) and supporting documentation

CONTRACTS

- Insurance Policy documents relating to death, disability and funeral benefits.
- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators, consultants and auditors.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and Retirement Fund Tax

E. REQUEST PROCEDURES: 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 employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.

- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- 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 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 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 requester may lodge an application to court against the tender or payment of the request fee.

- 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.

- The forms and fee structure are available on the following websites:

  South African Human Rights Commission www.sahrc.org.za
  or
  Department of Justice and Constitutional Development www.doj.gov.za **(under "regulations").**

F. 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).

S:\D\JDC\Jdc2003\OG Exec Provident Fund.doc

TABLE MOUNTAIN AERIAL CABLEWAY Co. Ltd.

Manual of Table Mountain Aerial Cableway Company Ltd.

Prepared in accordance with section 51 of The Promotion of Access to Information Act (No 2 of 2000)

Section A.

CONTENTS

1. Contact details

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

3. Records available in terms of any other legislation

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

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

   ii. Records that may be requested

   iii. The request procedures

5. Other information as may be prescribed

6. Availability of the manual

Section B.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details *[Section 51(1)(a)]*

Contact Person:	Mr John Harrison *(Managing Director)*
Postal Address:	P.O. Box 730 Cape Town 8000
Street Address:	Lower Station Tafelberg Road Cape Town 8001
Telephone:	+27 21 424 0015
Fax:	+27 21 424 3792
Website:	www.tablemountain.net

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 (SAHRC) by no later than August 2003. Please direct any enquiries to:

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

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

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

Arbitration Act No. 42 of 1965
Basic Conditions of Employment No. 75 of1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1998
Constitution of South Africa Act No 108 of 1996
Copyright Act No. 98 of 1978
Currency and Exchanges Act No. 9 of 1933
Debtor Collectors Act No. 114 of 1998
Employment Equity Act No. 55 of 1998

Harmful Business Practices Act No. 23 of 1999
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Medical Schemes Act No. 131 of 1998
National Building Regulations and Buildings Standards Act No. 103 of 1997
National Environmental Management Act No 107 of 1998
National Water Act No. 36 of 1998
Occupational Health & Safety Act No. 85 of 1993
Protected Disclosures Act No. 26 of 2000
Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989
Short Term Insurance Act No. 53 of 1998
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Tax on Retirement Funds Act No. 38 of 1996
Tobacco Products Control Act No 12 of 1999
Trade Marks Act No. 194 of 1993
Transfer Duty Act No 12 of 1999
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Usury Act No 73 of 1968
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question (Section 51(1)(c))

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

To date no such notice has been published

ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

Administration
Planned operational times
Information guide

Human Resources
Documents relating to Human Resource policies and staff recruitment policies
Documents relating to standard employment contracts and job specifications
Documents required in terms of the Basic Conditions of Employment Act
Company organogram
Employment equity reports
Training material

Marketing
Promotional material
Audio-visual material
Brochures and advertising material

Financial
Audited financial statements which include statutory returns to appropriate authorities and applicable statutory documents.
Documents relating to the registration of trademarks

Safety, Health and Environment
Environmental Policy
Environmental Impact Reports

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 at our offices for inspection free of charge; copies are available with the SAHRC, in the government gazette and on the company's website.

HOWARD SALMON ATTORNEY

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

INDEX **PAGE**

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

1. **INTRODUCTION**

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

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

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

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of **Howard Salmon Attorney** from time to time;
"Howard Salmon Attorney"	shall mean **Howard Salmon Attorney**, structured as a sole practitioner which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of **Howard Salmon Attorney** has been appointed as the Information Officer of **Howard Salmon 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:	**Howard Salmon Attorney**
Partner and appointed Information Officer:	Mr Howard Salmon
Address:	No. 4 St David Lane HOUGHTON
Postal Address:	P O Box 3236 HOUGHTON 2041
Telephone:	(011) 648-9520
Fax:	(011) 648-9535
E-mail:	hsalmon@yebo.co.za
Website address:	nil

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

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

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

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

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

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(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)**

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

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- 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
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, in so far as it being 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 HOWARD SALMON ATTORNEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

Howard Salmon Attorney holds the information / documents listed herein below:

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

Howard Salmon Attorney does not have a website address.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by **Howard Salmon 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 **Howard Salmon Attorney**, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **Howard Salmon 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.doj.gov.za) (under "regulations")

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

FOR

DU TOIT-SMUTS & MATHEWS PHOSA INC.

Law Chambers **Van Niekerk Street** **Nelspruit** **1200**	**P O Box 4030** **Nelspruit** **1200**	**Tel: (013) 745 3200** **Faks: (013) 752 7079**

1. **FIRM'S PARTICULARS**

Du Toit-Smuts & Mathews Phosa Inc. is a firm of professional attorneys practising as attorneys, notaries and conveyancers admitted to practise as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

Physical address	:	Law Chambers Cnr Van Niekerk & Rothery Street Nelspruit
Postal address	:	P O Box 4030 Nelspruit 1200
Telephone No	:	(013) 745 3200
Fax No	:	(013) 752 7079
E-Mail	:	dtslegal@mweb.co.za

2. **GUIDE IN TERMS OF SECTION 10 OF THE ACT:**

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

3. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH DU TOIT-SMUTS & MATHEWS PHOSA INCOPORATED HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 4 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to information Act. Copies of the prescribed forms to be completed for submitting a request are available from Du Toit-Smuts & Mathews Phosa Incorporated.

4. **INFORMATION HELD:**

4.1 **INFORMATION / DOCUMENTS AVAILABLE IN**

ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act):

Du Toit-Smuts & Mathews Phosa Incorporated keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

4.1.1 Income Tax Act, Act No 58 of 1962 (Section 75);
4.1.2 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
4.1.3 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
4.1.4 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
4.1.5 Employment Equity Act, No 55 of 1998 (Section 26);
4.1.6 Compensation for Occupational Injuries and Diseases Act, Act No 130 of 1993 (Section 97);
4.1.7 Insolvency Act, Act No 24 of 1936 (Section 134 and 155);
4.1.8 Occupational Health and Safety Act, Act No 85 of 1993;
4.1.9 Attorneys Act, Act No 53 of 1979;
4.1.10 Skills Development Act, Act No 97 of 1998;
4.1.11 Companies Act, Act 61 of 1973.

4.1 **PROFESSIONAL AFFAIRS:**

Records relating to the commercial, financial and professional interests of Du Toit-Smuts & Mathews Phosa Incorporated including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;

4.2 Records of personal information of present, past and prospective employees and management of Du Toit-Smuts & Mathews Phosa Attorneys;

4.3 Records of clients of Du Toit-Smuts & Mathews Phosa Attorneys containing personal information, commercial and financial information, information pertaining to contemplated, existing and past information on agreements, proposals and other property of such clients.

All such information requested shall be made available subject to the provisions of the Act and subject to the Attorney-Client Privilege.

5. **CATEGORIES OF RECORDS: AUTOMATIC DISCLOSURE IN TERMS OF THE ACT:**

Du Toit-Smuts & Mathews Phosa Attorneys hold no information that is freely available without a requester having to request access in terms of the Act.

6. PROCEDURE TO GAIN ACCESS TO INFORMATION:

The Requester must make use of the prescribed form to make a request (Annexure A)

No request other than a personal request, will be processed without payment of the prescribed requested fee. (Annexure B)

If a request if granted an access fee must be paid (Annexure B)

the requester will, subject to the provisions of the Act, be notified within 30 days after the receipt of the request whether the request is granted or refused.

7. GROUND FOR REFUSAL OF ACCESS TO INFORMATION

7.1 Mandatory protection of the privacy of a third party who is a natural person.
7.2 Mandatory protection of the commercial information of a third party
7.3 Mandatory protection of certain confidential information of a third party
7.4 Mandatory protection of the safety of individuals and the protection of property
7.5 Mandatory protection of records privileged from production in legal proceedings
7.6 The commercial information of Du Toit-Smuts & Mathews Phosa Attorneys
7.7 Mandatory protection of research information of a third party

8. APPEAL PROCEDURES

A requester that is dissatisfied with the decision of the Head of Du Toit-Smuts & Mathews Phosa Attorneys, may subject to the provisions of the Act within 30 (THIRTY) days of notification of the decision, apply to the Court for appropriate relief.

South African Eagle Insurance Company Limited

Registration no 1965/006764/06

MANUAL

In terms of Section 51 of the Promotion of Access to Information Act Act 2 of 2000

INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (**"the Act"**), was enacted on 3 February 2002. This Act gives effect to Section 32 of The Constitution which is the constitutional right of access to any information held by the State or another person and required for the exercise or protection of any rights. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released.

Any person, who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that:

1. A requester must be given access to any record of a private body if:
   (a) that record is required for the exercise or protection of any rights;
   (b) that person complies with the procedural requirements in this Act relating to a request for access to that record; and
   (c) access to that record is not refused in terms of any ground for refusal as contemplated in the Act.

In terms of Section 10 of the Act, the Human Rights Commission must compile a guide to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the Information Officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows:

Private Bag 2700
Houghton
2041

Tel (011) 484 8300
Fax (011) 484 1360

REQUESTING INFORMATION FROM
SOUTH AFRICAN EAGLE INSURANCE COMPANY LIMITED

Any person who wishes to request any information from the company with the object of protecting or exercising a right, may do so on the prescribed attached form and send it to the Information Officer whose contact details are as follows:

Mr NV Beyers
The Information Officer
South African Eagle Insurance Company Limited

Postal Address
PO Box 61489
Marshalltown
2107

Physical Address
SA Eagle House
The Braes
193 Bryanston Drive
Bryanston
2021

Tel	(011) 540 4000
Fax	(011) 540 4444
e-mail	nick.beyers@saeagle.co.za
Website	www.saeagle.co.za

ACCESS WILL BE GIVEN TO THE FOLLOWING RECORDS OR INFORMATION

➢ **Personnel records**

These include:

- any personal records provided to the company by it's personnel;
- any records a third party has provided to the company about any of it's personnel;
- conditions of employment and other personnel-related contractual and quasi-legal records;
- internal evaluation records; and
- other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity that receives services from the company. Customer-related information includes the following:

- any records a customer has provided to a third party acting for or on behalf of the company;
- any records a third party has provided to the company ; and
- records generated by or within the company pertaining to the customer, including transactional records.

Company records (Private body records)

This includes but is not limited to the following:

- published financial records;
- operational records;
- databases;
- information technology;
- marketing records;
- internal correspondence;
- product records
- statutory records;
- internal policies and procedures;
- treasury-related records;
- securities and equities; and
- records held by officials of the private body.

Other Parties

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

The following records fall under this category:

- personnel, customer or private body records which are held by another party as opposed to being held by the company ; and
- records held by the company pertaining to other parties (including without limitation) financial records, correspondence, contractual records, records provided by the other party and records third parties have provided about the contractors/suppliers.

The above is not an exhaustive list of records available and requests may be made in terms of the following legislation as well:

- Alienation of Land Act (68 of 1981)
- Banks Act (94 of 1990)
- Basic Conditions of Employment Act (75 of 1997)
- Companies Act (61 of 1973)
- Compensation for Occupational Injuries & Diseases Act (130 of 1993)
- Employment Equity Act
- Financial Markets Control Act (55 of 1989)
- Financial Services Board Act (97 of 1990)
- 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)
- Promotion of Equality and Prevention of Unfair Discrimination Act
- Regional Services Councils Act (109 of 1985)
- Short Term Insurance Act (53 of 1998)
- Skills Development Act (97 of 1998)
- Skills Development Levies Act (9 of 1999)
- VAT Act (89 of 1991)

The company will consider any request received although not covered in any one of the above Acts.

APPLICATION FORM TO BE COMPLETED

A request for access to a record of South African Eagle Insurance Company Limited must be made to the company, by completing the attached form (Annexure A) and by sending it to the company at the address, fax number or electronic mail address given above. The form requires the requester to provide the following information:

- sufficient information to enable the Information Officer to identify the requester;
- sufficient information to enable the Information Officer to identify the record(s) requested;
- the form of access required;
- the requester's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requester wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requester makes the request, to the satisfaction of the Information Officer.

Requesters, please note that all of the information as listed above should be provided, failing which the process will be delayed while we request such additional information. The prescribed time periods will not commence until the requester has furnished all pertinent information.

PRESCRIBED FEES

Payment of fees is regulated in terms of Section 54 of the Act. The Regulations to the Act provide for two types of fees:

- request fee – this is a non-refundable administration fee paid by all requesters with the exclusion of personal requesters. It is paid before the request is considered
- access fee – all requesters pay this only when access is granted. This fee is intended to reimburse the private body for the costs involved in searching for a record and preparing it for delivery to the requester

South African Eagle Insurance Company Limited may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees is attached as Annexure B to this manual.

ANNEXURE A

SOUTH AFRICAN EAGLE INSURANCE COMPANY LIMITED

REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY

To:
Mr NV Beyers
The Information Officer
South African Eagle Insurance Company Limited
PO Box 61489
Marshalltown
2107

SA Eagle House
The Braes
193 Bryanston Drive
Bryanston
2021

E-mail nick.beyers@saeagle.co.za

A. Particulars of person requesting access to the record

(a)	***The particulars of the person who requests access to the records must be recorded below***
(b)	***Furnish an address and/or fax number in the Republic to which information must be sent***
(c)	***Proof of the capacity in which the request is made must be attached (if applicable)***

Full name and surname _____

Identity number _____

Postal address _____

_____

Telephone number _____ Fax number _____

E-mail address _____

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

_____

B. 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 name and surname _____

Identity number _____

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

Description of record or relevant part of the record

_____
_____
_____
_____
_____
_____
_____
_____

Reference number, if available _____

Any further particulars of record

_____
_____
_____

D. Fees

(a) A request for access to a record, other than a record containing personal information about you, 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 requiredto search for and prepare a record

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore

Reason for exemption from payment of fees

_____

E. Form of access to record

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

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

Mark the appropriate box with an "X"

NOTES

(a) Your indication as to the required form of access depends on the form in which the record is available

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

1.	**If the record is in written or printed form**		
	Copy of record*		Inspection of record

2.	**If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)**				
	View the images		Copy of the images*		Transcription of the images*

3.	**If record consists of recorded words or information which can be reproduced in sound**		
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)

4.	**If record is held on computer or in an electronic or machine-readable form**				
	Printed copy of		Printed copy of information derived		Copy in computer readable form* (stiffy

	record		from the record*		or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? *A postal fee is payable.*					YES	NO

F. Particulars of right to be exercised or protected

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

Indicate which right is to be exercised or protected

_____

_____

_____

_____

Explain why the requested record is required for the exercising or protection of the aforementioned right

_____

_____

_____

_____

G. Notice of decision regarding request for access

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

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

_____

SIGNED AT _____ THIS _____ DAY OF _____ 200__

_____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B

Request fee R50.00

Reproduction and/or access fees

Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the

only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

➢ For every photocopy of an A4-size page or part thereof	R1.10
➢ For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75
➢ For a copy in a computer-readable form on	
- stiffy disc	R7.50
- compact disc	R70.00
➢ A transcription of visual images, for an A4-size page or part thereof	R40.00
➢ For a copy of visual images	R60.00
➢ A transcription of an audio record, for an A4-size page or part thereof	R20.00
➢ For a copy of an audio record	R30.00

➢ To search for a record that must be disclosed, R30.00 per hour or part of an hour reasonably required for such search.

➢ Where a copy of a record needs to be posted the actual postal fee is payable.

Deposits

Where a private body receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a deposit is payable by the requester which is equal to 1/3 (one third) of the amount of the applicable access fee.

MANUAL

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

For

DISCOVERY HOLDINGS LIMITED

Including all its South African subsidiaries and the Discovery Health Medical Scheme (hereinafter, collectively referred to as "Discovery")

Last Updated: 14 February 2003

Discovery

PART I

1. INTRODUCTION TO DISCOVERY

Discovery was established in 1992. It has four distinct businesses: Discovery Health, Discovery Life, Vitality Healthstyle and Destiny Health (a foreign subsidiary), all focused on a single purpose. The purpose of Discovery is to make people healthier and to enhance and protect their lifestyles. This purpose drives everything that Discovery does.

2. APPLICABILITY AND AVAILABILITY OF THIS MANUAL

2.1 This manual is for Discovery Holdings Limited, Discovery Health Medical Scheme, Discovery Health (Proprietary) Limited, Discovery Life Limited, Vitality Healthstyle (Proprietary) Limited, Vitality Healthstyle Travel (Proprietary) Limited and Discovery Nominees (Proprietary) Limited.

2.2 The Promotion of Access to Information Act, No.2 of 2000 (***"the Act"***) is an Act that was passed to give effect to the constitutional right held by South African citizens, of access to any information held by the State or by another person, which is required for the exercise or protection of any right. Where a request is made in terms of the Act, the body to which the request is made is obliged to give access to the requested information, except where the Act expressly provides that the information may or must not be released. Therefore, the right of access to information and this Manual is only applicable to South African citizens, as defined in the Constitution of the Republic of South Africa Act 108 of 1996.

2.3 It is important to note that the Act recognises certain limitations to the right of access to information, including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality, and effective, efficient and good governance, and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

2.4 This manual is available for inspection, free of charge, at the physical address of Discovery, recorded in Part II below and on Discovery's website: www.discoveryworld.co.za.

3. PURPOSE OF THE MANUAL

This manual is compiled in accordance with Section 51 of the Act. It is intended to give a description of the records held by and on behalf of Discovery; to stipulate grounds for refusal of access to any such records; to outline the procedure to be followed and the fees payable when requesting access to any of these records in the exercise of the right of access to information; with a view of enabling requestors to obtain records which they are entitled to in a quick, easy and accessible manner.

Discovery

PART II

4. CONTACT DETAILS OF THE INFORMATION OFFICER OF DISCOVERY

Information Officer:	The Company Secretary
Postal Address:	P.O. Box 786722 Sandton 2146
Physical Address:	Discovery Building 155 West Street Corner Alice Lane Sandton 2146
Telephone Number:	(011) 529-2888
Fax Number:	(011) 529-3590
E-mail Address:	thysb@discovery.co.za
Website:	www.discoveryworld.co.za

PART III

5. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission is required in terms of the Act to compile a guide in every official language, containing information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act, in a manner that is easily comprehensible to any such person. As at the date of publishing this manual, the guide had not yet been compiled. Any enquiries regarding the guide should be directed to:

Postal Address:	The South African HUMAN RIGHTS COMMISSION, The Research and Documentation Department Private Bag X2700 Houghton 2041
Telephone Number:	(011) 484-8300
Fax Number:	(011) 484-1360
E-mail Address:	PAIA@sahrc.org.za
Website:	www.sahrc.org.za

PART IV

6. RECORDS OF DISCOVERY

The accessibility of the documents listed below may be subject to the grounds of refusal set out in Part V of this manual.

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

Discovery

6.1 PERSONNEL RECORDS

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

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; and

6.1.6 Training schedules and material.

6.2 CLIENT RELATED RECORDS

A "***client***" refers to any natural or juristic entity that receives services from Discovery, with the exception of the Medical Schemes administered by Discovery Health (Proprietary) Limited.

6.2.1 Records pertaining to the diagnosis, treatment or health of the clients of Discovery and members of the medical schemes administered by Discovery Health (Proprietary) limited;

6.2.2 Records provided by a client to a third party acting for or on behalf of Discovery in the financial services industry;

6.2.3 Records provided by a third party;

6.2.4 Records generated by or within Discovery in the financial services industry relating to its clients.

6.3 PRIVATE BODY RECORDS

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

6.3.1 Financial records;

6.3.2 Operational records;

6.3.3 Databases;

6.3.4 Information Technology;

6.3.5 Marketing records;

6.3.6 Internal correspondence;

6.3.7 Product records;

Discovery

6.3.8 Statutory records;

6.3.9 Internal Policies and Procedures; and

6.3.10 Records held by officials of Discovery.

6.4 OTHER PARTY RECORDS

6.4.1 Personnel, customer or private body records which are held by another party, as opposed to the records held by Discovery itself.

6.4.2 Records held by Discovery pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about Discovery's contractors / suppliers.

6.4.3 Discovery may possess records pertaining to other parties including, but not limited to, contractors, suppliers, sister and subsidiary companies, joint venture companies and service providers and such other parties may possess records that can be said to belong to Discovery.

6.5 RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

6.5.1 A requester may also request information that is available in terms of other legislation.

a. The **Medical Schemes Act 131 of 1998**, as may be amended from time to time, is specifically applicable to a bulk of the business of Discovery. Section 41 of this Act gives members of medical schemes and members of the general public a right to inspect and obtain copies, upon payment of the prescribed fees where copies are required, from a medical scheme and the Registrar of the Medical Council respectively, of the Rules of the medical scheme and the latest annual financial statements prepared in accordance with the Act, which is comprised of: a balance sheet dealing with the state of affairs of the medical scheme; an income statement; a cash flow statement; a report by the Auditor of the medical scheme and such other returns as the Registrar may require.

b. Discovery, with the exception of Discovery Health Medical Scheme, are companies formed in accordance with the provisions of the **Companies Act 61 of 1973**, as may be amended from time to time, and are subject to the following provisions:

— Section 67 provides members of a company with a right to request from a company, copies of a company's memorandum and articles, upon payment of a prescribed fee;

— Section 113 provides members of a company and the general public with a right to inspect a company's register of members at the registered office of a company during business hours (subject to reasonable restrictions imposed by a company in a general meeting), upon payment of an inspection fee, payable by members of the general public only; and

— Section 309 provides members of and holders of debentures in a company with a right to obtain copies of a company's annual financial statements and interim reports, from the company, on demand and free of charge.

Discovery

c. Discovery Life, as a long-term insurer is subject to the provisions of the **Long Term Insurance Act 52 of 1998**, as may be amended from time to time. Section 48 gives a person who enters into or varies a long-term policy (other than a fund and reinsurance policies), the right to be provided, by the long-term insurer, with information relating to:

— The representations made by or on behalf of that person to the insurer which were regarded by the insurer as material to its assessment of the risks under the policy;

— The premiums payable and the policy benefits to be provided under the policy; and

— The events in respect of which the policy benefits are to be provided and the circumstances, if any, in which those benefits are not to be provided, within 60 days of the parties entering into or agreeing to vary the policy.

d. Discovery, as an employer, is subject to the provisions of:

— The **Labour Relations Act 66 of 1995**, as may be amended from time to time. Section 189(3) of this Act requires an employer to disclose in writing all relevant information related to dismissals based on operational requirements including, but not limited to:

(a) The reasons for the proposed dismissals;
(b) The alternatives that the employer considered before proposing the dismissals, and the reasons for rejecting each of those alternatives;
(c) The number of employees likely to be affected and the job categories of which they are employed;
(d) The proposed method for selecting which employees to dismiss;
(e) The time when, or the period during which the dismissals are likely to take effect;
(f) The severance pay proposed;
(g) Any assistance that the employer proposes to offer to the employees likely to be dismissed;
(h) The possibility of the future employment of the employees who are dismissed;
(i) The number of employees employed with the employer; and
(j) The number of employees that the employer has dismissed for reasons based on its operational requirements in the preceding 12 months.

— The **Employment Equity Act 55 of 1998**, as may be amended from time to time. Section 25(1), (2) and (3) provide that an employer must display at the workplace where it can be ready by employees a notice in the prescribed form informing them about the provisions of the Employment Equity Act. In terms of sub-section 25(2) a designated employer must in each of its workplaces, place in prominent places that are accessible to all employees:

(a) The most recent reports submitted by that employer to the Director General;
(b) Any compliance order, arbitration award or order of the Labour Court concerning the provisions of this Act in relation to that employer; and

Discovery

(c) Any other document concerning this Act as may be prescribed. In terms of section 25(3) an employer who has an employment equity plan must make a copy of the plan available to its employees for copying and consultation; and

— The **Basic Conditions of Employment Act 75 of 1997**, as may be amended from time to time. It provides that an employer must supply an employee when the employee commences employment with particulars of work. In terms of sub-section 2 when any matter changes the written particulars must be revised to reflect the change and the employee must be supplied with a copy of the document reflecting the change. In terms of section 29(4) the written particulars must be kept by the employer for a period of 3 years after termination of employment.

PART V

7. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Discovery may refuse a request for information on the following basis:

7.1 Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;

7.2 Mandatory protection of the commercial information of a third party, if the record contains:

7.2.1 Trade secrets of that third party;

7.2.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; and

7.2.3 Information disclosed in confidence by a third party to Discovery, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.

7.3 Mandatory protection of confidential information of third parties if it is protected in terms of any agreement or legislation;

7.4 Mandatory protection of the safety of individuals and the protection of property;

7.5 Mandatory protection of records which would be regarded as privileged in legal proceedings;

7.6 The commercial activities of Discovery, which may include:

7.6.1 Trade secrets of Discovery;

7.6.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Discovery;

7.6.3 Information which, if disclosed, could put Discovery at a disadvantage in negotiations or commercial competition;

7.6.4 A computer program which is owned by Discovery and which is protected by copyright.

Discovery

7.7 The research information of Discovery or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

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

8. ACCESS TO RECORDS HELD BY DISCOVERY

8.1 Records held by Discovery may be accessed by requests only once the prerequisite requirements for access have been met.

8.2 A requester is any person making a request for access to a record of or held by Discovery. There are two types of requesters:

8.2.1 PERSONAL REQUESTER

a. A personal requester is a requester who is seeking access to a record containing personal information about the requester.

b. Discovery will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

8.2.2 OTHER REQUESTER

a. This requester (other than a personal requester) is entitled to request access to information on third parties. However, Discovery is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

9. REQUEST PROCEDURE

9.1 A requester requiring access to information held by Discovery must complete the prescribed form, enclosed herewith as **ANNEXURE 1**, submit it to the Information Officer at the postal or physical address, fax number or electronic mail address recorded in Part II and pay a request fee and a deposit, if applicable.

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

9.2.1 The record or records requested;

9.2.2 The identity number of the requester;

9.2.3 The form of access required, if the request is granted;

9.2.4 The postal address or fax number of the requester.

9.3 The requester must state that he requires the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Discovery

9.4 Discovery will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.

9.5 The requester will be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.

9.6 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

9.7 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

9.8 The requester must pay the prescribed fee, before any further processing can take place.

10.FEES

10.1 The Act provides for two types of fees, namely:

10.1.1 A request fee, which will be a standard fee; and

10.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

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

10.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer will notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

10.4 The Information Officer will withhold a record until the requester has paid the fees as indicated in **ANNEXURE 2**.

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

10.6 If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer will repay the deposit to the requester.

11.DECISION

11.1 Discovery will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

Discovery

11.2 The 30 day period with which Discovery has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large number of information, or the request requires a search for information held at another office of Discovery and the information cannot reasonably be obtained within the original 30 day period. The Information Officer will notify the requester in writing should an extension be sought.

12. REMEDIES AVAILABLE WHEN DISCOVERY REFUSES A REQUEST FOR INFORMATION

12.1 INTERNAL REMEDIES

Discovery does not have internal appeal procedures. Therefore, the decision made by the Information Officer if final. Requesters who are dissatisfied with a decision of the Information Officer will have to exercise external remedies at their disposal.

12.2 EXTERNAL REMEDIES

A requester or a third party, who is dissatisfied with an Information Officer's refusal to disclose information or the disclosed information may within 30 days of notification of the decision, apply to the Constitutional Court, the High Court or another court of similar status for relief.

Discovery

ANNEXURE – 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

A. Particulars of private body

_____

_____

_____

_____

B. Particulars of Person requesting access to the record

(a)	*The particulars of the person who requests access to the records must be recorded below.*
(b)	*Furnish an address and/or fax number in the Republic to which information must be sent.*
(c)	*If applicable, attach proof of the capacity in which the request is made.*

Full Name and Surname:

_____

Identity Number:

_____

Postal Address:

_____

Telephone Number: _____

Fax Number: _____

E-mail address: _____

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

_____

_____

_____

Discovery

ANNEXURE – 1

C. Particulars of person of 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 the Record or relevant part of the record:

_____

_____

_____

_____

_____

2. Reference number, if available:

_____

3. Any further particulars of the 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 of the request fee.*

(c) *The* ***fee payable for access*** *to a record depends on the form in which the 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 therefore.*

Discovery

ANNEXURE – 1

Reason for exemption of payment of the fee:

_____

_____

_____

F. Form of Access to the Record:

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

Mark the appropriate box with an "X"

NOTES:

(a) *Your indication as to the required form of access depends on the form in which the record is available.*

(b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:

	Copy of record *		Inspection of record

2. If the record consists of visual images:

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

	View the images		Copy of the images *		Transcription of the images*

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? **A postal fee is payable.**	YES	NO

Discovery

ANNEXURE – 1

G. Particulars of right to be exercised or protected:

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

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

_____

_____

_____

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

_____

_____

_____

H. Notice of decision regarding request for access:

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

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

_____

_____

Signed at _____ this_____ day of _____ 20_____

_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

Discovery

ANNEXURE – 2

REPRODUCTION FEES

Where Discovery has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:(VAT inclusive)

• For every photocopy of an A4-size page or part thereof.	R1,25
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form.	R0,85
• For a copy in a computer-readable form on:	
— Stiffy disc.	R8,55
— Compact disc.	R79,80
• A transcription of visual images, for an A4-size page or part thereof.	R45,60
• For a copy of visual images.	R68,40
• A transcription of an audio record, for an A4-size page or part thereof.	R22,80
• For a copy of an audio record.	R34,20

Request fees:

Where a requester submits a request for access to information held by Discovery on a person other that the requester himself/herself, a request fee in the amount of R57, 00 is payable up-front before Discovery will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

THE APPLICABLE ACCESS FEES WHICH WILL BE PAYABLE ARE:

• For every photocopy of an A4-size page or part thereof.	R1,25
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form.	R0,85

Discovery

ANNEXURE – 2

• For a copy in a computer-readable form on:	
— Stiffy disc.	R8,55
— Compact disc.	R79,80
• A transcription of visual images, for an A4-size page or part thereof.	R45,60
• For a copy of visual images.	R68,40
• A transcription of an audio record, for an A4-size page or part thereof.	R22,80
• For a copy of an audio record.	R34,20
• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search).	R34,20
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where Discovery receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $^{1}/_{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations. Therefore, the fees reflected above are VAT inclusive.

CLIFFORD LEVIN ATTORNEYS

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

INDEX

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

1. **INTRODUCTION**

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Clifford Levin 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 Levin should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Clifford Levin Attorneys.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Clifford Levin Attorneys from time to time;
"Clifford Levin Attorneys"	shall mean Clifford Levin Attorneys, structured as a partnership / incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of Clifford Levin Attorneys has been appointed as the Information Officer of Clifford Levin 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:	Clifford Levin Attorneys
Partner and appointed Information Officer:	Mr Clifford Levin
Address:	No. 4 St David Lane,HOUGHTON
Postal Address:	P O Box 7834, JOHANNESBURG, 2000
Telephone:	(011) 648-9520
Fax:	(011) 648-9535
E-mail:	clevin@netactive.com
Website address:	www.attorneys.co.za\cliffordlevin

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

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

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

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

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

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

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

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

Clifford Levin 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 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 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 CLIFFORD LEVIN ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

Clifford Levin Attorneys holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Clifford Levin Attorneys
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Clifford Levin 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 Clifford Levin Attorneys website address is (www.attorneys.co.za\cliffordlevin) and it is accessible to anyone with access to the internet. It contains a profile on Clifford Levin 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 Clifford Levin 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 Clifford Levin Attorneys, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Clifford Levin Attorneys.

8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Clifford Levin Attorneys (www.attorneys.co.za\cliffordlevin) 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").

The Weymms Trust
Promotion of Access to Information Manual.

1 Introduction.

The TRUST is an Inter Vivos Trust conducting various Investments.

2 Company Contact Details.

Trustee Manager:	Mr. Ronald Arthur Francis.
Postal Address:	P O Box 1938, Jukskei Park, 2153.
Street Address:	29 Market Street, Johannesburg North, Randburg, 2194.
Tel Numbers:	(011) 462-7005.
Fax Numbers:	(011) 704-2089.
E-Mail	safar@netactive.co.za.
Registration:	Trust No: 7320/1995
Payments to:	The Weymms Trust.

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

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

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

Postal address:	Private Bag 2700 Houghton, 2041.
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za
E-Mail	PAIA@sahrc.org.za

4 Records available.

Various:	Employee Records. Employee Contracts. Audited Financial Statements. Tax Records. Management Accounts. Statutory Records

The Katesbbee House cc
Promotion of Access to Information Manual.

1 **Introduction.**

The COMPANY is a property rental business..

2 **Company Contact Details.**

Manager:	Mr. Ronald Arthur Francis.
Postal Address:	P O Box 1938, Jukskei Park, 2153.
Street Address:	29 Market Street, Johannesburg North, Randburg, 2194.
Tel Numbers:	(011) 462-7005.
Fax Numbers:	(011) 704-2089.
E-Mail	safar@netactive.co.za.
Registration:	CK 1996/054839/23
Payments to:	Katesbbee House cc.

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

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

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

Postal address:	Private Bag 2700 Houghton, 2041.
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za
E-Mail	PAIA@sahrc.org.za

4 **Records available.**

Various:	Employee Records. Employee Contracts. Audited Financial Statements. Tax Records. Management Accounts. Statutory Records

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

FOR

NORTON – LAMBRIANOS CC

2ND FLOOR MACLYN HOUSE
7 JUNE AVENUE
BORDEAUX, RANDBURG
PO BOX 50815 RANDBURG 2125
TELEPHONE (011) 504 3300
TELEFAX (011) 504-3306
DOCEX 436 JHB
E-MAIL norlam@cybertrade.co.za
Reg: CK2000/03654/23

1. CLOSE CORPORATION'S PARTICULARS

Norton-Lambrianos CC is a professional close corporation operating as a Call Centre, which specialises in the collection of large volumes of consumer debts.

Name of body:	NORTON-LAMBRIANOS CC
Appointed Information Officer :	DAVE FISHER
Physical Address:	2nd Floor, Maclyn House, 7 June Avenue, Bordeaux, Randburg
Postal Address:	P O Box 50815, Randburg, 2125
Telephone :	(011) 504 3300
Fax:	(011) 504 3306
E-mail:	norlam@cybertrade.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The South African Human Rights Commission must compile a guide on how to use the Act in terms of Section 10 of the Act by no later than August 2003 and queries must be directed to:

The South African Human Rights Commissioner
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

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

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

Norton-Lambrianos CC holds no information that is freely available without a requestor having to request access in terms of the Act.

4. MANUAL AND MANNER OF ACCESS

4.1 This manual is available for inspection at the offices of NORTON LAMBRIANOS CC, free of charge.

4.2 Copies of the manual may be obtained, subject to the payment of the prescribed fee at the offices of NORTON-LAMBRIANOS CC.

4.3 A copy of this manual is available at the Human Rights Commission, the Law Society of Northern Provinces and will be published in the Government Gazette.

4.4 A request for information should be in the prescribed form.

4.5 No request other than a personal request, will be processed without payment of the prescribed request fee.

4.6 If a request is granted an access fee must be paid.

4.7 The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request as to whether the request is granted or refused.

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

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

NORTON-LAMBRIANOS CC keeps information/documents in accordance with the following legislation :

- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Medical Schemes Act, Nr. 131 of 1998
- Unemployment Insurance Act, Nr. 63 of 2001
- Credit Agreements Act, Nr. 75 of 1980
- Regional Services Councils Act 109 of 1985

6. DOCUMENTS/INFORMATION HELD BY NORTON-LAMBRIANOS CC IN TERMS OF THE ACT

NORTON-LAMBRIANOS CC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of NORTON-LAMBRIANOS CC, including but not limited to client data base, fee structures.
- Standard Employment Contracts.
- Human Resources (personal information of past, present and prospective employees and partners/directors).
- Insurance Policies.
- Rules and Regulations relating to the Pension Fund.

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

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

FOR

NORTON-LAMBRIANOS

ATTORNEYS, NOTARIES & CONVEYANCERS

Norton Lambrianos Building 20 Republic Road Bordeaux Randburg • PO Box 50815, Randburg 2125
Telephone: (011) 886 3433 • Telefax: (011) 886 8320 • Docex 436 JHB

1. FIRM'S PARTICULARS

Norton-Lambrianos Attorneys and Conveyancers is a professional firm practising as attorneys, notaries and conveyancers admitted to practise as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

Name of body:	NORTON-LAMBRIANOS ATTORNEYS
Partner and Appointed Information Officer :	JEFFREY GRANT NORTON
Physical Address:	Norton Lambrianos Building, 20 Republic Road, Bordeaux, Randburg
Postal Address:	P O Box 50815, Randburg, 2125
Telephone :	(011) 886 3433
Fax:	(011) 886 8320
E-mail:	norlam@legalcom.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The South African Human Rights Commission must compile a guide on how to use the Act in terms of Section 10 of the Act by no later than August 2003 and queries must be directed to:

The South African Human Rights Commissioner
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

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

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

Norton-Lambrianos Attorneys and Conveyancers hold no information that is freely available without a requestor having to request access in terms of the Act.

4. MANUAL AND MANNER OF ACCESS

4.1 This manual is available for inspection at the offices of NORTON LAMBRIANOS ATTORNEYS, free of charge.

4.2 Copies of the manual may be obtained, subject to the payment of the prescribed fee at the offices of NORTON-LAMBRIANOS ATTORNEYS.

4.3 A copy of this manual is available at the Human Rights Commission, the Law Society of Northern Provinces and will be published in the Government Gazette.

4.4 A request for information should be in the prescribed form.

4.5 No request other than a personal request, will be processed without payment of the prescribed request fee.

4.6 If a request is granted an access fee must be paid.

4.7 The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request as to whether the request is granted or refused.

4.8 It should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the

SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "Regulations").

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

NORTON-LAMBRIANOS ATTORNEYS keeps information/documents in accordance with the following legislation :

- Insolvency Act, Nr. 24 of 1936 (Sections 14 and 155)
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Attorneys Act, Nr. 53 of 1979
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Medical Schemes Act, Nr. 131 of 1998
- Unemployment Insurance Act, Nr. 63 of 2001
- Administration of Estates Act, Nr. 66 of 1965
- Alienation of Land Act, Nr. 68 of 1981
- Deeds Registries Act, Nr. 47 of 1937
- Credit Agreements Act, Nr. 75 of 1980
- Sectional Title Act, Nr. 95 of 1986
- Transfer Duty Act, Nr. 40 of 1949
- Regional Services Councils Act 109 of 1985

6. DOCUMENTS/INFORMATION HELD BY NORTON-LAMBRIANOS ATTORNEYS IN TERMS OF THE ACT

NORTON-LAMBRIANOS ATTORNEYS hold the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of NORTON-LAMBRIANOS ATTORNEYS, including but not limited to client data base, fee structures.
- Standard Employment Contracts.
- Human Resources (personal information of past, present and prospective employees and partners/directors).
- Insurance Policies.
- Rules and Regulations relating to the Pension Fund.

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

7. GROUNDS FOR REFUSAL OF ACCESS

7.1 Mandatory protection of the privacy of a third party who is a natural person.

7.2 Mandatory protection of the commercial information of a third party.

7.3 Mandatory protection of certain confidential information of a third party.

7.4 Mandatory protection of the safety of individuals and the protection of property.

7.5 Mandatory protection of the safety of individuals and the protection of property.

7.6 Mandatory protection of records privileged from production in legal proceedings.

7.7 The commercial information of Norton-Lambrianos Attorneys.

7.8 Mandatory protection of research information of a third party.

8. DISSATISFACTION WITH DECISION OF HEAD OF NORTON LAMBRIANOS ATTORNEYS

A requestor that is dissatisfied with the decision of the Head of Norton-Lambrianos Attorneys, may subject to the provisions of the Act within 30 (THIRTY) days of notification of the decision, apply to the Court for appropriate relief.

The **Ronford Financial Enterprises cc**
Promotion of Access to Information Manual.

1 **Introduction.**

The COMPANY conducts business as an Accounting and Tax service office.

2 **Company Contact Details.**

Manager:	Mr. Ronald Arthur Francis.
Postal Address:	P O Box 1938, Jukskei Park, 2153.
Street Address:	29 Market Street, Johannesburg North, Randburg, 2194.
Tel Numbers:	(011) 462-7005.
Fax Numbers:	(011) 704-2089.
E-Mail	safar@netactive.co.za.
Registration:	CK 1994/013629/23
Payments to:	Ronford Financial Enterprises cc.

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

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

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

Postal address:	Private Bag 2700 Houghton, 2041.
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za
E-Mail	PAIA@sahrc.org.za

4 **Records available.**

Various:	Employee Records. Employee Contracts. Audited Financial Statements. Tax Records. Management Accounts. Statutory Records

Manual prepared in accordance with Section 51
of the Promotion of Access to Information Act No: 2 of 2000 for

SOMTA TOOLS (PTY) LIMITED
Company Registration Number : 1999/000030/07

Company Overview
Somta Tools (Pty) Ltd manufactures and markets engineers cutting tools such as Twist Drills, Milling Cutters, Reamers and Threading tools to international standards.

Part I

Name of body	:	Somta Tools (Pty) Ltd
Physical address	:	290-294 Edendale Road, Pietermaritzburg 3201, KwaZulu Natal
Postal address	:	Private Bag X401, Pietermaritzburg 3200, KwaZulu Natal
Head of Body	:	P C O'Dougherty (Managing Director)
or		J P M Grout (Financial Director)
Telephone No:	:	(033) 355 6600
Fax No	:	(033) 394 0564
E-mail	:	jgrout@somta.co.za

Part II
(Awaiting Guide in respect of Section 10 ex SAHRC. The Section 10 Guide will only be available from the South African Human Rights Commission in August 2003, as per e-mail and data from A Wlodarski dated 12/2/2003).

Part III
Advertising data which Somta Tools (Pty) Ltd can make available:

- Full line catalogues
- Price lists
- Manufacturing guide (abridged catalogue)
- User Guides in respect of Drills, Reamers & Taps
- User Guide in respect of Milling Cutters
- Technical data wall charts in respect of drills
- Technical data wall charts in respect of special application drills
- Technical data wall charts in respect of taps
- Promotional posters for drills
- Promotional posters for cutters
- Wall chart showing drill sizes for tapping
- Flyer for CBA taps
- Flyer for UD drills
- Flyer for Sorgers
- Flyer for rail drills
- Flyer for Chipbreaker drills

Part IV
Records are kept in accordance with such legislation as is applicable to Somta Tools (Pty) Ltd, which includes the following Acts:

1. Administration of Estates Act, No. 66 of 1965
2. Arbitration Act No. 42 of 1965

3. Basic Conditions of Employment No. 75 of1997
4. Companies Act No. 61 of 1973
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
7 Copyright Act No. 98 of 1978
8. Credit Agreements Act No. 75 of 1980
9. Currency and Exchanges Act No. 9 of 1933
10. Debtor Collectors Act No. 114 of 1998
11. Employment Equity Act No. 55 of 1998
12. Finance Act No. 35 of 2000
13. Financial Services Board Act No. 97 of 1990
14. Financial Relations Act No. 65 of 1976
15. Harmful Business Practices Act No. 23 of 1999
16. Income Tax Act No. 95 of 1967
17. Insolvency Act No. 24 of 1936
18. Insurance Act No 27 of 1943
19. Intellectual Property Laws Amendments Act No. 38 of 1997
20. Labour Relations Act No. 66 of 1995
21. Long Term Insurance Act No. 52 of 1998
22. Medical Schemes Act No. 131 of 1998
23. Occupational Health & Safety Act No. 85 of 1993
24. Pension Funds Act No. 24 of 1956
25. Post Office Act No. 44 of 1958
26. Protection of Businesses Act No. 99 of 1978
27. Regional Services Councils Act No. 109 of 1985
28. SA Reserve Bank Act No. 90 of 1989
29. Short Term Insurance Act No. 53 of 1998
30. Skills Development Levies Act No. 9 of 1999
31. Skills Development Act No. 97 of 1998
32. Stamp Duties Act No. 77 of 1968
33. Tax on Retirement Funds Act No. 38 of 1996
34. Trade Marks Act No. 194 of 1993
35. Unemployment Contributions Act No. 4 of 2002
36. Unemployment Insurance Act No. 63 of 2001
37. Usury Act No 73 of 1968
38. Value Added Tax Act No. 89 of 1991.

Part V (A)

Records which Somta Tools can make available are as listed under Part III above.

Confidential operational records of Somta Tools would include

- Debtors records
- Creditors records
- Sales records
- Stock records
- Accounting records in their entirety
- Salary and wages records
- Personnel records, including IOD information
- Software records
- Fixed asset register
- Banking record

- Supplier contracts
- Export customer contracts
- Annual financial statements
- Insurance details

Somta Tools (Pty) Ltd is a private company and, for competition reasons, the above information would not be made available other than in exceptional circumstances.

The company operates a Risc 6000 mainframe computer with various software packages covering debtors/sales/ stock systems, salaries/wages systems and financial systems. The company operates in excess of 80 PC's with many different software packages. Regular reconciliations are performed between software on hand and software on computer to ensure that at no time do we operate illegal software within the company.

Somta Tools (Pty) Ltd website is www.somta.co.za

Part V (B)
The requester must use the prescribed form, attached, to request information - whether information under Part V.A can or cannot be supplied to the requester will be decided on by the Management of Somta Tools (Pty) Ltd.

Part VI
The manual will be available for inspection

- at the offices of Somta Tools (Pty) Ltd, in Pietermaritzburg.

- at the offices of South African Human Rights Commission, Isle of Houghton - Wilds View, Entrance 1, Houghton, Johannesburg 2198. Tel: (011) 484 8300 and (011) 484 0582, or www.sahrc.org.za – e-mail paia@sahrc.org.za

- in the Government Gazette available from the Government Printer.

LABWARE AFRICA (PROPRIETARY) LIMITED

(Company registration number: - 1998/007523/07)

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

CONTENTS: -

1. **Company and contact details**
2. **The section 10 guide on how to use the Act**
3. **Records available in terms of any other legislation**
4. **Access to the records held by the private body in question**
5. **Other information as may be prescribed**
6. **Availability of the manual**

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Company and contact details

Name of company: - LabWare Africa (Pty) Ltd

Introduction: - The Company is an information technology consulting firm, which specialises in distribution and integration of cutting-edge software solutions for the Laboratory and Industrial environments.

The main objectives are to recommend and provide the best strategies for customers to reduce cost, manage risk and improve productivity through a combination of process design and integration and the successful application of the latest and most appropriate technologies. To this end, LabWare Africa is continually looking for new product technology to expand the range of services and partnered solutions that can be offered to clients.

Contact details: -

Street address: - Devon House, Hampton Park, 20 Georgian Crescent, Bryanston, Gauteng.

Postal address: - PO Box 98725, Sloane Park 2152.

Phone number: - 011 516 8700

Fax number: - 011 463 5728

Contact person: - John Warfield on 011 516 8701 or Warfield@labware.co.za

Website address: - International www.labware.com, South Africa www.labware.co.za

Auditors: - KPMG Inc. Private Bag 9, Parkview 2122

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

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

The South African Human Rights Commission, PAIA Unit, The Research and Documentation Department.

Postal address: - Private Bag 2700, Houghton 2041.

Phone number: - 011 484 8300

Fax number: - 011 484 0582

Website address: - www.sahrc.org.za

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

3. Records available in terms of any other legislation

Basic Conditions of Employment No. 75 of1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980
Currency and Exchanges Act No. 9 of 1933
Customs and Excise Act No. 91 of 1964
Employment Equity Act No. 55 of 1998
Finance Act No. 35 of 2000
Financial Services Board Act No. 97 of 1990
Income Tax Act No. 95 of 1967
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Manpower Training Act No. 56 of 1981
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Trade Marks Act No. 194 of 1993
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991
Workmen's Compensation Act No. 30 of 1941

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

4 (i) The latest notice regarding the categories of records of LabWare Africa, which are available without a person having to

request access in terms of this Act in terms of section 52(2), is covered by the information on the company's South African website: - **www.labware.co.za**

4 (ii) Records held and maintained by LabWare Africa, and which may be requested, are: -

Company records: -	Accounting and Finance
	Human Resources
	Strategy
	Operations
	Information Technology
Customer related records:	Customers
	Sales and Marketing
	Products
	Support
	Services
Other: -	Ownership
	Directors
	Secretarial
	Research and Development

4 (iii) The request procedures:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the contact details of LabWare Africa under paragraph 1. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable LabWare Africa to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of LabWare Africa.

Fees:

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

- LabWare Africa must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to LabWare Africa is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After LabWare Africa 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.

5. Other information as may be prescribed

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

6. Availability of the manual

Copies of this manual are available for inspection at the offices of LabWare Africa (Pty) Ltd and copies can be made at a charge of R1.10 per A4 page. Copies are also available from the South African Human Rights Commission, the Government Printing Works and LabWare Africa's South African website address at www.labware.co.za.

Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

VECTOR FINANCIAL SERVICES LIMITED (REGISTRATION NUMBER: 1991/001105/06)

1 CONTACT PARTICULARS

Director: C D Shone

220A
Ocean View Drive
Fresnaye
Cape Town

P O Box 2215
Cape Town
8000

Tel: (021) 433 1025

Fax: (021) 433 0473

2 GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3 FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH VECTOR FINANCIAL SERVICES LIMITED HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

Copies of the prescribed forms to be completed for submitting a request are available from Vector Financial Services Limited.

4 INFORMATION HELD

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

4.1 COMPANIES ACT 61 OF 1973 (as amended)

4.2 INCOME TAX ACT 58 OF 1962

5 THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES ON EACH SUBJECT ARE AS LISTED BELOW. PLEASE NOTE THAT A REQUESTOR IS NOT AUTOMATICALLY ALLOWED TO THESE RECORDS AND THAT ACCESS TO THEM MAY BE REFUSED IN ACCORDANCE WITH SECTION 62 TO 69 OF THE ACT.

5.1 FINANCIAL RECORDS

5.1.1 Annual Financial reports

5.1.2 Income tax returns and assessments

5.1.3 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Vector Financial Services Limited.

The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Director.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of Vector Financial Services Limited on request.

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

Mandatory grounds for refusal include but are not limited to –

- Information for the protection of the privacy of individuals

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

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Vector Financial Services Limited, copies are also available from the South African Human Rights Commission and from the Government printer.

TONTINE (PROPRIEATRY) LIMITED (REGISTRATION NUMBER: 2000/014152/07)

1 CONTACT PARTICULARS

Director: C D Shone

220A
Ocean View Drive
Fresnaye
Cape Town

P O Box 2215
Cape Town
8000

Tel: (021) 433 1025

Fax: (021) 433 0473

2 GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3 FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH TONTINE (PTY) LIMITED HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

Copies of the prescribed forms to be completed for submitting a request are available from Tontine (Pty) Limited.

4 INFORMATION HELD

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

4.1 COMPANIES ACT 61 OF 1973 (as amended)

4.2 INCOME TAX ACT 58 OF 1962

5 THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES ON EACH SUBJECT ARE AS LISTED BELOW. PLEASE NOTE THAT A REQUESTOR IS NOT AUTOMATICALLY ALLOWED TO THESE RECORDS AND THAT ACCESS TO THEM MAY BE REFUSED IN ACCORDANCE WITH SECTION 62 TO 69 OF THE ACT.

5.1 FINANCIAL RECORDS

5.1.1 Annual Financial reports

5.1.2 Income tax returns and assessments

5.1.3 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Tontine (Pty) Limited.

The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Director.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of Tontine (Pty) Limited on request.

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

Mandatory grounds for refusal include but are not limited to –

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

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Tontine (Pty) Limited, copies are also available from the South African Human Rights Commission and from the Government printer.

THE ROCHELLE TRUST
(IT 3371/94)

1 CONTACT PARTICULARS

Trustee: C D Shone

220A
Ocean View Drive
Fresnaye
Cape Town

P O Box 2215
Cape Town
8000

Tel: (021) 433 1025

Fax: (021) 433 0473

2 GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3 FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH THE ROCHELLE TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

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

4 INFORMATION HELD

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

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

5 THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES ON EACH SUBJECT ARE AS LISTED BELOW. PLEASE NOTE THAT A REQUESTOR IS NOT AUTOMATICALLY ALLOWED TO THESE RECORDS AND THAT ACCESS TO THEM MAY BE REFUSED IN ACCORDANCE WITH SECTION 62 TO 69 OF THE ACT.

5.1 **PROPERTIES**

5.1.1 Property

5.1.2 Agreements

5.2 **FINANCIAL RECORDS**

5.2.1 Annual Financial reports

5.2.2 Income tax returns and assessments

5.2.3 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of The Rochelle Trust.

The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of The Rochelle Trust on request.

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

Mandatory grounds for refusal include but are not limited to –

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

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of The Rochelle Trust, copies are also available from the South African Human Rights Commission, from the Government printer.

THE BARRUCH TRUST
(IT 6569/97)

1 CONTACT PARTICULARS

Trustee: C D Shone

220A
Ocean View Drive
Fresnaye
Cape Town

P O Box 2215
Cape Town
8000

Tel: (021) 433 1025

Fax: (021) 433 0473

2 GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3 FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH THE BARRUCH TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

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

4 INFORMATION HELD

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

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

5 THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES ON EACH SUBJECT ARE AS LISTED BELOW. PLEASE NOTE THAT A REQUESTOR IS NOT AUTOMATICALLY ALLOWED TO THESE RECORDS AND THAT ACCESS TO THEM MAY BE REFUSED IN ACCORDANCE WITH SECTION 62 TO 69 OF THE ACT.

5.1 **PROPERTIES**

5.1.1 Property

5.1.2 Agreements

5.2 **FINANCIAL RECORDS**

5.2.1 Annual Financial reports

5.2.2 Income tax returns and assessments

5.2.3 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of The Barruch Trust.

The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of The Barruch Trust on request.

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

Mandatory grounds for refusal include but are not limited to –

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

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of The Barruch Trust, copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL PREPARED IN ACCORDANCE WITH

SECTION 51 OF THE

PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000

FOR

GOODALL AND BOURNE TRUST COMPANY (PTY) LTD
("the Goodall and Bourne Group")
(including all its subsidiary companies)

(Based on the format suggested by The South African Human Rights Commission)

1. Introduction to the Goodall and Bourne Group

The Goodall and Bourne Group conducts long term insurance and related businesses in South Africa and comprises of the following companies –

a) Goodall and Bourne Trust Company (Pty) Ltd (registration number: 1996/016912/07) which is the holding company;

b) Goodall and Bourne Assurance (Pty) Ltd (registration number: 1952/000379/07) which is registered as a long term insurer in terms of the Long Term Insurance Act, 52 of 1998, as amended;

b) Goodall and Bourne Insolvency Practitioners (Pty) Ltd (registration number: 1991/006890/07) which conducts the business of Insolvency Practitioners and Advisors;

c) Goodall and Bourne Credit (Pty) Ltd (registration number: 1999/004173/07) which conducts the business of Micro Lending;

d) Goodall and Bourne Executors and Administrators (Pty) Limited (registration number: 2000/008160/07) which conducts the business of the administration of deceased's estates and related matters;

e) Goodall and Bourne Properties (Pty) Limited (registration number: 1955/002409/07);

f) Goodall and Bourne Properties (South Western Districts) (Pty) Limited (registration number: 1977/001665/07);

g) Goodall and Bourne Properties (Wale Street) (Pty) Limited (registration number: 1998/017002/07);

h) Goodall and Bourne Properties Holdings (Pty) Limited (registration number: 1998/017001/07);

i) Goodall and Bourne Undertakers (Athlone) (Pty) Limited (registration number: 1977/001655/07);

j) Goodall and Bourne Undertakers (Cape Town) (Pty) Limited (registration number: 1998/022464/07);

k) Goodall and Bourne Undertakers (Kraaifontein) (Pty) Limited (registration number: 1999/018393/07);

l) Goodall and Bourne Undertakers (Mossel Bay) (Pty) Limited (registration number: 1998/022796/07);

m) Goodall and Bourne Undertakers (Port Elizabeth) (Pty) Limited (registration number: 1948/03234507);

n) Goodall and Bourne Undertaking Holdings (Pty) Limited (registration number: 1998/01700007);

o) Goodall and Co Undertakers (Pty) Limited (registration number: 1937/009956/07);

p) The Goodall & Company Funeral Assurance Society (Pty) Limited (registration number: 1937/00995507) which is registered as a long term insurer in terms of the Long Term Insurance Act, 52 of 1998, as amended.

This manual provides the relevant information for all members of the Goodall and Bourne Group as these companies have the same head, the same physical and postal addresses, the same contact person, and the same contact details.

2. Contact details

Head:	Mr Chris Shone (Group Managing Director)
Contact Person:	Mr Chris Shone
Physical Address:	10 Dorp Street, Cape Town, 8001
Postal Address:	P O Box 2215; Cape Town; 8000; South Africa
Telephone:	(+2711) 424 8040
Telefax:	(+2711) 423 7995
email:	gandbinfo@gandb.co.za
website:	www.goodallandbourne.co.za

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

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

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

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

4. Records in terms of any other legislation

1) The company records required by the Registrar of Companies in terms of the **Companies Act**, 61 of 1973.

3) The insurance records required by the Registrar of Long-term Insurance in terms of the **Long-Term Insurance Act**, 52 of 1998;

4) The insurance and related records required by the Financial Services Board as regulated by:
the **Financial Services Board Act**, 97 of 1990;
the **Inspection of Financial Institutions Act**, 80 of 1998;
the **Financial Intelligence Centre Act**, 38 of 2001;
the **Financial Markets Control Act**, 55 of 1989; and
the **Financial Advisory and Intermediary Services Act,** 37 of 2002

5) The tax records filed in accordance with;
the **Income Tax Act** 58 of 1962; and
the **Value-Added Tax Act**, 89 of 1991

6) The human resources and related records required in terms of;
the **Unemployed Insurance Act**, 30 of 1966;
the **Occupational Health and Safety Act**, 85 of 1993;
the **Labour Relations Act**, 66 of 1995;
the **Basic Conditions of Employment Act**, 75 of 1997;
the **Employment Equity Act**, 55 of 1998; and
the **Skills Development Levies Act**, 9 of 1999

7) Other records required in terms of;
the **Administration of Estates Act** 66 of 1965;
the **Estate Duty Act** 45 of 1955;
the **Usury Act** 73 of 1968;
the **Insolvency Act** 24 of 1936; and
the **Prevention of Organised Crime Act**, 121 of 1998

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

i. The categories of records that are available without a person having to request access in terms of this Act:

- The Group's WebPage (www.goodallandbourne.co.za), which is accessible to anyone who has access to the internet, contains certain information regarding the Goodall and Bourne Group and its products and services generally.

ii. A description of the records that may be requested, and the categories in which these subjects are classed:

- Operational Information
  This is the information relating to the business activities of the Goodall and Bourne Group, and includes information such as the records of claims and

premiums and other documents in respect of the long-term insurance business undertaken by the Goodall and Bourne Group; reinsurance arrangements; accounting and investment activities.

Additional information in relation to the activities of subsidiary companies includes details of fixed property and assets owned, deceased and insolvent estates being administered, money lending transactions conducted, undertaking services provided and accounting and related documentation relating to these activities generally.

- Administration Information
  This is the information relating to the day-to-day running of the Goodall and Bourne Group, and is generally of little or no use to persons outside the organisation. This information includes items such as the internal telephone lists, address lists, company policies, company contracts, employee records and general "house keeping" information.

- Communications
  This includes correspondence to and from persons within and without the Goodall and Bourne Group.

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

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

Fees:

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

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

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

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

The manual is also available for inspection at the Group's offices; and copies will be available with the SAHRC, in the Gazette and on the website.

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 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 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

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 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.

9. Prescribed forms

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000)
[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and 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 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

Mark the appropriate box with an **X**.

NOTES:

(a) 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:

	copy of record*		inspection of record

2. If record consists of visual images
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	view the images		copy of the images*		transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? **Postage is payable.**	YES	NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the 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

Dr S Landau

Practice number 0180000097764
Registration number 0453544

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 Dr Stanley Landau. I run my practice according to the requirements set by the Health Professions Act of 1974, and am subject to the authority of the Health Professions Council of South Africa(HPCSA). My business is to practice medicine within the scope and ambit of my competence and training, as defined from time to time. I am bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality , unless legislation or a court order compels me to breach this duty. Requesters should note that commercial and financial information may be withheld on the grounds of sections.

Section A-my details

Full name	Dr Stanley Landau
Registration number	MP 0453544
Registered address	PO Box 653059 Benmore 2010
Postal address	PO box 653059 Benmore 2010
Telephone number	011- 7842554
Fax number	011-7840958

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 private 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 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 , Promotion of access to information act, private bag 2700 Houghton 2041 telephone 011484-8300 fax 0114840582 or 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 of form of practice

I am practising in a solus practice and no official consulting documentation is held.

(b) information relating to the professional status of persons working in the practice

Certificates and cards proving professional registartion at the HPCSA and other boards and councils, proof of payment of registration fees and certificates of good standing

(c)assets ,financial information and records held in terms of medicines control act of 1965

Register of mortgages and debentures and fixed asstes, annual financial statements, accounting records, bank statements, delivery notes, orders, invoices, statements, receipts, vouchers, bills of exchange and claims to medical schemes.

(d) patient records

Records are held on all patients, these are kept between 6 and 9 years or as legislation so deems. Childrens records are kept until age 21 years. These records constitute personal information that is protected from

unauthorised third party access.

(e) employment records
Employees names, time worked, attendance register, salary register, skills development plan and training register, IRP5's and tax information, employee contracts and policies

(f) health and safety
Evacuation plan, information related to health and safety officer

(g) property- fixed and moveable
Leases and asset register

(h) intellectual property
Research and development agreements

(I) agreements and contracts
Software data. IT agreements

(j) tax and vat
Copies of all income tax and tax returns relating to income tax and vat

(k) legal
Complaints, briefs and other documents pertaining to any actual , pending or threatened litigation, arbitration or investigations

(l) insurance
Insurance policies, professional indemnity, claims and details of 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. This form can be attained from our information officer, the SAHRC website(www.sahrc.org.za) or from the department of justice and constitutional development (www.doj.gov.za). There is a prescribed fee for requesting and accessing information in terms of the act. Details of these fees are contained in the requset form. You may be called upon to pay any additional fees prescribed by the regulation for searching for and comiling any information which you have requested.

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 or not 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 in formation.

VAN HULSTEYNS
ATTORNEYS

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

INDEX

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Van Hulsteyns 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. C.D. Christos should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Van Hulsteyns.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Van Hulsteyns from time to time;
"Van Hulsteyns"	shall mean Van Hulsteyns Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior partner of Van Hulsteyns Attorneys has been appointed as the Information Officer of Van Hulsteyns 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:	Van Hulsteyns Attorneys
Partner and appointed Information Officer:	Mr. C.D. Christos
Address:	Ground Floor, East Wing, Primegro Place, 18 Rivonia Road, Illovo, Sandton
Postal address:	P.O. Box 653148, Benmore, 2010
Telephone:	(011) 772-0800
Fax:	(011) 772-0826
E-mail:	chris@vanhulsteyns.co.za

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

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

Contact details of the South African Human Rights Commission are as follows:
PA/A 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. 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.

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

Van Hulsteyns 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 (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 a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

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

VAN HULSTEYNS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of VAN HULSTEYNS
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Van Hulsteyns Personnel Report
- Human Resources (personal information of past, present and prospective employees and Partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Van Hulsteyns 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 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 of the offices of Van Hulsteyns, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Van Hulsteyns.

8.3 The manual can also be accessed on the websites of the SAHRC (w.w.w.sahrc.org.za) and Van Hulsteyns and will be published in the *Government Gazette*.

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

MANUAL

of

MEDIKREDIT INTEGRATED HEALTHCARE SOLUTIONS (PTY) LTD

(Registration Number 1995/001794/07)
("MediKredit")

and

its wholly owned subsidiaries listed below
("MediKredit Group")

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

(Private Body)

Version : 00
Date : 13th February 2003

© 2003 MediKredit Integrated Healthcare Solutions (Pty) Ltd
This manual may not be copied in whole or in part without the written and express permission of MediKredit Integrated Healthcare Solutions (Pty) Ltd.
The fees and request forms are not protected by copyright.

1. INTRODUCTION TO MEDIKREDIT

1.1 MediKredit is a technology company that offers financial and clinical risk management services to both funders and providers of healthcare. MediKredit's business model is to provide on-line real-time technology solutions that through economies of scale provide a cost effective claims processing service to both providers and funders of healthcare. This enables the effective and efficient management of patients through the availability of information at the time of service.

1.2 The following companies are wholly owned subsidiaries of MediKredit :

1.2.1 Performance Health (Pty) Limited (Registration Number 1995/001232/07);
1.2.2 HealthNet (Pty) Limited (Registration Number 1962/050149/07);
1.2.3 Superscripts (Pty) Limited (Registration Number 1987/000752/07);
1.2.4 MediKredit (SA) (Pty) Limited (Registration Number 1970/002653/07).

2. CONTACT DETAILS FOR MEDIKREDIT GROUP(*Section 51(1)(a) of the Act*)

2.1	**Name of Private Bodies**	-	MediKredit Integrated Healthcare Solutions (Proprietary) Limited (Registration Number 1995/001794/07) and its wholly owned subsidiaries listed above
2.2	**Head of Private Bodies**	-	Wimpie J Du Plessis Chief Executive Officer
2.3	**Appointed Information Officer**	-	Karen van Rensburg Company Secretary
2.4	**E-mail address of Information Officer**	-	karenvr@medikredit.co.za
2.5	**Postal Address**	-	P O Box 692 Parklands 2121
2.6	**Physical Address**	-	132 Jan Smuts Avenue Parkwood 2193
2.7	**Phone Number**	-	+27 11 770 6000
2.8	**Facsimile Number**	-	+27 11 770 6059
2.9	**Website**	-	www.medikredit.co.za

The Chief Executive Officer has authorised the Company Secretary to deal with all matters and requests in terms of the Act.

3. **THE GUIDE AS DESCRIBED IN SECTION 10 (*Section 51(1)(b) of the Act*)**

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission ("SAHRC"). This guide contains information relating to the Act including but not limited to the correct procedure to follow and remedies available. The guide will be made available by the SAHRC by no later than August 2003. The contact details for the SAHRC are :

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

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

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

A list of legislation setting out a description of the records of MediKredit which are available in accordance with such legislation is as follows :

4.1 Companies Act 61 of 1973;
4.2 Labour Relations Act 66 of 1995;
4.3 Employment Equity Act 55 of 1998;
4.4 Basic Conditions of Employment Act 75 of 1997;
4.5 Income Tax Act 58 of 1962;
4.6 Value Added Tax Act 89 of 1991;
4.7 Trade Marks Act 194 of 1995;
4.8 Unemployment Insurance Act 63 of 2001;
4.9 Skills Development Act 97 of 1998;
4.10 Skills Development Levies Act 9 of 1999.

Please note that the list set out above is not exhaustive.

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

5.1 The following records are freely available on the MediKredit website www.medikredit.co.za :

5.1.1 Information Bulletins;
5.1.2 Old Mutual Electronic Medicine Benefit Lists for certain medical schemes;
5.1.3 MMAP Listings;
5.1.4 Public Domain NAPPI Files;
5.1.5 Circulars and Levy Charts for providers;
5.1.6 Automatic authorisation lists for certain medical schemes.

5.2 No notices have been published in terms of Section 52(2) of the Act to date.

6. **OTHER RECORDS AVAILABLE IN TERMS OF THE ACT *(Section 51(1)(e) of the Act)***

The MediKredit Group maintains records on the following categories and subject matters (please note that the accessibility of the records listed below may be subject to the grounds of refusal as set out in the Act and inclusion in this list does not imply that the request for the record will be granted) :

6.1 *Financial Documents and Records :*

6.1.1 Ledgers, sub-ledgers and supporting documentation;
6.1.2 Journals;
6.1.3 Fixed asset register;
6.1.4 Management accounts;
6.1.5 Annual financial statements;
6.1.6 Month end records;
6.1.7 Budgets;
6.1.8 GAP system and database;
6.1.9 Minutes of meetings relating to financial matters;
6.1.10 VAT records;
6.1.11 Tax records including tax returns and assessments;
6.1.12 Invoices;
6.1.13 Statements;
6.1.14 Financial control reports;
6.1.15 Age analysis;
6.1.16 Correspondence.

6.2 *Legal and Company Secretarial Records :*

6.2.1 Copies of documents of incorporation;
6.2.2 Copies of the Memorandums and Articles of Association;
6.2.3 Minutes of Board of Directors meetings;
6.2.4 Statutory company documentation;
6.2.5 Contracts;
6.2.6 Standard operating procedures and policies.

6.3 *Human Resources Documents and Records :*

6.3.1 Insurance policies;
6.3.2 Business continuity plans;
6.3.3 Human Resource policy documents;
6.3.4 Employment contracts;
6.3.5 PAYE records;
6.3.6 UIF records;
6.3.7 Leave records;
6.3.8 Disciplinary codes and procedures and records;
6.3.9 Performance management records;
6.3.10 Long service awards;
6.3.11 Employment equity plan;
6.3.12 Attendance register records;
6.3.13 Medical aid records.

6.4 *Sales and Marketing Documents and Records :*

6.4.1 Customer database;

6.4.2 Service provider database;
6.4.3 Brochures and newsletters in respect of products and services offered by the MediKredit Group;
6.4.4 Vendor accreditation records;
6.4.5 Minutes of meetings of Sales and Marketing departments.

6.5 *Health Informatics Records :*

6.5.1 Customer specific reports and surveys.

6.6 *Clinical Records :*

6.6.1 Automatic authorised lists;
6.6.2 Chronic medication lists;
6.6.3 Chronic medication claims documentation;
6.6.4 Clinical protocols;
6.6.5 HIV managed care documentation;
6.6.6 Medifiles;
6.6.7 Sets database;
6.6.8 Surgical coding;
6.6.9 Clinical reports;
6.6.10 Clinical project documentation;
6.6.11 Minutes of meetings of Clinical Department.

6.7 *NAPPI Records :*

6.7.1 NAPPI database;
6.7.2 NAPPI request and query documentation;
6.7.3 Product price lists;
6.7.4 Product inserts and labels;
6.7.5 Reports and statistics.

6.8 *Projects Records :*

6.8 Various documentation relating to specific projects.

6.9 *Implementation Records :*

6.9.1 Implementation forms;
6.9.2 Circulars;
6.9.3 Summaries and statistics;
6.9.4 Questionnaires and checklists.

6.10 *Call Centre Records :*

6.10.1 Call log database;
6.10.2 Statistics;
6.10.3 Incentive programme documentation.

6.11 *Data Administration Records :*

6.11.1 Rules database;
6.11.2 Supporting documentation relating to the aforementioned.

6.12 *Customer Support Records :*

6.12.1 Query documentation;
6.12.2 Reports;
6.12.3 MOLI enquiry system.

6.13 *Training Records :*

6.13.1 Manuals;
6.13.2 Registers;
6.13.3 Assessment documentation;
6.13.4 Results schedules.

6.14 *Quality Control Records :*

6.14.1 Audit summaries and reports;
6.14.2 CERM and ASPO records;
6.14.3 Statistic reports.

6.15 *Distribution Records :*

6.15.1 Requisition forms;
6.15.2 Order forms and delivery notes;
6.15.3 Filing lists and records;
6.15.4 Vehicle authorisation forms and log books;
6.15.5 Asset registration forms;
6.15.6 Assets pass in – pass out book.

6.16 *Information Technology Records :*

6.16.1 Licenses;
6.16.2 Software programmes and applications;
6.16.3 Computer generated databases.

7. **OTHER INFORMATION AS MAY BE PRESCRIBED (*Section 51(1)(f) of the Act*)**

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

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

8.1 The manual is available for inspection at the offices of MediKredit during office hours and on the MediKredit website (www.medikredit.co.za) free of charge.

8.2 A copy is also available at the SAHRC at the address mentioned under point 3 above as well as the Government Gazette.

9. **THE REQUEST PROCEDURES IN TERMS OF THE ACT**

9.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the authorised information officer using the address, fax number or electronic mail address set out in paragraph 2 above. *(s 53(1))*

9.2 The requester must provide sufficient detail on the request form to enable the authorised information officer to identify the record and the requester. The requester should also indicate which form of access is required and if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. (*s 53(2)(a) and (c)*)

9.3 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right. (*s 53(2)(d)*)

9.4 If a request is made on behalf of a person, the requester must then summit proof of the capacity in which the requester is making the request to the satisfaction of the authorised information officer. (*s 53(2)(f)*)

9.5 The authorised information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee. (*s 22(1)*)

9.6 The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. (*s 22(3)(b)*)

9.7 The authorised information officer will then make a decision on the request and notify the requester in the required form.

9.8 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. (*s 22(6)*)

10. **FEES**

Fee structures are available on any of the following websites :

10.1 SAHRC Website – www.sahrc.org.za

10.2 Department of Justice and Constitutional Development – www.doj.gov.za under "Regulations"

10.3 MediKredit website – www.medikredit.co.za

11. **REQUEST FORMS**

Request forms are available on any of the following websites :

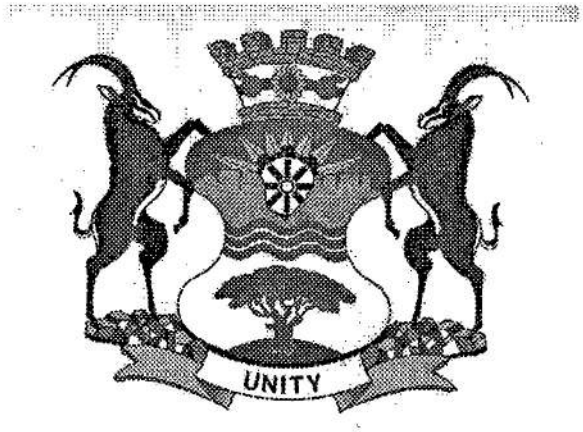
11.1 SAHRC Website – www.sahrc.org.za

11.2 Department of Justice and Constitutional Development – www.doj.gov.za under "Regulations"

11.3 MediKredit website – www.medikredit.co.za

RUSTENBURG LOCAL MUNICIPALITY

ACCESS TO INFORMATION MANUAL



INDEX

1. INTRODUCTION 1

2. STRUCTURAL DESCRIPTION AND FUNCTIONS OF THE RUSTENBURG LOCAL MUNICIPALITY 1

2.1 Functions 1

2.2 Structure and Schematic diagram of the Rustenburg Local Municipality 3

2.2.1 Structure 3

2.3 Core responsibilities of the Directorates 4

2.3.1 Municipal Manager 4

2.3.2 Planning and Development 5

2.3.3 Public Safety 5

2.3.4 Corporate Support Services 5

2.3.5 Community Development 7

2.3.6 Financial Services 7

2.3.7 Infrastructure Development and Management 8

3. GENERAL INFORMATION REGARDING A MUNICIPALITY 9

3.1 Budgeting 9

3.2 Integrated Development Planning 10

3.3 Procurement 10

3.4 Tariffs 11

3.5 Indigent Support 11

3.6 Credit Control and Debt Collection 12

3.7 Executive Mayor 13

3.8	Ward Committees	13
3.9	Councillors	14
3.10	Municipal Council	15
4.	GENERAL CONTACT DETAILS	16
5.	GUIDE ON HOW TO USE THE ACT	18
6.	REQUEST FOR ACCESS TO RECORDS OF THE RUSTENBURG LOCAL MUNICIPALITY	18
6.1	Categories automatically available to employees without a formal request	18
6.2	Categories automatically available to the general public without a formal request	
6.2.1	General public	20
6.2.2	Specific categories of persons	21
6.3	Categories which are not automatically available	19
6.3.1	Personnel records	19
6.3.2	Customer and levy payer-related records	20
6.3.3	Municipal records	20
6.3.4	Other parties	21
7.	HOW TO REQUEST ACCESS TO RECORDS	21
7.1	Informal procedure for requesting records automatically available	21
7.1.1	Where the record to be requested	21
7.2	Procedure for requesting a record not automatically available	22
8.	PROCEDURES TO BE FOLLOWED IF A REQUEST FOR ACCESS TO INFORMATION IS DECLINED OR NOT RESPONDED TO	24
9.	SERVICES AVAILABLE TO THE PUBLIC AND HOW TO GAIN ACCESS TO SUCH SERVICES	25
10.	PUBLIC PARTICIPATION GUIDELINES	25
11.	FEES	25

RUSTENBURG LOCAL MUNICIPALITY

ACCESS TO INFORMATION MANUAL

1. INTRODUCTION

1.1 The Promotion of Access to Information Act, no. 2 of 2000 ("The Act") was enacted on the 3 February 2000, giving effect to the constitutional right of access to 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 set at the requisite procedural issues attached to such request.

1.2 Purpose of the manual

- Foster a culture of transparency and accountability giving effect to every person's right of access to information.
- Actively promote a society in which the community within the jurisdictional area of the Rustenburg Local Municipality have effective access to information to enable them to fully exercise and protect all of their rights.

2. STRUCTURAL DESCRIPTION AND FUNCTIONS OF THE RUSTENBURG LOCAL MUNICIPALITY

2.1 Functions

The functions of the Rustenburg Local Municipality are listed inter alia in Section 152, 153, 156 and 229 of the Constitution of South Africa, which reads as follows:

Section 152 objects of Local Government –

152 **Objects of local government**

(1) The objects of local government are –

(1) to provide democratic and accountable government for local communities;
(2) to ensure the provision of services to communities in a sustainable manner;
(3) to promote social and economic development;
(4) to promote a safe and healthy environment; and

(5) to encourage the involvement of communities and community organisations in the matters of local government.

(2) A municipality must strive, within its financial and administrative capacity, to achieve the objects set out in subsection (1).

153 Development duties of municipalities

A municipality must –

(a) structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and

(b) participate in national and provincial development programmes.

156 Powers and functions of municipalities

(1) A municipality has executive authority in respect of, and has the right to administer –

(a) the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and

(b) any other matter assigned to it by national or provincial legislation.

(2) A municipality may make and administer by-laws for the effective administration of the matters which it has the right to administer.

(3) Subject to section 151(4), a by-law that conflicts with national or provincial legislation is invalid. If there is a conflict between a by-law and national or provincial legislation that is inoperative because of a conflict referred to in section 149, the by-law must be regarded as valid for as long as that legislation is inoperative.

(4) The national government and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Part A of Schedule 4 or Part A of Schedule 5 which necessarily relates to local government, if –

(a) that matter would most effectively be administered locally; and

(b) the municipality has the capacity to administer it.

(5) A municipality has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.

229 Municipal fiscal powers and functions

(1) Subject to subsections (2), (3) and (4), a municipality may impose–

(a) rates on property and surcharges on fees for services provided by or on behalf of the municipality; and

(b) if authorised by national legislation, other taxes, levies and duties appropriate to local government or to the category of local government into which that municipality falls, but no municipality may impose income tax, value-added tax, general sales tax or customs duty.

(2) The power of a municipality to impose rates on property, surcharges on fees for services provided by or on behalf of the municipality, or other taxes, levies or duties –

(a) may not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities across municipal boundaries, or the national mobility of goods, services, capital or labour; and

(b) may be regulated by national legislation.

(3) When two municipalities have the same fiscal powers and functions with regard to the same area, an appropriate division of those powers and functions must be made in terms of national legislation. The division may be made only after taking into account at least the following criteria:

(a) The need to comply with sound principles of taxation.

(b) The powers and functions performed by each municipality.

(c) The fiscal capacity of each municipality.

(d) The effectiveness and efficiency of raising taxes, levies and duties.

(e) Equity.

(4) Nothing in this section precludes the sharing of revenue raised in terms of this section between municipalities that have fiscal power and functions in the same area.

(5) National legislation envisaged in this section may be enacted only after organised local government and the Financial and Fiscal Commission have been consulted, and any recommendations of the Commission have been considered.

2.2 Structure of the Rustenburg Local Municipality

2.2.1 Structure

Rustenburg Local Municipality consists of a political component of councillors elected in terms of applicable legislation of South Africa and an administrative component made up by different Directorates which together operates as one unit. The area of jurisdiction of Rustenburg Local Municipality is the municipal area of jurisdiction as was determined by Provincial Government Notice 301 of 2000, in terms of Section 12(1) and (3) and Section 14(1) and 14(2) of the Local Government: Municipal Structures Act, 1998.

The Executive Mayor, Clr T A Mabe is the political head of the Rustenburg Local Municipality while the Municipal Manager is both the Administrative Head and Accounting Officer of the municipality. The directorates which make up the administration of the municipality are headed by Directors directly accountable to the Municipal Manager.

2.3 **Core responsibilities of the Directorates**

2.3.1 Municipal Manager

The formulation, development and management of an economical, effective, efficient and accountable administration, in accordance with the Local Government: Municipal Structures Act, 1998 and other applicable legislation.

Implementation of the Municipality's IDP, and the monitoring of progress with the implementation thereof. The management of service provision in a sustainable and equitable manner.

The management, effective utilisation and training of staff; maintenance of staff discipline, promotion of sound labour relations and compliance by the Municipality with applicable labour legislation.

Advising the political structure and political office bearers of the Municipality; managing communications between the municipality's administration and its political structures and political office bearers; carrying out decisions of political structures and political office bearers of the Municipality.

The administration and implementation of the Municipality's by-laws and other legislation. The exercise of any powers and the performance of any duties delegated by the Municipal Council, or sub-delegated by other delegating authorities of the Municipality, to the Municipal Manager in terms of section 59 of the MSA. The implementation of national and provincial legislation applicable to the municipality.

Facilitating participation by the local community in the affairs of the Municipality and developing and maintaining a system whereby community satisfaction with municipal services is assessed.

Responsible and accountable for all income and expenditure of the Municipality, all assets and discharge of all liabilities of the municipality and proper and diligent compliance with all applicable municipal finance management legislation.

2.3.2 Planning and Development

Purpose: The integrated provision of the following services –

2.3.2.1 Development Planning

Purpose: The provision of future planning / and use management and law enforcement in the Rustenburg Local Municipality.

2.3.2.2 Housing provision

Purpose: To implement the National Housing Policy through development and management of the Rustenburg Local Municipality's housing programme. To administer housing projects of the Rustenburg Local Municipality.

2.3.2.3 Building Regulation & Control

Purpose: To assess and evaluate building plans against Building Regulations in terms of Building Act 103 of 1977 and to execute site inspection during and after processes to ensure that all buildings are safe and comply with Town Planning Schemes.

2.3.2.4 Local Economic Development

Purpose: To promote and harness local resources in order to achieve sustainable economic growth and job opportunities for the local people.

2.3.2.5 Environmental Management

Purpose: The protection and managing of all environmental resources in the Rustenburg Local Municipality in compliance with National Environmental Legislation.

2.3.3 Public Safety

Purpose: To establish a safe and crime free environment where all people can develop to their full potential.

2.3.3.1 Traffic and Municipal Policing Services

Purpose: To provide an effective and efficient traffic service in accordance with the Road Traffic and Criminal Procedures Acts and municipal by-laws, and to provide an impartial, accountable,

transparent and efficient municipal policing service to the Rustenburg Local Municipality and community.

2.3.3.2 Emergency and Disaster Management

Purpose: To provide a co-ordinated, effective and efficient emergency operational service, fire safety and training services and disaster management services to the Rustenburg Local Municipality.

2.3.3.3 Testing and Licencing

Purpose: To provide the Vehicle and Driver Testing and Licensing Services according to the Road Traffic Act and to manage and control the NATIS system in the cross-boundary areas of jurisdiction.

2.3.4 Corporate Support Services

Purpose: To render centralised corporate support services to the Rustenburg Local Municipality by the integrated provision of the following services –

2.3.4.1 Human Resources Management

Purpose: To provide a centralised Human Resource and Consulting Service within the Rustenburg Local Municipality by rendering Human Resource Administration, Utilization and Development Services.

2.3.4.2 Information Technology

Purpose: To render Information Technology and IT support services by providing the Rustenburg Local Municipality with WAN, LAN, MIS and GIS.

2.3.4.3 Legal and Valuation

Purpose: To render legal and valuation services to the Rustenburg Local Municipality.

3. GENERAL INFORMATION REGARDING A MUNICIPALITY

3.1 Budgeting

What is a Municipal Budget?

The annual budget of a Municipality contains estimates of all revenue expected to be received during the financial year ending 30 June to which the budget relates, estimates of current expenditure for that financial year, estimates of interest and debt servicing charges, estimates of capital expenditure for that financial year and the projected financial implications of that expenditure for future financial years.

Approval of the budget

A Municipal Council must for each financial year, compile/approve an annual budget in operating income and expenditure and capital expenditure and thereby appropriate money from its Revenue Fund for the requirements of the municipality (Municipal Finance Management Bill, 2000, chapter 4, paragraph 13; Local Government Transition Act).

The Purpose of Preparing a Budget

The objective of the budgeting process is to set maximum expenditure limits for the budget or each component thereof, for the Municipality. A Municipality may only incur expenditure in accordance with its approved budget (Local Government Transition Act No. 209 of 1993, paragraph 10G(4)(a)).

The Municipality's annual budget also serves as an important tool for planning and control.

The Municipality's budget must structure and manage its administration and budgeting and planning process to give priority to the basic needs of the community, and to promote the social and economic development of the community (Constitution of the Republic of South Africa No. 108 of 1996/152, Section 153).

3.2 Integrated Development Planning

What is Integrated Development Planning?

Integrated Development Planning is a process through which Municipalities prepare a strategic development plan, for a five-year period. The Integrated Development Plan (IDP) is a product of the integrated development planning process. The Integrated Development Plan is a principle strategic planning instrument, which guides and informs all planning, budgeting, management and decision-making in a Municipality (Integrated Development Plan Guide Pack Guide Overview, Chapter 2, paragraph 2.1(i)).

An Integrated Development Plan adopted by a Municipal Council may be amended, and remains in force until an Integrated Development Plan is adopted by the next elected Council (Local Government Municipal Systems Act, 2000, Paragraph 25(2). Therefore the Integrated Development Plan is linked to the term of office of Councillors.

3.3 Procurement

What is Procurement?

Procurement refers to the process of acquiring goods and services by the Municipality, in accordance with a set of policies adopted by the Council. When procuring/acquiring goods and services, Municipalities must ensure it is in accordance with a system which is fair, equitable, transparent, competitive and cost effective.

What are the objectives of the Procurement Policy?

- To create a procurement system which is simple and uniform within the municipality;
- To create conditions which are conducive to the empowerment of small, medium, micro-enterprises (SMME's);
- To promote the achievement of equity by measures designed to protect or advance persons, disadvantaged by past unfair discrimination.
- To eliminate fraud or any other irregularities in the procurement of goods and services; and
- To guide the Municipality in properly administrating processes relating to tenders/contracts/retentions, purchase requisitions and orders, creditor payment and stores.

3.4 Tariffs

What are Tariffs?

Tariffs represent the charges levied by Council on consumers for the utilisation of services (e.g. water, electricity, refuse services, etc) provided by the Municipality and rates on properties. Tariffs may be calculated in various different ways, depending upon the nature of the service being provided. Tariffs may be set in such a manner so as to recover the full cost of the service being provided or recover a portion of those costs.

Legal Requirements

In terms of Section 74 of the Municipal Systems Act, 2000, the Council must adopt and implement a Tariff Policy that complies with the provisions of any applicable legislation on the levying of fees for municipal services provided by or on its behalf.

Objectives of Tariff Policy

The objective of the tariff policy is to ensure the following:

- The tariffs of the Municipality conform to acceptable policy principles;
- Municipal services are financially sustainable;
- There is certainty in the Council of how the tariffs will be determined;
- Tariffs of the Municipality comply with the applicable legislation; and
- Tariffs should take into consideration relief to the indigent.

3.5 Indigent Support

Indigent Support, in terms of section 74 of the Local Government Municipal Systems Act 2000, refers to the adoption and implementation of a Tariff Policy by the Municipality for the subsidisation of tariffs for poor households who simply cannot afford the cost of full provision, and for this reason the Council will endeavour to ensure affordability through:

- Settings tariffs in terms of the Council's Tariff Policy, which will balance the economic viability of continued service delivery; and
- Determining appropriate service levels.

Objectives of the Indigent Support Policy

The objective of the Indigent Support Policy is to ensure the following:

- The provision of basic services to the community in a sustainable manner;
- This objective will, however, only be possible within the financial and administrative capacity of the Council;
- The Council recognises the fact that the community has a right of access to basic services: however, this does not give the community the right to the services; and
- To provide procedures and guidelines for the subsidisation of basic service charges to its indigent households, using the Council's budgetary provisions/Equitable Share of National Revenue received from Central Government, according to prescribed policy guidelines.

3.6 Credit Control and Debt Collection

What is Credit Control and Debt Collection?

Credit control and debt collection policy refers to the administrative mechanisms, processes and procedures established by the municipality to collect the revenues due and payable to it for services rendered and for rates and levies it has raised. Services rendered include water, electricity, refuse and sewage removal, municipal roads, etc.

Legal Requirements

Municipalities must adopt, maintain and implement a credit control and debt collection policy, which is consistent with rates and complies with the provision of the Municipal Systems Act No. 32, 2000.

In terms of section 98 of the Municipal Systems Act, 2000, the Municipality must adopt and implement effective credit control and debt collection methods, in order to deal with non-payment of services, while ensuring that the genuine indigents receive the target relief. The Credit control and debt collection policy may differentiate between different categories of users, debtors, service providers, service standards, geographical areas and other matters as long as the differentiation does not amount to unfair discrimination.

Objectives of Credit Control and Debt Collection Policy

The objectives of credit control and debt collection are to ensure the following:

- All monies due to the Council are collected;
- A Sound customer management system that aims to create a positive and reciprocal relationship between persons liable for these payments and the Municipality itself is established;

- Establish mechanisms for users of services and ratepayers to provide feedback to the Municipality or other service provider regarding the quality of the services and the performance of the service provider;
- Users of services are informed of the costs involved in service provision, the reasons for the payment of service fees, and the manner in which monies raised from the service are utilised;
- Persons liable for payments, receive regular and accurate accounts and indicate the basis for calculating the amounts due;
- Credit control and debt collection procedures of the Municipality comply with the applicable legislation; and
- Credit control and debt collection procedures take into consideration relief to the indigent.

3.7 Executive Mayor

Election of an Executive Mayor

The municipal council must elect a member of its executive committee as the executive mayor.

Functions and Powers of an Executive Mayor (Municipal structures Act, No 117 of 1998)

The executive mayor of the municipality performs the following functions:

- Presides at the meeting of the executive committee.
- Perform the duties, including any ceremonial functions, and exercises the powers delegated to him/her by the municipal council or the executive committee.
- Identify the needs of the municipality.
- Evaluate these needs in order of priority.
- Make recommendations to the council regarding the strategies to address priority needs.

Terms of Office (Municipal Structures Act, No. 117 of 1998)

A Executive Mayor/Mayor is elected for the duration of his/her term as a member of the executive council. No person may hold office as an Executive Mayor/Mayor for more than two consecutive terms.

3.8 Ward Committees (Municipal Structures Act No. 117 of 1998)

What are Ward Committees?

Ward committees are committees established for each municipal ward to broaden community participation at local government level.

Community participation in the municipality must take place through structures such as ward committees established in terms of the Municipal Structures Act.

Composition of Ward Committees

The ward committee shall consist of the councillor representing that particular ward in the municipal council and not more than 10 other elected persons representing various groups within the local community.

The ward councillor is a member of his/her ward committee and is also the chairperson of the ward committee.

The ward committee should have a diverse as possible representation, to ensure that all interested groups are presented, including women.

Functions and Powers of the ward committee

Ward committees may make recommendations on any matters affecting its ward to the ward councillor or to the council or Executive Mayor/Mayor through that particular ward councillor. Ward committees may perform any duties, which have been delegated to it by the local council.

Term of office of the member

Members representing various groups within the local community in the ward committee are elected for a term determined by the local council. The ward councillor remains the member of the ward committee for a period ending when the next councillor for the ward is declared elected.

3.9 Councillors (Municipal Systems Act, 2000, Chapter 1)

Who is a Councillor?

A councillor is a member of a municipal council.

Who can be a councillor?

Every citizen who is qualified to vote for a particular municipal council has the right to stand as a candidate in an election for that council, provided that he/she is not disqualified in terms of Section 158(1) of the Constitution (Municipal Structures Act, section 21).

Functions (Municipal Systems Act, 2000 schedule 1)

Councillors are elected to represent local communities on municipal councils:

- To ensure that municipalities have structured mechanisms of accountability to local communities.
- To meet the priority needs of communities by providing services equitably, effectively and sustainably within the means of the municipality.

In fulfilling this role councillors must be accountable to local communities and report back at least quarterly to constituencies on council matters, including the performance of the municipality in terms of the established indicators. In order to ensure that councillors fulfil their obligations to the communities, and support the achievement by the municipality of its objectives set out in section 19 of the Municipal Structures Act a code of conduct for councillors was established. (refer Municipal Systems Act, 2000 schedule 1).

Determination of number of Councillors

The number of councillors to serve on the municipal council must be determined in accordance with the formula determined by the Minister by notice in government gazette. For local and district municipalities the number of councillors cannot be less than 3 and cannot be more than 90, while for a metropolitan municipality it may not be more than 270.

Term of office for Councillors

Councillors are elected as members of the municipal council for a period ending when the next council is declared elected.

Councillors are elected as representatives of a local council to a district council for a period ending when the next local council is declared elected.

3.10 Municipal Council (Municipal Structures Act, Chapter 3)

A Municipal Council is defined in section 157(1) of the constitution.

Establishment of Municipal Council

Each municipality must have a municipal council consisting of the Executive Mayor/Mayor, municipal manager, a number of councillors determined by the MEC for local government in the province.

Objectives of a Municipal Council

A municipality must strive, within its financial and administrative capacity, to achieve the objects set in section 152 of the constitution as follows:

- Provide democratic and accountable government.
- Provision of services to communities in a sustainable manner.
- Promote social and economic development.
- Promote a safe and healthy environment.
- Encourage community participation in matters of local government.

Who qualifies to be a member of the municipal council?

Every citizen who is qualified to vote for a particular municipal council has the right to stand as a candidate in an election for that council provided he/she is not disqualified in terms of section 158(1) of the Constitution.

Functions of Municipal Council

A municipal council must develop mechanisms to consult the community and community organisations in performing its functions and exercising its powers. On an annual basis a municipal council must review:

- The needs of the community.
- Its priorities to meet those needs.
- Its processes for involving the community.
- Its organisational and delivery mechanisms for meeting the need of the community; and
- Its overall performance in achieving the objectives as set out in section 152 of the Constitution.

4. GENERAL CONTACT DETAILS

Physical Address:
Missionary Mpheni House
C/o Nelson Mandela Drive & Beyers Naude Drive
Rustenburg

Postal Address:
P O Box 16
Rustenburg
0300

Telephone and fax numbers:
Telephone: (014) 5903111
Fax: (014) 5903003
E-Mail: kc15@pixie.co.za

Finance:
Telephone: (014) 5903127
Fax: (014) 5903399

CONTACT DETAILS: INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER
[Section 14(1)(b)]

Executive Mayor
Clr Thabo Mabe
Tel: (014) 5903436
Fax: (014) 5903003

Information Officer
Mr Naledi Tsiki – Municipal Manager
Tel. (014) 5903300
Fax. (014) 5903003

Deputy Information Officers

1. Director: Corporate Support Services
   Mr A J F Boshoff
   Tel: (014) 5903050
   Fax: (014) 5903410

2. Director: Finance
   Mr E A Fourie
   Tel: (014) 5903127
   Fax: (014) 5903399

3. Director: Infrastructure Development and Management
   Mr Paris Mashile
   Tel: (014) 5903080
   Fax: (014) 5903388

4. Director: Public Safety
   Mr S S Kotsedi
   Tel: (014) 5903208
   Fax: (014) 5903227

5. Director: Planning and Development
Mr Mpho Modisakeng
Tel: (014) 5903080
Fax: (014) 5903388

6. Director: Community Development
Ms Nomvula Masango-Makgotlho
Tel: (014) 5903105
Fax: (014) 5903411

5. GUIDE ON HOW TO USE THE ACT

The Human Rights Commission will within 18 months after commencement of Section 10 of the Act compile in each official language a guide containing information on how to use the Act. This guide will be made available to the public once available.

6. REQUEST FOR ACCESS TO RECORDS OF THE RUSTENBURG LOCAL MUNICIPALITY

The list of subjects on which documents are held will be updated from time to time and requesters should contact the Information Officer or his/her Deputies to establish if a record not listed is held by the Municipality available for access and the classification of it.

The list of records available for which no request is required will be updated from time to time and requesters should contact the Information Officer or his/her Deputies to establish if a record not listed is held by the municipality, available for access to information in the 7.1 and 7.2 categories. The information procedure outline in paragraph 8 is to be followed.

6.1 Categories automatically available to employees without a formal request

The following records are automatically available to all employees and need not to be requested in accordance with the procedure outlined in 8 below:

6.1.1 personnel records are available to the employee whose file it is;
6.1.2 records of disciplinary hearings and related matters are available to the employee subject thereto;
6.1.3 the municipality's policies, procedures and guidelines and all documents to which the general public has access, as listed in 6.2 below, is available without having to request access thereto in terms of 6 below.

6.2 Categories automatically available to the general public without a formal request

The following records are automatically available to the general public and need not to be requested in accordance with the procedure outlined in 8 below.

6.2.1 General public

6.2.1.1 the Rustenburg Local Municipality establishment notice;
6.2.1.2 public relations brochures and publications;
6.2.1.3 media releases;
6.2.1.4 agendas prepared for a full Council meeting excluding those parts which relate to personnel matters and which may in terms of relevant legislation be excluded and issues listed below;
6.2.1.5 the municipality's Integrated Development Plan;
6.2.1.6 the municipality's procurement policy, employment equity plan, skills development plan;
6.2.1.7 documents, reports, plans, frameworks, policies and procedures the content of which the municipality must notify the general public in terms of applicable legislation of its existence, Council discussions on the subject or which must with intervals be published for general comment or cognisance by the public.
6.2.1.8 The municipality's by-laws;
6.2.1.9 Legislation applicable to the municipality;
6.2.1.10 Tender or quotation documents in respect of a tender issued and called by the municipality provided that the fees applicable for that specific tender be paid;

6.2.2 Specific categories of persons

6.2.2.1 Copies of tender documents levy returns, levy registration documents or any other documents submitted by a person provided that the requestor submitted the original document in the possession of the municipality.

6.3 Categories which are not automatically available

The following categories of records are not automatically available and the formal procedure described in 8 below should be followed in order to access these records.

6.3.1 Personnel records

These include the following:

- Personnel information, employment histories and health records;
- Personal records provided to the municipality by its personnel;
- Records which a third party has provided to the municipality about any of its personnel;
- Training and development;
- Conditions of employment and other personnel-related contractual and legal records;
- Internal evaluation records;
- Records of internal loans and financial assistance; and
- Other internal records and correspondence.

6.3.2 Customer and levy payer-related records

These include the following:

- Records which levy payers and customers have provided to a third party acting for and on behalf of the company;
- Records a third party has provided to the municipality;
- Records generated by or within the company pertaining to customers and levy payers;
- Records which a levy payer supplied to the municipality in respect of all aspects relating to his or her liability in respect of levies towards the municipality.
- Information relating to the financial, operations and employment history of any person who submitted a tender, quotation, proposal, submission, presentation or offer to the municipality for the supply, provision or installation of services, material or equipment.
- Transaction records.

6.3.3 Municipal records

These include the following:

- Financial records;
- Operation records;
- Project management, including building plans plant and operation manuals, procedures and maintenance;
- Databases;
- Patents, registered designs, and trademarks;
- Technological know-how;
- Information technology;
- Intellectual property;
- Product records;
- Marketing and strategic records;
- Internal correspondence;

- Retirement fund records;
- Statutory records;
- Statutory compliance records
- Internal policies and procedures;
- Treasury related records;
- Securities and equities;
- Investment records;
- Financing records;
- Cash flow records
- Any other record not listed above which may be held by the municipality.

6.3.4 Other parties

Records held by the municipality relating to other municipalities, organs of state and parties including financial records, correspondence, contractual records, records provided by other parties and records third parties have provided about the municipalities contractors and suppliers in respect of contractors, suppliers, subsidiary or fellow subsidiary companies, joint venture partners and service providers.

In respect of tender or quotation documents shall the records be made available to the requestor only if the requestor submitted a tender document or quotation to be considered for a specific service or item and only which relates to the specific document requested.

7. HOW TO REQUEST ACCESS TO A RECORD

7.1 Informal procedure for requesting records automatically available

7.1.1 Where the record to be requested –

7.1.1.1 Relates to a single department and access thereto is likely to be given automatically without having to request access thereto in terms of the act, then as to avoid unnecessary delay and in the interests efficiency, the requestor should preferably make his or her request directly to the department concerned.

7.1.1.2 A request described in the preceding paragraph should preferably be made in the first instance to the RLM official in the department who, reasonably considered, is likely to be the most appropriate source of the record concerned, and likely to be authorised to discuss the subject matter thereof

and to grant or arrange the grant of access thereto. Such official or employee will either –

7.1.1.2.1 refuse or grant access to that record; or
7.1.1.2.2 refer the request to higher authority; or
7.1.1.2.3 grant or arrange the grant of access thereto if, upon a consideration of all applicable facts and circumstances, it is appropriate to do so and, if appropriate, subject to such conditions as the municipality may impose.

7.1.1.2 Should a requestor be dissatisfied with the outcome of his or her request referred to in 6.1.1.1 and further, then he or she should preferably repeat the request to an official who is of higher authority as the official referred to in 8.1.1.2 above and who, reasonably considered, is likely to be the most appropriate person to consider the request and be authorised to discuss the subject thereof and grant or arrange the grant of access thereto.

7.1.1.3 Should the record concerned not satisfy the criteria set out above or should a requestor be dissatisfied with the outcome of his or her request referred to above, then a requestor may make use of the internal appeal procedure set out below.

7.2 Procedure for requesting a record not automatically available

7.2.1 A request for a record must be made on Form A (Request for Access to a Record of Public Body) set out in Government Gazette R.187 dated 15 February 2002 ("the request form") attached hereto as Form A. On request, the records clerk will acknowledge receipt thereof on the form and will hand, telefax or post as the case may be a copy thereof to the requester or his designee.

7.2.2 The requester must provide sufficient detail on the request form to enable the information officer to identify the record. The requester must also indicate which form of access to the record is required, whether he or she wishes to be informed of the decision on the request in any other manner (and if so, state that manner and the necessary particulars to be informed), 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, and otherwise complete the request form. If a request is made on behalf of another person, the requester must submit proof of the capacity in which he or she is making the request to the satisfaction of the information officer.

7.2.3 The requester must submit the prescribed form to the liaison officer at the address, telefax number or electronic mail address set out in 3 above.

7.2.4 The following request fees are payable be every requester, other than a personal requester, before the request will be further processed:

- R35,00 (thirty five rand); and
- If the information officer is of the opinion that six hours will be exceeded to search, prepare and/or reproduce the record requested, a deposit is payable equal to half of the access fee which would be payable if the request is granted.

7.2.5 The information head shall, as soon as is reasonably possible, but in any event within thirty days after a proper request has been received, decide whether or not to grant the request and notify the requester thereof.

7.2.6 If the request for access is granted, the notice referred to in 8.2.5 above will state the access fee to be paid upon access to the record, and the form in which such access shall be given.

7.2.7 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

7.2.8 If the request for access is refused, the information head will provide adequate reasons for the refusal and the requester may follow the appeal procedures set out below.

8. PROCEDURES TO BE FOLLOWED IF A REQUEST FOR ACCESS TO INFORMATION IS DECLINED OR NOT RESPONDED TO

8.1 **The attention of requesters is drawn to the following:**

- In certain circumstances the information officer is entitled to extend the period of thirty days referred to in 8.2.5 above in terms of the Act;
- In certain circumstances the information officer is obliged to notify a third party of a request for a record to whom or which that record relates, and of the rights of such third party to dispute the decision of the information head;
- In certain circumstances the information officer is obliged to refuse a request for access to certain records in terms of the Act;
- Section 7(2) of the Promotion of Administrative Justice Act stipulates that no court or tribunal shall review any administrative action unless all internal remedies are exhausted.

8.2 The requester who was informed shall have the right to lodge within 30 days after receipt of the notice in which he was informed that his or her request has been refused, a written appeal to the authority referred to in 8.3, clearly setting out the following:

- Date upon which he or she received the notification referred to in 8.2.5 above,
- Full reasons why he or she is of the opinion that the request was unreasonably or unlawfully turned down;
- The harm caused or that is likely to be caused as a result of the refusal;
- Any other material aspect which in his or her opinion is relevant to the request and/or might assist the appeal authority to consider the appeal.

8.3 If the request was turned down by the Deputy-Information Officer the appeal referred to in 9.2 above shall be directed to the Information Officer.

8.4 If the request was turned down by the Information Officer the appeal should be directed to the Executive Mayor at the address in 4 above.

8.5 The appeal shall be in writing and may be submitted in electronic format, by post or by telephone fax. (The notice of internal appeal attached hereto as Form B may be used for this purpose.)

8.6 The Information Officer or a designated official shall assist appellants who cannot read or write or who do not have the means to submit the appeal in the format referred to above.

9. SERVICES AVAILABLE TO THE PUBLIC AND HOW TO GAIN ACCESS TO SUCH SERVICES

The municipality do not offer specific services to the public but will assist members of the public with all reasonable help for advice or guidance in respect of government related matters.

10. PUBLIC PARTICIPATION GUIDELINES

Guidelines for public participation will be pursuant to the provisions of the Local Government: Municipal Systems Act (No 32 of 2000).

11. FEES

The fees to be paid in terms of this manual shall be the fees determined in the regulations to the Act published in GN R223 of 9 March 2001. A copy of the fee structure contained in the regulations is attached as Annexure "A".

MANUAL

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

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

OLD MUTUAL FLEXI PROVIDENT FUND
(Fund registration no: 21850/2)

1. RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT

- The Rules of the Fund

- Flexi Provident Policy Documents/Contracts issued in respect of requestor

2. SUBJECTS IN RESPECT OF WHICH THE FUND HOLDS RECORDS

a) Fund Records

- The Rules of the Fund
- Provident Fund Policy Documents
- Contract with Fund Administrator
- FSB Certificate of Registration
- Tax Approval letter from SARS
- Fund Register
- Fund Minute Book
- Notices of Exemption

b) Member Records

- Member contribution details
- Medical Records
- Application Forms

c) Trustees Records

- Fidelity and Indemnity Cover
- Trustees details

d) Details of Dependants and Nominees

- Beneficiary nomination details
- Information furnished to the Fund at death claim stage

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- Long-term Insurance Act, 52 of 1998
- Pension Funds Act, 24 of 1956
- Income Tax Act, 58 of 1962

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

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on Old Mutual's website www.oldmutual.co.za.

5. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

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

THE INFORMATION OFFICER
FLEXI PROVIDENT FUND
OLD MUTUAL
PO BOX 66
CAPE TOWN
8000
Tel No: (+27 21) 509 1982
Fax No. (+27 21) 509 5685

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

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

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

NATIONAL SHAVING PRODUCTS (PTY) LIMITED
(Registration number : 1964/007757/07)

("NSP")

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

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

Name of body	:	National Shaving Products (Pty) Limited
Head of body	:	Group Managing Director Terrence Kevin Turner
Physical address	:	892 Umgeni Road Durban 4001
Postal address	:	P O Box 918 Durban 4000
Telephone	:	+27 31 3081711
Telefax	:	+27 31 3129681
E-mail	:	surelite@iafrica.com

2 SECTION 10 GUIDE ON HOW TO USE THE ACT AND AVAILABILITY OF THE GUIDE [Section 51(1)(b) of the Act]

The guide will be made available by the SAHRC at the following address:

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

In addition to the above, the guide is also available for inspection at the offices of NSP referred to in 2 above, a magistrate's court or a post office.

3. 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.

4. INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d) of the Act]

NSP keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act: This is not an exhaustive list.

Basic Conditions of Employment Act 75 of 1997; Companies Act 61 of 1973; Compensation for Occupational Injuries and Diseases Act, 130 of 1993; Customs & Excise Act 91 of 1964;

Employment Equity Act 55 of 1998; Income Tax Act 58 of 1962; Manpower Training Act 56 of 1981; Labour Relations Act 66 of 1995; Occupational Health and Safety Act 85 of 1993; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act, 36 of 2001; Value-Added Tax Act, 89 of 1991.

5. RECORDS HELD [Section 51(1)(e) of the Act]

Company secretarial and legal records : trademarks and pending applications; contracts and agreements; intellectual property; property records; insurance records; statutory records

Finance : accounting records; taxation records; asset registers; annual financial statements; banking records

Human Resources : employee records; health and safety records; payroll records; employment equity records; UIF records; medical aid records

Manufacturing: production records

Sales and Distribution records

Marketing records

5. FORM OF REQUEST AND AVAILABLILTIY OF MANUAL

The Manual is available for inspection at the physical address of the Company furnished above. The prescribed form of request is available on the website of the South African Human Rights Commission www.sahrc.org.za

6. 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 part thereof. The fees for reproduction are as prescribed in the Regulations to the Act, (regulation 11(1))

FASIC AFRICA (PTY) LIMITED
(Registration number : 1998/008912/07)

("FAL")

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

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

Name of body	:	Fasic Africa (Pty) Limited
Head of body	:	Group Managing Director Terrence Kevin Turner
Physical address	:	892 Umgeni Road Durban 4001
Postal address	:	P O Box 918 Durban 4000
Telephone	:	+27 31 3081711
Telefax	:	+27 31 3129681
E-mail	:	surelite@iafrica.com

2 SECTION 10 GUIDE ON HOW TO USE THE ACT AND AVAILABILITY OF THE GUIDE [Section 51(1)(b) of the Act]

The guide will be made available by the SAHRC at the following address:

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

In addition to the above, the guide is also available for inspection at the offices of FAL referred to in 2 above, a magistrate's court or a post office.

3. 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.

4. INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d) of the Act]

FAL keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act: This is not an exhaustive list.

Basic Conditions of Employment Act 75 of 1997; Companies Act 61 of 1973; Compensation for Occupational Injuries and Diseases Act, 130 of 1993; Customs & Excise Act 91 of 1964; Employment Equity Act 55 of 1998; Income Tax Act 58 of 1962; Manpower Training Act 56 of 1981; Labour Relations Act 66 of 1995; Occupational Health and Safety Act 85 of 1993; Skills Development Levies Act 9 of 1999; Skills Development Levies Act 97 of 1998; Unemployment Insurance Act, 36 of 2001; Value-Added Tax Act, 89 of 1991.

5. RECORDS HELD [Section 51(1)(e) of the Act]

Company secretarial and legal records : trademarks and pending applications; contracts and agreements; intellectual property; property records; insurance records; statutory records

Finance : accounting records; taxation records; asset registers; annual financial statements; banking records

Human Resources : employee records; health and safety records; payroll records; employment equity records; UIF records; medical aid records

Manufacturing : production records

Sales and Distribution records : stock records; order; invoices; delivery notes

Marketing records : market information; product sales records

6. FORM OF REQUEST AND AVAILABLILTIY OF MANUAL

The Manual is available for inspection at the physical address of the Company furnished above. The prescribed form of request is available on the website of the South African Human Rights Commission www.sahrc.org.za

7. 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 part thereof. The fees for reproduction are as prescribed in the Regulations to the Act, (regulation 11(1))

JOHN BAILIE & CLAASSEN INC.

Director / Direkteur:
ANTON CLAASSEN B.IUR.,LLB.
DANIËL PIETER DU PREEZ BLC.,LLB.
Reg. Nr. 98/21778/21
ATTORNEYS / PROKUREURS
CONVEYANCERS / AKTE VERVAARDIGERS
APPRAISER / TAKSATEUR
E-Mail:E-pos:jbcprok@legalcom.co.za

Tel: (013) 656-1581/2/3/4/5
PO.Box / Posbus 913
Fax: (013) 656-4903
Winning Forum Building / Gebou
Haig Avenue / Haiglaan
WITBANK, MPUMALANGA, 1035
DOCEX 50 WTB CBD

Ons Verwysing / Our Reference: MNR A CLAASSEN/klc
U Verwysing / Your Reference:

JOHN BAILIE & CLAASSEN INGELYF
PROKUREURS

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

INDEKS BLADSY

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

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van John Bailie & Claassen Ing. Versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Claassen kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van John Bailie & Claassen Ing.

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

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

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

Naam van liggaam:	John Bailie & Claassen Ing.
Vennoot en Inligtingsbeampte:	Mnr Anton Claassen
Adres:	H/v Rhodes straat & Haig Laan Winning Forum gebou Witbank
Posadres:	Posbus 913 Witbank 1035
Telefoon:	013- 656 1581/2/3/4/5
Faks:	013- 656 4903
E-pos:	jbcprok@legalcom.co.za

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

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing – en dokumentasieafdeling
Privaatsak2700
HOUGHTON
2041

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

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

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

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

John Bailie & Claassen hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):;

- Insolvensiewet,No.24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No.24 van 1956
- Inkomstebelastingwet, No.58 van 1962 (Artikel 75)
- Maatskappyewet, No. 61 van 1973
- Die Wet op Kopiereg, No.98 van 1978
- Wet op Prokureurs, No.53 van 1979
- Wet op Streeksdiensterade, No.109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No.89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en –veiligheid, No.85 van 1993
- Wet op Vergeding vir Beroepsbeserings en –siektes, No.130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No.66 van 1995
- Wet op Basiese Diensvoorwaardes, No.75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 26)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No.131 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

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

John Bailie & Claassen hou inligting / dokumente soos hierna aangedui:

- Inligting ten oopsigte van die operasionele-,handels- en finansiële belange van John Bailie en Claassen Ing.
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënt, handels- en finansiële inligting, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- John Bailie & Claassen Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voorenemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van John Bailie & Claassen;

8.6 Afskrifte van die handleiding kan verkry word by die kantore van John Bailie & Claassen, onderhewig aan betaling van die voorgeskrewe fooi;

8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.ora.za) en John Bailie & Claassen (GEEN WEBTUISTE-ADRES)en sal ook gepubliseer word in die Staatskoerant.

8.8 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorm en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.ora.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

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

1. Name of entity	:Fruit & Veg Stores (Western Cape) (Pty) Ltd
2. Registration number	:2000/008937/07
3. Postal address	:P O Box 399, Eppingdust, 7475
4. Physical address	:110 Gunners Circle, Epping Municipal Market, Epping, 7475
5. Telephone number	:021-531 3223
6. Fax number	:021-531 9324
7. E-mail	:athurling@fvc.co.za
8. Web address	:fruitandvegcity.co.za
9. Managing Director	:Brian Coppin
10. Designated Information Officer	:Angela Thurling

11. The Guide described in section 10 of the Promotion of Access to Information Act should be available from the Human Rights Commission by August 2003

12. Fruit & Veg Stores (Western Cape) (Pty) Ltd maintains the following statutory records

    a. Memorandum of Association
    b. Articles of Incorporation
    c. Shareholders Register
    d. Book of minutes of shareholders' meetings
    e. Book of minutes of directors' meetings
    f. Fixed Asset Register
    g. Employee records
    h. Incident register
    i. Employment Equity Plan
    j. Skills Development Plan

13. Please contact Angela Thurling at the above address with any request for access to any record of Fruit & Veg Stores (Western Cape) (Pty) Ltd.

14. Fruit & Veg City Stores (Western Cape) (Pty) Ltd maintains the following records:

    a. Financial accounts and records
    b. HR Policy Manual
    c. Management training manual
    d. Procedures manual – stores administration
    e. Operations and systems manual – head office administration and finance
    f. Systems operations manual
    g. Internal audit checklist
    h. Operations manual
    i. Store specifications manual
    j. Contract files
    k. Correspondence files
    l. Company profile
    m. Store opening advertising manual
    n. The website contains the following information
        i. History of the company
        ii. List of all corporate and franchise stores
        iii. Organogram
        iv. HR policy
        v. Franchising requirements and economics
        vi. Customer care contact facility
        vii. Social responsibility guidelines and achievements

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

1. Name of entity	:Fruit & Veg City Holdings (Pty) Ltd
2. Registration number	:2000/008935/07
3. Postal address	:P O Box 399, Eppingdust, 7475
4. Physical address	:110 Gunners Circle, Epping Municipal Market, Epping, 7475
5. Telephone number	:021-531 3223
6. Fax number	:021-531 9324
7. E-mail	:athurling@fvc.co.za
8. Web address	:fruitandvegcity.co.za
9. Managing Director	:Brian Coppin
10. Designated Information Officer	:Angela Thurling

11. The Guide described in section 10 of the Promotion of Access to Information Act should be available from the Human Rights Commission by August 2003

12. Fruit & Veg City Holdings (Pty) Ltd maintains the following statutory records

    a. Memorandum of Association
    b. Articles of Incorporation
    c. Shareholders Register
    d. Book of minutes of shareholders' meetings
    e. Book of minutes of directors' meetings
    f. Fixed Asset Register
    g. Employee records
    h. Incident register
    i. Employment Equity Plan
    j. Skills Development Plan

13. Please contact Angela Thurling at the above address with any request for access to any record of Fruit & Veg City Holdings (Pty) Ltd.

14. Fruit & Veg City Holdings (Pty) Ltd maintains the following records:

a. Financial accounts and records
b. HR Policy Manual
c. Management training manual
d. Procedures manual – stores administration
e. Operations and systems manual – head office administration and finance
f. Systems operations manual
g. Internal audit checklist
h. Operations manual
i. Store specifications manual
j. Contract files
k. Correspondence files
l. Company profile
m. Store opening advertising manual
n. The website contains the following information
    i. History of the company
    ii. List of all corporate and franchise stores
    iii. Organogram
    iv. HR policy
    v. Franchising requirements and economics
    vi. Customer care contact facility
    vii. Social responsibility guidelines and achievements

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

1.	Name of entity	:Fruit & Veg City (Pty) Ltd
2.	Registration number	:2000/004159/07
3.	Postal address	:P O Box 399, Eppingdust, 7475
4.	Physical address	:110 Gunners Circle, Epping Municipal Market, Epping, 7475
5.	Telephone number	:021-531 3223
6.	Fax number	:021-531 9324
7.	E-mail	:athurling@fvc.co.za
8.	Web address	:fruitandvegcity.co.za
9.	Managing Director	:Brian Coppin
10.	Designated Information Officer	:Angela Thurling

11. The Guide described in section 10 of the Promotion of Access to Information Act should be available from the Human Rights Commission by August 2003

12. Fruit & Veg City (Pty) Ltd maintains the following statutory records

    a. Memorandum of Association
    b. Articles of Incorporation
    c. Shareholders Register
    d. Book of minutes of shareholders' meetings
    e. Book of minutes of directors' meetings
    f. Fixed Asset Register
    g. Employee records
    h. Incident register
    i. Employment Equity Plan
    j. Skills Development Plan

13. Please contact Angela Thurling at the above address with any request for access to any record of Fruit & Veg City (Pty) Ltd.

14. Fruit & Veg City (Pty) Ltd maintains the following records:

a. Financial accounts and records
b. HR Policy Manual
c. Management training manual
d. Procedures manual – stores administration
e. Operations and systems manual – head office administration and finance
f. Systems operations manual
g. Internal audit checklist
h. Operations manual
i. Store specifications manual
j. Contract files
k. Correspondence files
l. Company profile
m. Store opening advertising manual
n. The website contains the following information
    i. History of the company
    ii. List of all corporate and franchise stores
    iii. Organogram
    iv. HR policy
    v. Franchising requirements and economics
    vi. Customer care contact facility
    vii. Social responsibility guidelines and achievements

EUGENE MARAIS ATTORNEYS

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

INDEX **PAGE**

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

1 INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Eugene Marais 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. Eugene Marais should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information /documents from Eugene Marais Attorneys.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Eugene Marais Attorneys from time to time;
"Eugene Marais"	shall mean Eugene Marais Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	Eugene Marais has been appointed as the Information Officer of Eugene Marais 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:	Eugene Marais Attorneys
Partner and appointed Information Officer:	Mr Eugene Marais
Address:	292 Main Road, Bryanston, Sandton
Postal address:	P.O. Box 1007, Cramerview, 2060
Telephone:	(011) 463-1511
Fax:	(011) 463-2165
E-mail:	Eugenemarais@worldonline.co.za
Website address:	None

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

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

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

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

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

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

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

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

Eugene Marais 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 (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. 30 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

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

Eugene Marais Attorneys holds the information / documents listed herein below:

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

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 Eugene Marais 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 Eugene Marais Attorneys, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Eugene Marais Attorneys.

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.doj.gov.za) (under "regulations").

PIRELLI TYRE (PROPRIETARY) LIMITED

Registration number : 1999/027134/07

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

Name of the company

Pirelli Tyre (Proprietary) Limited

Introduction

The company trades in Pirelli tyres for all type of vehicles, motorcars, 4X4, agricultural and road construction machinery, and transportation means in general. Pirelli Tyre imports wholesales tyres to retailers and exports to neighbouring countries.

Contact details - Section 51(1)(a)

Street address :	Block E, Central Park 16th Avenue, Midrand, 1686
Postal address :	P.O. Box 6463 Halfwayhouse, 1686
Phone number :	+27 11 805 8104
Fax number :	+27 11 805 8109
Contact person :	Alan Rozental
E-mail address of the managing director or chief executive officer or company secretary or contact person	alan@pirellisa.co.za
Internet site / website address :	www.pirelli,.com
Help Desk	helpline@pirellisa.co.za
Auditors :	PriceWaterhouseCoopers 2 Eglin Road, Sunninghill, 2157

Section 10 guide on how to use the Act - Section 51(1)(b)

The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Promotion of Access to Information Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the Guide available.

The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to :

The Human Rights Commission

Postal address : Private Bag 2700, Houghton, 2041

Telephone : +27 11 484 8300 or Fax : +27 11 484 0582

Website : www.sahrc.org.za

Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).

Latest Notice in terms of section 52(2) - Section 51(1)(c)

We set out the categories of records of Pirelli Tyre (Proprietary) Limited which are already publicly available without you having to request access in terms of the Act:

1.	Group annual financial statements	Available at Pirelli Tyre offices
2.	Group interim audited report	Available at Pirelli Tyre offices
3.	Annual Financial Statements	Available at Pirelli Tyre offices
4.	Memorandum and Articles of Association	Registrar of Companies
5.	Contents of the register of directors	Registrar of Companies

Records of the company which are available in accordance with any other legislation - Section 51(1)(d)

1. Companies Act (No 61 of 1973)
2. Labour Relations Act (No 66 of 1995)
3. Basic Conditions of Employment Act (No 75 of 1997)
4. Income Tax Act (No 58 of 1962)
5. Value Added Tax Act (No 89 of 1991)
6. Unemployment Insurance Act (No 63 of 2001)
7. Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)
8. Skills Development Act (No 97 of 1998)
8. Skills Development Levies Act (No 9 of 1999)
9. Employment Equity Act (No 55 of 1998)
10. Workmen's Compensation Act (No 30 of 1941)
11. Competition Act (No 89 of 1998)
12. Pension Funds Act (No 24 of 1956)
13. Medical Schemes Act (No 131 of 1998)

Request procedure and records that may be requested - Section 51(1)(e)

The request procedure

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form.

Alan Rozental has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record if known.

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

Once complete, you can mail it to :

Designation of person : Alan Rozental

Name of company : Pirelli Tyre (Proprietary) Limited

Postal address : P.O. Box 6463, Halfway House, 1686

Or, you can fax it to +27 11 805 8109, or e-mail it to alan@pirellisa.co.za. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :

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

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

Company records	Customer-related records	Other records
Accounting and Finance	Manufacture and distribution	Subsidiary
Human Resources	Sales and Marketing	Contractors
Strategy	Customers	Directors
Operational	Retail Development	
Shareholder	Products	
Intermediary	Marketing Support	
Information Technology		
Legal and Compliance		
Company Secretarial and Administration		
Environmental		
Public and corporate affairs		
Research and development		

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

Not applicable.

Availability of the manual - Section 51(3)

Copies of this manual are available for inspection at the reception desk of Pirelli Tyre (Proprietary) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission, the Government Printing Works and our website helpline@pirelli.com. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

C P VERMAAS & CRONJE PROKUREURS

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

INDEKS BLADSY

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

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/dokumente van C P Vermaas & Cronje versoek word in terme van die Wet.

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

'n Versoeker kan Mnr P F Cronje kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van C P Vermaas & Cronje.

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

"die Wet" beteken die Wet op die Bevordering van Toegang tot inligting, No.2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;

"die handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van C P Vermaas & Cronje;

"C P Vermaas & Cronje" beteken C P Vermaas & Cronje Prokureurs, gestruktureer as 'n vennootskap en welke firma resgadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

"Inligtingsbeampte" die senior vennoot van C P Vermaas & Cronje is aangewys as die inligtingsbeampte van C P Vermaas & Cronje aan wie versoeke vir inligting in terme van die Wet, gerig moet word;

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

Naam van liggaam:	C P Vermaas & Cronje Prokureurs
Vennoot en inligtingsbeampte:	Mnr P F Cronje
Adres:	Vermaas Gebou 1 Van Niekerkstraat 2 Hartbeesfontein 2600
Posadres:	Posbus 204 Hartbeesfontein 2600
Telefoon:	(018) 431 0669/431 0670
Faks:	(018) 431 0495

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing-en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

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

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

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

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

C P Vermaas & Cronje hou inligting/dokumente ingevolge die volgende wetgewing:-

- Insolvensiewet, No.24 van 1936 (Artikels 134 van 155)
- Inkomstebelastingwet, No.58 van 1962 (Artikel 75)
- Maatskappyewet, No.61 van 1973
- Wet op Prokureurs, No.53 van 1979
- Wet op Streekdiensterade, No.109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en- veiligheid, No.85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No.130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No.66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employmente Equity Act, No. 55 van 1998 (Artikel 26)
- Skills Development Act, No.97 van 1998
- Wet op Mediese Skemas, No.131 van 1998
- Skills Development Levies Act, No.9 van 1999
- Werkloosheidsversekeringswet, No.63 van 2001

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

6. INLIGTING/DOKUMENTE GEHOU DEUR C P VERMAAS & CRONJE IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

C P Vermaas & Cronje hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van C P Vermaas & Cronje.
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenoeme, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Salaris verslae

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

Wet nie.

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

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

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

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

8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van C P Vermaas & Cronje;

8.6 Afskrifte van die handleiding kan verkry word by die kantore van C P Vermaas & Cronje, onderhewig aan betaling van die voorgeskrewe fooi;

8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahro.org.za) en sal ook gepubliseer word in die Staatskoerant;

8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahro/org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

VAN HULSTEYNS
ATTORNEYS

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

INDEX

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Van Hulsteyns 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. C.D. Christos should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Van Hulsteyns.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Van Hulsteyns from time to time;
"Van Hulsteyns"	shall mean Van Hulsteyns Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior partner of Van Hulsteyns Attorneys has been appointed as the Information Officer of Van Hulsteyns 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:	Van Hulsteyns Attorneys
Partner and appointed Information Officer:	Mr. C.D. Christos
Address:	Ground Floor, East Wing, Primegro Place, 18 Rivonia Road, Illovo, Sandton
Postal address:	P.O. Box 653148, Benmore, 2010
Telephone:	(011) 772-0800
Fax:	(011) 772-0826
E-mail:	chris@vanhulsteyns.co.za

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

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

Contact details of the South African Human Rights Commission are as follows:
PA/A 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. 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.

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

Van Hulsteyns 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 (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 a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

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

VAN HULSTEYNS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of VAN HULSTEYNS
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Van Hulsteyns Personnel Report
- Human Resources (personal information of past, present and prospective employees and Partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Van Hulsteyns 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 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 of the offices of Van Hulsteyns, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Van Hulsteyns.

8.3 The manual can also be accessed on the websites of the SAHRC (w.w.w.sahrc.org.za) and Van Hulsteyns and will be published in the *Government Gazette*.

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

ALLEWYNSPOORT MINERALS (PTY) LTD

15 Norfolk Ave
Craighall Park
Johannesburg

P.O.Box 41806
Craighall
2024

Tel: (011) 788 9616

Manual
prepared in accordance with the provisions of

The Promotion of Access to Information Act

Act No. 2 of 2000
("the Act")

Version 1.0
© Krones SA 2003

Allewynspoort Minerals (Pty) Ltd
Manual to the Promotion of Access to Information Act 2 of 2000

Introduction

The Promotion of Access to Information Act No 2 of 2000 was enacted to give effect to the constitutional right of access to any information held by any person, which information is required to exercise or protect any right of any such person and to provide for matters connected therewith.

This manual, which may be amended and updated from time to time as the need arises, intends to establish the necessary procedure to be followed when requesting information from **Allewynpoort Minerals (Pty) Ltd**, in terms of the provisions of the Act.

Part 1: Company and Contact Details

Name of Company:	Allewynpoort Minerals (Pty) Ltd
Nature of Business:	Holder of Minerals Rights
Head:	H. J. Henrich (CEO)
Postal and Physical Address:	Mergenthalerallee 19-21 65760 Eschborn Germany
Telephone:	0949 6196 702874
E-mail Address:	hjhenrich@otavi.de

Part 2: Guide to the Manual and its Access.

Section 10 of the Act provides that the Human Rights Commission compile and provide a guide for the use of the Act. A copy thereof may be obtained from the CEO of the South African Human Rights Commision at:

Johannesburg:	Private Bag 2700, Houghton, 2041 Tel: 011 484 8300 Fax: 011 484 1360

Part 3: Records Held by the Company

Company Records

(Copy of notice, if any, required in terms of section 51(1)c of the Act)

Currently not applicable, although the following are feely available:
Annual Financial Statements.

Part 4: Access to Records Held by the Company

(Information required under Section 51(1)d

Records are kept in terms of all statutes and such other legislation applicable to this company.

Part 5:

(Information required und Section 51(1)e

A: Records that may be requested

Given the size and nature of the Company, information available includes annual financial statements and correspondence between it and its foreign holding company.

B: Request Procedure

1. **Form of request**
   A requester must comply with all provisions contained in Section 53 of the Act.

2. **Fees**
   A requester seeking information about itself is exempt from any fees. Every other requester will be required to pay such fees as are prescribed in the Act.

Part 6:

(Other Information: Section 51(1)(f): No regulation in this context has as yet been published.

Part 7:

A copy of this manual may be obtained from: The Secretary, P.O.Box 41806, 2024 Craighall.

Part 8:

The forms and fee structure prescribed under the Act are available from the Department of Justice and Constitutional Development (www.doj.gov.za).

HARKOO, BRIJLAL AND REDDY ATTORNEYS

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

INDEX PAGE

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Harkoo, Brijlal and Reddy 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 finalized, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Naiker should he/she require any assistance in respect of the utilization of this manual and\or the requesting of information/documents from Harkoo, Brijlal and Reddy Attorneys.

The following words will bear the following meaning 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 Harkoo, Brijlal and Reddy Attorneys from time to time;
"HBR"	shall mean Harkoo, Brijlal and Reddy 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 Harkoo, Brijlal and Reddy Attorneys has been appointed as the Information Officer of Harkoo, Brijlal and Reddy 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	:	HARKOO, BRIJLAL AND REDDY ATTORNEYS
Partner and appointed Information Officer	:	MR P.V. NAIKER
Address	:	5TH FLOOR, CAPE TOWERS, 11 MACLAREN STREET, JOHANNESBURG
Postal Address	:	P.O. BOX 61485, MARSHALLTOWN, 2107
Telephone	:	(011) 838 – 0040
Fax	:	(011) 838 – 1166
E-mail	:	naikerpv@hbr.co.za
Website address	:	www.hbr.co.za

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

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

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

PAIA Unit

The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

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

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

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

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

Harkoo, Brijlal and Reddy 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 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr.58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr.89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr.85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr.130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr.75 of 1997(Section 31)
- Employment Equity Act, Nr.55 of 1998 (Section 26)
- Skills Development Act, Nr.97 of 1998
- Medical Schemes Act, Nr.131 of 1998
- Skills Development Levies Act, Nr.9 of 1999
- Unemployment Insurance Act, Nr.63 of 2001

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

6. DOCUMENTS/INFORMATION HELD BY HARKOO, BRIJLAL AND REDDY ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act.)

HARKOO, BRIJLAL AND REDDY ATTORNEYS holds the information/documents listed herein below:-

- Details relating to the operational, commercial and financial interests of Harkoo, Brijlal And Reddy Attorneys
- Commercial contracts
- Client data bas (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
- Harkoo, Brijlal and Reddy 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 Harkoo, Brijlal and Reddy Attorneys website address is www.hbr.co.za and it is accessible to anyone with access to the internet. It contains a profile on Harkoo, Brijlal and Reddy, 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 Harkoo, Brijlal and Reddy 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 Harkoo, Brijlal and Reddy Attorneys, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Harkoo, Brijlal and Reddy Attorneys.

8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Harkoo, Brijlal and Reddy Attorneys www.hbr.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 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").

TELJOY MANUAL

Publication in the Government Gazette in terms of the
Promotion of Access to Information Act, Act 2 of 2000

1. INTERPRETATION

1.1.1 "the company" – Teljoy Group (Proprietary) Limited, being the holding company of Film Fun Holdings (Proprietary) Limited, Africell Cellular Services (Proprietary) Limited, Teljoy Business Systems (Pty) Ltd, Cell-Shack Communications (Pty) Ltd and Teljoy Botswana (Proprietary) Limited;

1.1.2 "request liaison officer" – the person duly authorised by the head of the private body and appointed by the company to facilitate or assist the head of the private body with any request in terms of the Act.

2. AIM

To facilitate the requests for access to records of the company as provided for in the Act.

3. DETAILS

Postal Address:	Private Bag X67, Halfway House,1685
Physical Address:	Teljoy House, International Business Gateway, Corner of New Road and 6th Road, Midrand, Gauteng
Telephone Number:	(011) 238-9000
Telefax Number:	(011) 318-3676

4. CONTACT DETAILS OF THE HEAD OF THE PRIVATE BODY AND REQUEST LIAISON OFFICER

4.1 The head of the private body is Theo Rutstein (Executive Chairman)

4.2 Contact details of the head of the private body: Theodore Benjamin Rutstein, Telephone Number: (011) 238-9000, Telefax Number: (011) 318-3676, E-mail Address: trutstein@teljoy.co.za

4.3 The request liaison officer is Frank Noble (Director)

4.4 Contact details of the request liaison officer: Frank Alexander Noble, Telephone Number (011) 238-9000, Telefax Number (011) 318-3676, E-mail Address: fnoble@teljoy.co.za

5. RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EITHER EMPLOYEES ONLY OR THE GENERAL PUBLIC AND EMPLOYEES

5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –

5.1.1 Personnel records are available to the employee whose file it is;

5.1.2 Records of disciplinary hearings and related matters are available to the employee concerned;

5.1.3 The company's policies and procedures manual;

5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –

5.2.1 The company's employment equity plan;

5.2.2 The company's skills development plan.

6. RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d) OF THE ACT

The following records are not automatically available without a request in terms of the Act: All statutory returns – VAT, workmen's compensation, UIF, regional levies, skills development levies.

7. OTHER TYPES OF RECORDS HELD BY THE COMPANY AS CONTEMPLATED IN SECTION 51(1)(c)

These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for

access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including deceased individual.

7.1 Human resources department –

7.1.1 Personnel information including personal information, employment history and health records that the company may hold from time to time;

7.1.2 Training and development information;

7.1.3 General files containing information on employee benefits and employee recruitment and selection information.

7.2 Contractual Relations

7.2.1 Lease and supply agreements;

7.2.2 Contracts with Customers;

7.2.3 Information generally related to negotiations conducted by the company from time to time.

7.3 Information technology –

7.3.1 Usage statistics;

7.3.2 Equipment details;

7.3.3 Costings of hardware and software.

7.4 Legal department –

7.4.1 Company secretarial records.

7.5 Finance and Debtors department –

7.5.1 Financial records;

7.5.2 A list of company's creditors and debtors;

7.5.3 Salary information;

7.5.4 Bank account information;

7.5.5 Fixed asset register.

7.6 Marketing department –

7.6.1 Company brochures and publications;

7.6.2 Deal Sheets;

7.6.3 Documents relating to public relation events;

7.6.4 Company media releases.

7.7 Support services –

7.7.1 Delivery and collection sheets;

7.7.2 List of suppliers.

7.8 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of the Attorneys Act No. 53 of 1979, the Occupational Health and Safety Act No. 85 of 1993 and any other applicable environmental legislation.

8. PROCESS OF REQEUSTING INFORMATION NOT AUTOMATICALLY AVAILABLE.

8.1 A request must be made on the prescribed form. A copy of the form is attached marked annexure "A" ("the prescribed form").

8.2 The prescribed form should be submitted to the request liaison officer who will hand it to the head of the private body or the request liaison officer.

8.3 The same procedure as set out in 9.1 and 9.2 applies if the requester is requesting on behalf of another person or on behalf of a permanent employee of the company.

8.4 The following fees should accompany the prescribed form –

8.4.1 R50,00;

8.4.2 if the head of the private body or the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30 for each hour or part thereof, exceeding the six hours.

8.5 The head of the private body, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.

8.6 The requester will be notified of the decision of the head of the private body or the request liaison officer in the manner indicated by the requester.

8.7 If the request is granted, the requester shall be informed by the head of the private body or the request liaison officer in the manner indicated by the requester in the prescribed form.

8.8 Notwithstanding the aforegoing, the company will advise the requester in the manner stipulated by the requested in the prescribed form of –

8.8.1 the access fee to be paid for the information (in accordance with paragraph 6.3);

8.8.2 the format in which access will be given;

8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

8.10 If the request for access if refused, the head of the private body or the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –

8.10.1 adequate reasons for refusal;

8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.

8.11 Upon the refusal by the head of the private body or the request liaison officer, the deposit paid by the requester will be refunded.

8.12 If the head of the private body or the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the head of the private body or the request liaison officer has refused the request.

8.13 The head of the private body may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –

8.13.1 the request is for a large number of records;

8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the head office of the company;

8.13.3 consultation among divisions or departments, as the case may be, of the company is required;

8.13.4 the requester consents to such an extension in writing;

8.13.5 the parties agree in any other manner to such an extension.

8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.

9. INFORMATION OR RECORDS NOT FOUND

9.1 If a requested record cannot be found or if the records do not exist, the head of the private body or the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.

9.2 The affidavit or affirmation must provide full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the head of the private body or the request liaison officer with every person who conducted the search.

9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.

9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless access is refused by the head of the private body or the request liaison officer.

9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.

10. INFORMATION REQUESTED ABOUT A THIRD PARTY

10.1 Section 71 of the Act makes provision for a request for information or records about a third party.

10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.

10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the head of the private body or the request liaison officer by referring the matter to the High Court.

11. UPDATING OF MANUAL

The company will update this manual every six months or at such intervals as may be necessary.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531