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MANUALS

IN ACCORDANCE WITH

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

24673

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BARRY KATZ & PARTNERS
ATTORNEYS

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

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

Name of body:	Barry Katz & Partners Attorneys
Appointed Information Officer:	Mrs E. De Jager
Address:	801 Trust Bank Centre, Voortrekker Street, Kempton Park
Postal address:	P.O. Box 367, Kempton Park, 1620
Telephone:	(011) 970 1000
Fax:	(011) 394 1987
E-mail:	maclaw@legalcom.co.za
Website address:	www.barrykatz.co.za

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

8.1 This manual is available for inspection at the offices of Barry Katz & Partners, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Barry Katz & Partners.

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) manual 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").

TRUTER CROUS & WIGGILL INGELYF

PROKUREURS

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

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemede versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Truter Crous & Wiggill Ingelyf versoek word in terme van die Wet.

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

'n Versoeker kan Mnr C J Oosthuizen 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 Truter Crous & Wiggill Ingelyf.

Woorde gebruik in die handleiding se betekenis is soos volg"

"die Wet"	beteken die Wet op 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 Truter Crous & Wiggill Ingelyf.
"Truter Crous & Wiggill Ingelyf"	beteken Truter Crous & Wiggill Ingelyf

	Prokureurs, gestruktureer as 'n ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	die senior venoot van Truter Crous & Wiggill Ingelyf is aangewys as die Inligtingsbeampte van Truter Crous & Wiggill Ingelyf, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam	Truter Crous & Wiggill Ingelyf
Vennoot en Inligtingsbeampte	Christo Johann Oosthuizen
Adres	
Posadres	Posbus 6629 Greenhills 1767
Telefoon	(011) 692-1640
Faks	(011) 412-1453
E-pos	tcw-rftn@iafrica.com
Webblad	www.tcwprop.com

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

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

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

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

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

Truter Crous & Wiggill Ingelyf hou inligting ./ dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Insolvensiewet No. 24 van 1936 (Artikel 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 Vergoeding vir Beroepsbeserings en –siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equitey 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
- Werkloosheidsversekeringsweg, 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 HOU DEUR TRUTER CROUS & WIGGILL INGELYF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet).**

Truter Crous & Wiggill Ingelyf hou inligting / dokumente soos hierina aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Truter Crous & Wiggill Ingelyf.
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie,

inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke indiensneming
- Verslag oor vaardigheidsontwikkeling
- Truter Crous & Wiggill Ingelyf Personeel verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werksnemers en vennote/direkteure
- Lys van handelsmekre en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Die Truter Crous & Wiggill Ingelyf webblad (www.tcwprop.com), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van Truter Crous & Wiggill Ingelyf, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

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 Truter Crous & Wiggill Ingelyf gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Truter Crous & Wiggill Ingelyf.

8.2 Afskrifte van die handleiding kan verkry word by die kantore van Truter Crous & Wiggill Ingelyf, onderhewig aan betaling van die voorgeskrewe fooi.

8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en Truter Crous & Wiggill Ingelyf (www.tcwprop.com) en sal ook gepubliseer word in die Staatskoerant.

8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

SKYPROPS 1062 CC

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from SKYPROPS 1062 CC 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 Mrs CAROLINA DA ROCHA NEOPHITOU, should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from SKYPROPS 1062 CC.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of SKYPROPS 1062 CC C/O JSN MOTORS from time to time;
"The Firm"	shall mean SKYPROPS 1062 CC, structured as a Property Owning Close Corporation.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean Mrs CAROLINA DA ROCHA NEOPHITOU who has been appointed as the Information Officer of SKYPROPS 1062 CC, 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	: SKYPROPS 1062 CC
Appointed information officer	: Mrs CAROLINA DA ROCHA NEOPHITOU
Address	: c/o JSN MOTORS, 80 HOBART ROAD, CORNER WILLIAM NICOL DRIVE, BRYANSTON, SANDTON
Postal Address	: P O BOX 76346 WENDYWOOD 2144
Telephone	: 011 700 9000
Fax	: 011 463 2929
E-Mail	: anita.stavros@bmwdealer.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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 Fax Website E-Mail	: : : :	+27 11 484 8300 +27 11 484 0582 / 1360 WWW.sahrc.org.za 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)

SKYPROPS 1062 CC keeps information / documents in accordance with the relevant required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962

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 SKYPROPS 1062 CC IN TERMS OF THE ACT Section 51(1)(e) of the Act)

SKYPROPS 1062 CC holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the firm;
- Commercial Contracts and Insurance Policies;
- Standard Employment Contracts;
- Personnel Report;
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by SKYPROPS 1062 CC 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 SKYPROPS 1062 CC c/o JSN MOTORS, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SKYPROPS CC c/o JSN MOTORS.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

LEGALWORX CONSULTANCY CC

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

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1. INTRODUCTION

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

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

"the Act" shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;

"the / his manual" shall mean this manual together with all annexures thereto as available at the offices of MARIUS SWART ATTORNEYS from time to time;

"the firm" shall mean LEGALWORX CONSULTANCY CC, Close Corporation which renders legal services including legal aid and financial assistance to individual clients and business / organisations;

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

"Information Officer" shall mean Marius Swart who has been appointed as the Information Officer of MARIUS SWART 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	: LEGALWORX CONSULTANCY CC
Partner and appointed information officer	: Mr Marius Swart
Address	: C/o BARBARA, PINE & ACACIA ROAD, PRIMROSE EAST, GERMISTON, 1401
Postal Address	: P O BOX 6702, HOMESTEAD 1412
Telephone	: 011 828 2259
Fax	: 011 828 7020
E-Mail	: legalworx@freemail.absa.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 wished to exercise any right contemplated in the Act. The guide will be made available on 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)
MARIUS SWART keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr 24 of 1963
- Income Tax Act, Nr 58 of 1962
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978

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 MARIUS SWART ATTORNEYS IN TERMS OF THE ACT Section 51(1)(e) of the Act)
MARIUS SWART ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- 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);
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);
- List of Trademarks and pending applications.

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 MARIUS SWART 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 MARIUS SWART, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MARIUS SWART 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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

JSN MOTORS (PTY) LTD

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from JSN MOTORS (PTY) LTD 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 RAYMOND TASMAN should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from JSN MOTORS (PTY) LTD.

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

"the Act" shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;

"the / this manual" shall mean this manual together with all annexures thereto as available at the offices of JSN MOTORS from time to time;

"the firm" shall mean JSN MOTORS (PTY) LTD structured as a franchise holder for BMW and MINI vehicles and parts and Schnitzer accessories. The principal activities include (but not limited to this list):

- the sale of new and approved used BMW and MINI motor vehicles;

- the sale of BMW and MINI approved parts;
- the sale and fitment of Schnitzer accessories;
- workshop repairs and service of BMW and MINI motor vehicles

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

"Information Officer" shall mean Mrs CAROLINA DA ROCHA NEOPHITOU who has been appointed as the Information Officer of JSN MOTORS (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: JSN MOTORS (PTY) LTD
Appointed information officer	: Mrs CAROLINA DA ROCHA NEOPHITOU
Address	: c/o JSN MOTORS, 80 HOBART ROAD, CORNER WILLIAM NICOL DRIVE, BRYANSTON, SANDTON
Postal Address	: P O BOX 76346 WENDYWOOD, 2144
Telephone	: 011 700 9000
Fax	: 011 463 2929
E-Mail	: anita.stavros@bmwdealer.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

JSN MOTORS (PTY) LTD keeps information / documents in accordance with the relevant and required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978
- Attorneys Act, Nr 53 of 1979
- Value Added Tax Act, Nr 89 of 1991
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997
- Employment Equity Act, Nr 55 of 1998
- Skills Development Act, Nr 97 of 1998
- Skills Development Levies Act, Nr 9 of 1999

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 JSN MOTORS (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

JSN MOTORS (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- Commercial Contracts, Insurance Policies;
- 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, Personnel Report;
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);
- List of Trademarks and pending applications;
- Rules and Regulations relating to 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 JSN MOTORS (PTY) LTD 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 JSN MOTORS (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of JSN MOTORS (PTY) LTD.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

STAVROS AND CO (PTY) LTD

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from STAVROS AND CO (PTY) LTD 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 RAYMOND TASMAN should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from STAVROS AND CO (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of STAVROS AND CO (PTY) LTD C/O JSN MOTORS from time to time;
"the firm"	shall mean STAVROS AND CO (PTY) LTD structured as a company who carries on the business of a financier.
"SAHRC"	shall mean the South African Human Rights Commission.

"Information Officer" shall mean RAYMOND TASMAN who has been appointed as the Information Officer of STAVROS AND CO (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: STAVROS AND CO (PTY) TLD
Appointed information officer	: RAYMOND TASMAN
Address	: 280 HOBART ROAD, CORNER WILLIAM NICOL DRIVE, BRYANSTON SANDTON
Postal Address	: P O BOX 76346 WENDYWOOD 2144
Telephone	: 011 728 7433
Fax	: 011 728 4210
E-Mail	: papilsky@icon.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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 Fax Website E-Mail	: : : :	+27 11 484 8300 +27 11 484 0582 / 1360 WWW.sahrc.org.za 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)

STAVROS AND CO (PTY) LTD keeps information / documents in accordance with the relevant and required legislation.

- Income Tax Act, Nr 58 of 1962

- Companies Act, Nr 61 of 1973

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 STAVROS AND CO (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

STAVROS AND CO (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- Commercial Contracts, Insurance Policies;
- 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);
- Human Resources (personal information of past, present, and prospective employees and partners / Directors).

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by STAVROS AND CO (PTY) LTD 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 STAVROS AND CO (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of STAVROS AND CO (PTY) LTD.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

NEOSTAV (PTY) LTD

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from NEOSTAV (PTY) LTD 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 RAYMOND TASMAN should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from NEOSTAV (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of NEOSTAV (PTY) LTD C/O JSN MOTORS from time to time;
"the firm"	shall mean NEOSTAV (PTY) LTD, structured as a company who carries on the business of a financier.
"SAHRC"	shall mean the South African Human Rights Commission.

"Information Officer" shall mean RAYMOND TASMAN who has been appointed as the Information Officer of NEOSTAV (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: NEOSTAV (PTY) LTD
Appointed information officer	: RAYMOND TASMAN
Address	: 280 HOBART ROAD, CORNER WILLIAM NICOL DRIVE, BRYANSTON SANDTON
Postal Address	: P O BOX 76346 WENDYWOOD 2144
Telephone	: 011 728 7433
Fax	: 011 728 4210
E-Mail	: papilsky@icon.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

NEOSTAV (PTY) LTD keeps information / documents in accordance with the relevant and required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962
- Companies Act, Nr 61 of 1973

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 NEOSTAV (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

NEOSTAV (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- Commercial Contract, Insurance Policies;
- 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);
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);

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

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of NEOSTAV (PTY) LTD.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

DJS INVESTMENTS (PTY) LTD

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from DJS INVESTMENTS (PTY) LTD 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 RAYMOND TASMAN should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from DJS INVESTMENTS (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of DJS INVESTMENTS (PTY) LTD from time to time;
"the firm"	shall mean DJS INVESTMENTS (PTY) LTD, structured as a company who owns fixed property for the purpose of deriving rental income there-from.
"SAHRC"	shall mean the South African Human Rights Commission.

"Information Officer" shall mean RAYMOND TASMAN who has been appointed as the Information Officer of DJS INVESTMENTS (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: DJS INVESTMENTS (PTY) LTD
Appointed information officer	: RAYMOND TASMAN
Address	: 222 ANDERSON STREET, CITY AND SUBURBAN, JOHANNESBURG
Postal Address	: P O BOX 67558 BRYANSTON 2021
Telephone	: 011 728 7433
Fax	: 011 728 4210
E-Mail	: papilsky@icon.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

DJS INVESTMENTS (PTY) LTD keeps information / documents in accordance with the relevant and required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962
- Companies Act, Nr 61 of 1973

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 APPIAN INVESTMENTS (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

DJS INVESTMENTS (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- 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);
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);
- Insurance Policies.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by DJS INVESTMENTS (PTY) LTD 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 DJS INVESTMENTS (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of DJS INVESTMENTS (PTY) LTD.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

APPIAN INVESTMENTS (PTY) LTD

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from APPIAN INVESTMENTS (PTY) LTD 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 TUANETTE MATTHYSEN should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from APPIAN INVESTMENTS (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of APPIAN INVESTMENTS (PTY) LTD CC C/O JSN MOTORS from time to time;
"The Firm"	shall mean APPIAN INVESTMENTS (PTY) LTD, structured as a company who owns fixed property for the purpose of deriving rental income there-from.
"SAHRC"	shall mean the South African Human Rights Commission.

"Information Officer" shall mean TUANETTE MATTHYSEN who has been appointed as the Information Officer of APPIAN INVESTMENTS (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: APPIAN INVESTMENTS (PTY) LTD
Appointed information officer	: TUANETTE MATTHYSEN
Address	:15 CORLETT DRIVE, CNR RUDD ROAD, ILLOVO, 2196
Postal Address	: P O BOX 67558 BRYANSTON 2021
Telephone	: 011 782 0024
Fax	: 011 888 1649
E-Mail	: tuanette@jhb.yellowbutton.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)©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)

APPIAN INVESTMENTS (PTY) LTD keeps information / documents in accordance with the relevant and required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962

- Companies Act, Nr 61 of 1973

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 APPIAN INVESTMENTS (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

APPIAN INVESTMENTS (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the company;
- Commercial Contracts, Insurance Policies;
- 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);
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by APPIAN INVESTMENTS (PTY) LTD 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)

1.1 This manual is available for inspection at the offices of APPIAN INVESTMENTS (PTY) LTD, free of charge.

1.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of APPIAN INVESTMENTS (PTY) LTD.

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

1.4 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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

JSN MOTORS SPECIAL TUNING CC

(FORMERLY OLD MAN EMU (SOUTH AFRICA) (PTY) LTD)

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from JSN MOTORS SPECIAL TUNING CC (FORMERLY OLD MAN EMU (SOUTH AFRICA) (PTY) LTD) as contemplated in terms of the Act.

NOTE: The Corporation no longer had the Old Man Emu distribution agency from February 2002 onward, so it was obliged to change its name to JSN MOTORS SPECIAL TUNING CC.

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 Mrs CAROLINA DA ROCHA NEOPHITOU, should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from JSN MOTORS SPECIAL TUNING CC.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of C/O JSN MOTORS from time to time;
"the Firm"	shall mean JSN MOTORS SPECIAL TUNING CC, a Close Corporation structured as a distributor of specialized vehicle components and accessories.
"SAHRC"	shall mean the South African Human Rights Commission.

"Information Officer" shall mean Mrs CAROLINA DA ROCHA NEOPHITOU who has been appointed as the Information Officer of JSN MOTORS SPECIAL TUNING CC, 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	: JSN MOTORS SPECIAL TUNING CC
Appointed information officer	: Mrs CAROLINA DA ROCHA NEOPHITOU
Address	: c/o JSN MOTORS, 80 HOBART ROAD, CORNER WILLIAM NICOL DRIVE, BRYANSTON, SANDTON
Postal Address	: P O BOX 76346 WENDYWOOD, 2144
Telephone	: 011 700 9000
Fax	: 011 463 2929
E-Mail	: anita.stavros@bmwdealer.co.za
Website address	: Not Applicable

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

JSN MOTORS SPECIAL TUNING CC keeps information / documents in accordance with the relevant and required legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr 58 of 1962

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 JSN MOTORS SPECIAL TUNING CC IN TERMS OF THE ACT Section 51(1)(e) of the Act) holds the information / documents listed herein below:

* Details relating to the operational, commercial and financial interest of the company;
* Commercial Contracts, and Insurance Policies, Standard Employment 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);
* Employment Equity Report; Skills Development Report; Personnel Report;
* Human Resources (personal information of past, present, and prospective employees and partners / Directors);

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by JSN MOTORS SPECIAL TUNING CC 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 JSN MOTORS SPECIAL TUNING CC c/o JSN MOTORS, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of JSN MOTORS SPECIAL TUNING CC c/o JSN MOTORS.

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

TELEGENIX TRADING 695 CC

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from TELEGENIX TRADING 695 CC 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 MARTIN LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from TELEGENIX TRADING 695 CC.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of TELEGENIX TRADING 695 CC from time to time;
"THE FIRM"	shall mean TELEGENIX TRADING 695 CC t/a Executive Placements & Consulting Services, structured as a Close Corporation which renders services including that of a labour broker;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MARTIN LOMBARD who has been appointed as the Information Officer of TELEGENIX TRADING 695 CC, 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	: TELEGENIX TRADING 695 CC
Partner and appointed information officer	: Mr MARTIN LOMBARD
Address	: 50 MAIN ROAD, FISHER'S HILL, 1401
Postal Address	: P O BOX 6092, HOMESTEAD, 1412
Telephone	: 011 828 9995
Fax	: 011 828 6704
E-Mail	: martinlombardattorneys@freemail.absa.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 wished to exercise any right contemplated in the Act. The guide will be made available on 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)

Companies Act No. 61 of 1973, Income Tax Act No. 95 of 1967, Labour Relations Act No. 66 of 1995, Skills Development Levies Act No. 9 of 1999, Value Added Tax Act No. 89 of 1991

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 TELEGENIX TRADING 695 CC IN TERMS OF THE ACT Section 51(1)(e) of the Act)

TELEGENIX TRADING 695 CC holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- Commercial Contracts with Clients and Contractors
- Client Data Base
- Minutes of meetings

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 TELEGENIX TRADING 695 CC 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 MARTIN LOMBARD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of TELEGENIX TRADING 695 CC

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

MARTIN LOMBARD ATTORNEYS

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

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1. INTRODUCTION

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

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of MARTIN LOMBARD ATTORNEYS from time to time;
"THE FIRM"	shall mean MARTIN LOMBARD ATTORNEYS, structured as a single practitioner which renders legal services including legal advice and legal representation to individual clients and business / organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MARTIN LOMBARD who has been appointed as the Information Officer of MARTIN LOMBARD 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	: MARTIN LOMBARD ATTORNEYS
Partner and appointed information officer	: Mr MARTIN LOMBARD
Address	: 50 MAIN ROAD, FISHER'S HILL, 1401
Postal Address	: P O BOX 6092, HOMESTEAD, 1412
Telephone	: 011 828 9995
Fax	: 011 828 6704
E-Mail	: martinlombardattorneys@freemail.absa.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 wished to exercise any right contemplated in the Act. The guide will be made available on 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)

MARTIN LOMBARD keeps information / documents in accordance with various legislation.

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 MARTIN LOMBARD ATTORNEYS IN TERMS OF THE ACT Section 51(1)(e) of the Act)

MARTIN LOMBARD ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- 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);
- Insurance Policies
- Protocol register of all Notarial Deeds passed

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 MARTIN LOMBARD 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

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 MARTIN LOMBARD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MARTIN LOMBARD 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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

GEDEELTE 23 VAALDAM CC
Registration Number: CK 1988/07296/23
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from GEDEELTE 23 VAALDAM CC 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 Mrs M J LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from GEDEELTE 23 VAALDAM CC.
The following word will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of GEDEELTE 23 VAALDAM CC from time to time;
"THE FIRM"	shall mean GEDEELTE 23 VAALDAM CC, structured as a Close Corporation, which trades in fixed property; Registration Number: 1984/011324/07
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MRS M J LOMBARD who has been appointed as the Information Officer of GEDEELTE 23 VAALDAM CC, 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	: GEDEELTE 23 VAALDAM CC
Partner and appointed information officer	: MRS M J LOMBARD
Address	: c/o Moller & Mike Crooke Str, Industries East, Germiston
Postal Address	: P O BOX 17385, SUNWARD PARK, 1470
Telephone	: 011 873-1346
Fax	: 011 873-1935
E-Mail	: rotaryhyd@mweb.co.za

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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	Telephone: +27 11 484 8300
Private Bag 2700	Fax: +27 11 484 0582 / 1360
HOUGHTON	Website: WWW.sahrc.org.za
2041	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)

Companies Act No. 61 of 1973, Income Tax Act No. 95 of 1967, and other relevant legislation.

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 GEDEELTE 23 VAALDAM CC IN TERMS OF THE ACT Section 51(1)(e) of the Act)

GEDEELTE 23 VAALDAM CC holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the business; Minutes of meetings, Financial statements, Annual financial statements, Vouchers

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 GEDEELTE 23 VAALDAM CC 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 GEDEELTE 23 VAALDAM CC, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of GEDEELTE 23 VAALDAM CC

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD
Registration Number: 2000/026639/07
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD 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 Mrs M J LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD.
The following word will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD from time to time;
"THE FIRM"	shall mean ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD, structured as a Private Company, which trades in the open cast mining industry and renders services and goods to this industry; Registration Number: 2000/026639/07
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MRS M J LOMBARD who has been appointed as the Information Officer of ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD
Partner and appointed information officer	: MRS M J LOMBARD
Address	: c/o Moller & Mike Crooke Str, Industries East, Germiston
Postal Address	: P O BOX 17385, SUNWARD PARK, 1470
Telephone	: 011 873-1346
Fax	: 011 873-1935
E-Mail	: rotaryhyd@mweb.co.za
Web-Site	: www.rotaryhyd.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 wished to exercise any right contemplated in the Act. The guide will be made available on 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	Telephone: +27 11 484 8300
Private Bag 2700	Fax: +27 11 484 0582 / 1360
HOUGHTON	Website: WWW.sahrc.org.za
2041	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)

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, Credit Agreements Act No. 75 of 1980, Currency and Exchanges Act No. 9 of 1933, Debtor Collectors Act No. 114 of 1998, Employment Equity Act No. 55 of 1998, Labour Relations Act No. 66 of 1995, Occupational Health & Safety Act No. 85 of 1993, Pension Funds Act No. 24 of 1956, Regional Services Councils Act No. 109 of 1985, Skills Development Levies Act No. 9 of 1999, Skills Development Act No. 97 of 1998, Unemployment Contributions Act No. 4 of 2002, Unemployment Insurance Act No. 63 of 2001, Value Added Tax Act No. 89 of 1991, Income Tax Act No. 95 of 1967, and other relevant legislation.

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 ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD holds the information / documents listed herein below:
Details relating to the operational, commercial and financial interest of the business, Licences, Minutes of management meetings, Minutes of staff meetings, Correspondence, Staff recruitment policies, Employment contracts, Remuneration records and policies, Sales records , Production records, Client information, Financial statements, Annual financial statements, Vouchers, Stock records, Assets

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 ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD 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 ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of ROTARY HYDRAULIC & PNEUMATIC MINING (PTY) LTD and on their website (www.rotaryhyd.co.za)

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

PRET HUT (PTY) LTD
Registration Number: 1984/011324/07
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from PRET HUT (PTY) LTD 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 Mrs M J LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from PRET HUT (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of PRET HUT (PTY) LTD from time to time;
"THE FIRM"	shall mean PRET HUT (PTY) LTD, structured as a Private Company, which trades in fixed property; Registration Number: 1984/011324/07
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MRS M J LOMBARD who has been appointed as the Information Officer of PRET HUT (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: PRET HUT (PTY) LTD
Partner and appointed information officer	: MRS M J LOMBARD
Address	: c/o Moller & Mike Crooke Str, Industries East, Germiston
Postal Address	: P O BOX 17385, SUNWARD PARK, 1470
Telephone	: 011 873-1346
Fax	: 011 873-1935
E-Mail	: rotaryhyd@mweb.co.za

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

Companies Act No. 61 of 1973, Income Tax Act No. 95 of 1967, and other relevant legislation.

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 PRET HUT (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

PRET HUT (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the business; Minutes of meetings, Financial statements, Annual financial statements, Vouchers

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 PRET HUT (PTY) LTD 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 PRET HUT (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PRET HUT (PTY) LTD

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

A-PROPERTIES (PTY) LTD
Registration Number: 2000/025463/07
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from A-PROPERTIES (PTY) LTD 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 Mrs M J LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from A-PROPERTIES (PTY) LTD.
The following word will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of A-PROPERTIES (PTY) LTD from time to time;
"THE FIRM"	shall mean A-PROPERTIES (PTY) LTD, structured as a Private Company, which trades in fixed property; Registration Number: 2000/025463/07
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MRS M J LOMBARD who has been appointed as the Information Officer of A-PROPERTIES (PTY) LTD, to which requests for information in terms of the Act should be addressed.

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

Name of Body	: A-PROPERTIES (PTY) LTD
Partner and appointed information officer	: MRS M J LOMBARD
Address	: c/o Moller & Mike Crooke Str, Industries East, Germiston
Postal Address	: P O BOX 17385, SUNWARD PARK, 1470
Telephone	: 011 873-1346
Fax	: 011 873-1935
E-Mail	: rotaryhyd@mweb.co.za

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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	Telephone: +27 11 484 8300
Private Bag 2700	Fax: +27 11 484 0582 / 1360
HOUGHTON	Website: WWW.sahrc.org.za
2041	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)

Companies Act No. 61 of 1973, Income Tax Act No. 95 of 1967, and other relevant legislation.

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 A-PROPERTIES (PTY) LTD IN TERMS OF THE ACT Section 51(1)(e) of the Act)

A-PROPERTIES (PTY) LTD holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the business; Minutes of meetings, Financial statements, Annual financial statements, Vouchers

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by A-PROPERTIES (PTY) LTD 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 A-PROPERTIES (PTY) LTD, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of A-PROPERTIES (PTY) LTD

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

AHM TRUST
Registration Number: It 8307/99
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from AHM TRUST 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 Mrs M J LOMBARD should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from AHM TRUST.
The following word will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / his manual"	shall mean this manual together with all annexures thereto as available at the offices of AHM TRUST from time to time;
"THE FIRM"	shall mean AHM TRUST, structured as a Trust, which trades in all aspects; Registration Number: IT8307/99
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean MRS M J LOMBARD who has been appointed as the Information Officer of AHM TRUST, 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	: AHM TRUST
Partner and appointed information officer	: MRS M J LOMBARD
Address	: c/o Moller & Mike Crooke Str, Industries East, Germiston
Postal Address	: P O BOX 17385, SUNWARD PARK, 1470
Telephone	: 011 873-1346
Fax	: 011 873-1935
E-Mail	: rotaryhyd@mweb.co.za

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

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wished to exercise any right contemplated in the Act. The guide will be made available on 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)

Administration of Estates Act, No. 66 of 1965, Companies Act No. 61 of 1973, Income Tax Act No. 95 of 1967, and other relevant legislation.

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 AHM TRUST IN TERMS OF THE ACT Section 51(1)(e) of the Act)

AHM TRUST holds the information / documents listed herein below:
Details relating to the operational, commercial and financial interest of the business, Minutes of meetings, Correspondence, Financial statements, Annual financial statements, Vouchers, insurance policies, copies of leases and HP agreements

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 AHM TRUST 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 AHM TRUST, free of charge.

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

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 on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

PRINSLOO INGELYF

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

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Prinsloo Ingelyf versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Prinsloo 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 Prinsloo Ingelyf.

Woorde gebruik in die handleiding se betekenis is as 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 Prinsloo Ing.'
"Prinsloo Ing"	beteken Prinsloo Prokureurs Ingelyf, gestruktureer as 'n ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede/organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van Prinsloo Ingelyf is aangewys as die Inligtingsbeampte van Prinsloo Ingelyf, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam:	Prinsloo Ingelyf
Direkteur en Inligtingsbeampte :	Mnr Gerhardus Beukes Prinsloo
Adres:	De Jagerstraat 22 Ermelo 2350
Posadres:	Posbus 265 Ermelo 2350
Telefoon:	(017) 811 3377
Faks:	(017) 811 4443
E-pos:	prinslaw@skyafrica.co.za
Webblad:	n.v.t.

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 as volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak X2700
HOUGHTON
2041

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

5. 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.

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

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

- Insolvensiewet, No. 24 van 1936 (Artikel 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op 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)
- 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
- Werkloosheidsversekeringwet, 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.

7. INLIGTING / DOKUMENTE GEHOU DEUR PRINSLOO INGELYF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Prinsloo Ingelyf hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Prinsloo Ingelyf;
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, 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
- Prinsloo Ingelyf Personeel Verslae
- Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en
- vennote/direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse

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 Prinsloo Ingelyf gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

8. 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.

9. BESKIKBAAR VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

9.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Prinsloo Ingelyf;

9.2 Afskrifte van die handleiding kan verkry word by die kantore van Prinsloo Ingelyf, onderhewig aan betaling van die voorgeskrewe fooi;

9.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (ww.sahc.org.za) en Prinsloo Ingelyf en sal ook gepubliseer word in die Staatskoerant;

9.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

LIZA VAN SCHALKWYK PROKUREURS

INDEKS:

1. Inleiding
2. Kontakbesonderhede
3. Riglyn in terme van artikel 10 van die wet
4. Kennisgewing in terme van artikel 52(2) van die wet
5. Inligting\dokumente beskikbaar ingevolge ander wetgewing
6. Inligting\dokumente gehou deur LIZA VAN SCHALKWYK PROKUREUR
7. Ander inligting
8. Beskikbaarheid van die hendleiding

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 Liza van Schalkwyk versoek word en terme van die wet.

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

'n Versoeker kan Mev Liza van Schalkwyk 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 Liza van Schalkwyk.

Woorde gebruik in die hanleiding 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 hanleiding tesame met alle aanhangsels daartoe welke van tyd tot tyd beskikbaar is by die kantore van Liza van Schalkwyk Prokureurs;
"Liza van Schalkwyk"	Beteken Liza van Schalkwyk Prokureurs gestruktureer as 'n eenmansaak en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede/organisasies
"SAMK"	beteken die Suid-Afrikaanse Menseregte Kommissie.

2. KONTAKBESONDERHEDE (artikel 51(1)(A)van die wet)

Naam van liggaam:	Liza van Schalkwyk Prokureurs
Eienaar en inligtingsbeamte:	Liza van Schalkwyk
Adres:	Mackenzie Straat, 486 A Menlopark, 0081
Posadres:	Posbus 9574, Pretoria, 0001
Telefoon:	(012) 346 6237
Faks:	(012) 346 6147
E-pos:	lizsec@mweb.co.za

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

In terme van die bepalings van artikel 10 van die wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die wet. Die gids sal beskikbaar gemaak word deur die SAMK in 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:	(011) 484 8300
Faks:	(011) 484 0582\1360
Webblad:	www.sahrc.org.za
E.pos:	PAIA@sahrc.org.za

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

Op hierdie stadium is geen kennisgewing/s gepubliseer nie.

5. INLIGTING\DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (ARTIKEL 51)(1)(d) van die wet)

Liza van Schalkwyk hou inligting\dokumente ingevolge die volgende wetgewing

- Insolvensiewet,No 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 61 van 1973
- Die wet op kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op beroepsgesondheid en –veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en –siekte, 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 beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die weten soos verlang in Artikel 52,

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

Liza van Schalkwyk hou inligting / dokumente soos hierna aangedui:

Inligting ten opsigte van die operasionele-, handels-en finansiële belange van Liza van Schalkwyk

- Kontrakte
- Kliënte databasis(persoonlike inligting van kliëntehandels- en finansiële inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goederevan sodanige kliënte)
- Standard indiensnemingskontrakte
- Verslag oor vaardigheidsontwikkeling
- Liza van Schalkwyk personeel verslae
- Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemersen vennote \ direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

7. ANDER INLIGTING (artikel 51 (1)(f) van die wet)

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

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

Die handleiding is gratis beskikbaar by die kantore van Liza van Schalkwyk;

Afskrifte van die handleiding kan verkry word by die kantore van Liza van Schalkwyk,onderhewig aan betaling van die voorgeskrewe fooi;

Toegang kan tot die handleiding bekom word op die Webblad van die SAMK (www.sahrc.org.za) en Liza van Schalkwyk (sal ook gebubliseer word in die staatskoerant

Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word opdie webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

MOBILE

MOBILE INDUSTRIES LIMITED

(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)

(REGISTRATION NO 1968/014997/06)

INCLUDING ITS SUBSIDIARY COMPANIES AND RELATED ENTITIES (AS LISTED IN ANNEXURE C)

A Guide to

ACCESSING OUR INFORMATION

Manual in terms of Section 51 of the Promotion of Access to Information Act, No 2 of 2000, ("the Act")

Contents

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(b) ACCOUNTING RECORDS

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

(c) MOVABLE PROPERTY

- Asset register;
- Finance and lease agreements;
- Notarial bonds; and
- Deeds of pledge.

(j) INTELLECTUAL PROPERTY

- Patents, patent applications and inventions;
- Trade marks, trade names and protected names;
- Copyrights; and
- Agreements relating to intellectual property such as licence agreements, secrecy agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.

(k) AGREEMENTS AND CONTRACTS

- Material agreements concerning provision of services or materials and funding/finance agreements;
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- Acquisition or disposal documentation;
- Agreements with contractors and suppliers;
- Agreements with customers;
- Warranty agreements;
- Sale agreements;
- Distributor, dealer or agency agreements;
- Agreements with governmental agencies;
- Purchase or lease agreements; and
- Non-disclosure and confidentiality agreements.

(l) TAXATION

- Copies of income tax returns and assessments and other tax returns and documents.

(m) LEGAL

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

(n) INSURANCE

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

(p) INFORMATION TECHNOLOGY

- Hardware;
- Operating systems;
- Telephone lines, leased lines and data lines;
- WAN and LAN installations;
- Software packages;
- Disaster recovery plans;
- Internal systems support and programming / development;
- Capacity and utilization of current systems;
- Agreements and licenses; and
- Audits.

Procedure for requesting access to the above information

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

- our information officer (whose contact information is detailed above) or from our web site (http://www.mobile-industries.net);
- the SAHRC web site (http://www.sahrc.org.za); and
- the Department of Justice and Constitutional Development web site (http://www.doj.gov.za).

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

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

It is important to note that access is not automatic. You must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right.

Information available in terms of other legislation (as required by section 51(1)(d) of the Act)

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

- Basic Conditions of Employment Act No 75 of 1997;
- Companies Act No 61 of 1973;
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993;

- Credit Agreements Act No 75 of 1980;
- Debt Collectors Act No 114 of 1998;
- Electronic Communications and Transactions Act No 25 of 2002;
- Employment Equity Act No 55 of 1998;
- Financial Intelligence Centre Act No 38 of 2001;
- Financial Markets Control Act No 55 of 1989;
- Income Tax Act No 58 of 1962;
- Insider Trading Act No 135 of 1998;
- Labour Relations Act No 66 of 1995;
- Legal Deposit Act No 54 of 1997;
- Occupational Health and Safety Act No 85 of 1993;
- Patents Act No 57 of 1978;
- Prevention of Organised Crime Act No 121 of 1998;
- Promotion of Access to Information Act No 2 of 2000;
- Public Finance Management Act No 1 of 1999;
- Short-term Insurance Act No 53 of 1998;
- Skills Development Levies Act No 9 of 1999;
- Trademarks Act No 194 of 1993;
- Transfer Duty Act No 40 of 1949;
- Unemployment Insurance Act No 63 of 2001; and
- Value added Tax Act No 89 of 1991.

Information automatically available (as required by section 51(1)(e) of the Act)

The following categories of records are automatically available for inspection, purchase or photocopying. You do not need to request this information in terms of the Act.

1. Newsletters and booklets;
2. Circulars to share and debenture holders;
3. Pamphlets / Brochures;
4. Published press releases and announcements;
5. Published interim financial reports, provisional annual financial statements and audited annual financial statements;
6. Various registers in terms of the Companies Act No 61 of 1973;
7. Other literature intended for public viewing; and
8. Web site http://www.mobile-industries.net.

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 10]

A. Particulars of Mobile Industries Limited and its subsidiaries and related entities

The Information Officer, Mobile Industries Limited

1313 Main Tower, Standard Bank Centre, Heerengracht, Cape Town 8001

Telephone Number 021 421 7310 Fax Number 021 419 3692

Email address: info@mobile-industries.net

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 of South Africa 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 by you.**	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

ANNEXURE B

AN EXPLANATORY NOTE ON FEES TO BE CHARGED WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE ACT

The fees chargeable are contained in Part III of Annexure A of the Regulations to the Act, a copy of which is attached. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees[1]

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure A to the Regulations.

3. Access fees[2]

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure A to the Regulations.

4. Other fees

4.1 A request fee[3] of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.

4.2 A search fee[4] may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.[5]

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

---

[1] Section 52(3) and Regulation 1(1).

[2] Section 54(7) and Regulation 11(3).

[3] Section 54(1) and Regulation 11(2).

[4] Annexure "A", Part III, Item 4(1)(f).

[5] Section 54(2).

PART III
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 compact disc	7,50
(*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 compact disc	7,50
	(*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.

ANNEXURE C

LIST OF SUBSIDIARIES AND RELATED ENTITIES OF MOBILE INDUSTRIES LIMITED (AS AT 31 DECEMBER 2002)

NAME OF SUBSIDIARY	REGISTRATION NUMBER
Mobile Acceptances (Pty) Ltd	1970/012299/07
Transport Acceptances (Pty) Ltd	1966/000727/07

NAME OF RELATED ENTITY

Trencor Export Partnership No 3

Trencor Export Partnership No 17

Trencor Export Partnership No 23

Trencor Export Partnership No 29

Trencor Export Partnership No 35

Trencor Export Partnership No 40

Trencor Export Partnership No 45

Trencor Export Partnership No 50

Trencor Export Partnership No 55

Trencor Export Partnership No D1

Trencor Export Partnership No D2

Trencor Export Partnership No N

Trencor Export Partnership No S

Trencor Export Partnership No W

Manual in terms of section 51, promotion of access to information act of 2000

1	NAME OF COMPANY	EURO GARAGE 1065 CC
2	REGISTRATION NUMBER	2000/003445/23
3	POSTAL ADDRESS	P.O. BOX 808 SANLAMHOF 7532
4	PHYSICAL ADDRESS	11F FIVAZ ROAD DURBANVILLE 7550
5	TELEPHONE NUMBER	021 - 9752154
6	FAX NUMBER	NONE
7	E-MAIL ADDRESS	NONE
8	CEO	M.C. VAN WYK
9	DESGNATED INFORMATION OFFICER	M.C. VAN WYK

10 THE GUIDE DESCRIBED IN SECTION 10 OF THE ACT SHOULD BE AVAILABLE FROM THE SA HUMAN RIGHTS COMMISSION BY AUGUST 2003

12 REGISTER OF DOCUMENTS KEPT:

12.1 DOCUMENTS IN TERMS OF INCOME TAX ACT, VAT ACT, COMPANIES ACT:
12.2 DOCUMENTS IN TERMS OF BASIC CONDITIONS OF EMPLOYMENT ACT, EMPLOYMENT EQUITY ACT, SKILS DEVELOPMENT ACT, LABOU RELATIONS ACT AND UNEMLOYMENT INSURANCE ACT

12.1

Certificate of Incorporation
Register of Members
Minute Book - Members' Meetings
Annual Financial Statements
Income tax returns & assessments
Correspondence with SARS on Income tax
Company Registration documents

RECORDS AS REQUIRED BY INCOME TAX ACT, VAT ACT, COMPANIES ACT

Cash book

Bank reconciliations
Bank statements
Returned cheques
Cheque stubs
Payment vouchers
Deposit books and slips
Receipt books
Floppy disc backups

Creditor payment Details
Creditor reconciliations and statements
Creditor vouchers and remittance advices

General ledger
Financial year end and taxation working papers
Fixed Asset registers, schedules of additions, disposals, depreciation and wear & tear
Insurance Policies, endorsements & correspondence
Income tax workings
Backup on stiffy discs
Monthly VAT 201 returns
Correspondence files
Annual Financial Statements

12.2 DOCUMENTS IN TERMS OF:

BASIC CONDITIONS OF EMPLOYMENT ACT
EMPLOYMENT EQUITY ACT
SKILLS DEVELOPMENT ACT
LABOUR RELATIONS ACT
UNEMPLOYMENT INSURANCE ACT

1. BASIC CONDITIONS OF EMPLOYMENT ACT (Act 75 of 1997)

Written particulars of employment as prescribed in Section 29 (Appointment letters)

Informing employees of their rights by putting summary of Act on notice board (Sec. 30)

Keeping of records (Section 31) for 3 years
§ Name and Occupation
§ Time worked
§ Remuneration Paid
§ Date of birth under 18

Information about remuneration (Sec. 33)

a. CO's name and address
b. Employee's name and address
c. Period of payment
d. Remuneration in money

e. Amounts and purpose of deductions
f. Actual paid
g. If applicable (i) pay rate and overtime rate
(ii) number of overtime hours worked
(iii) time for Public holidays and Sundays
(iv) Averaging of hours

Deductions (Sec. 34)

Prohibits deductions unless employee agrees in writing
Union Stoporders
Medical Aid
Pension and Provident Fund (Letter of Appointment)
Copies of Court orders (Garnish etc.)
Collective agreements, Council levies etc.
Arbitration awards
Loans

Other
Family responsibility leave
Leave
Sick Leave

Other

In terms of "Unfair Practice" clause other info not legislated

Disciplinary records
Grievances
Records of inquiries
Union matters
Dates of Increases
Promotions
Job Descriptions, job grading

5. UNEMPLOYMENT INSURANCE ACT (Act 63 of 2001)

Records of deductions
UIF Cards, documents, etc.

The Parktonian All Suite Hotel Proprietory Limited

Registration number: 1980/001450/07
("the Company")

Manual

Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
("the Act")

Introduction
The company conducts business as an hotel. This is the Manual required by the Act to assist persons in obtaining information from the Company, as provided for in the Act.

Contact Details

The Information Officer - The Parktonian All Suite Hotel Proprietory Limited

Postal address	: P.O. Box 32278 Braamfontein 2017
Street address	: 120 De Korte Street Braamfontein 2001
Telephone	: 011 403 5740
Fax	: 011 403 2401
Email	: accom@parktonian.co.za

The South African 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.

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

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

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

Records available in terms of other legislation
Income Tax Act 58 of 1962
Companies Act 61 of 1973
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Labour Relations Act 66 of 1995
Employment Equity act 55 of 1998
Skills Development Levies Act 9 of 1999
Unemployment Insurance Act 30 of 1966

Access to records held by the Company

Note: This section of the Manual sets out the subject and categories of records held by the Company. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

Statutory Company information
Memorandum and articles of association
Incorporation forms

Constitution of the Company
The share register
Shareholders' agreements
Register or list of directors
Minute books

Financial records
Accounting records, books and documents
Interim and annual financial reports
External auditors' reports in respect of audits conducted on the Company
Tax returns

Bank records
Bank facilities and accounts details
Bank statements
Indebtedness to bankers
Debt securities issued by the Company
Guarantees given by, or in respect of, the Company

Employment records
List of employees
Employment contracts / letters of appointment
Documents relating to employee benefits
Personnel files
Tax returns of employees
Staff loan schemes
Funeral insurance scheme
Disciplinary records and documentation relating to disciplinary proceedings
Recognition agreements with trade unions

Collective agreements with trade unions
Employment equity plan
Training manuals
Code of conduct

Licenses / Permits
Licenses
Permits

Insurance
Insurance policies taken out for the benefit of the Company
Details of insurance coverage, limits and insurers

Fixed and movable property records
Asset register
Agreements for the lease of immovable property
Agreements for the lease of movable property

Information technology records
License and distribution agreement in respect of computer reservation systems
Computer software support and maintenance agreements
Computer software license agreements
Agreements with Internet Service Providers, and other telecommunications entities

Agreements of the Company
Franchise agreements

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. These forms are available from:

- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za)

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

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

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

SECTION 51 MANUAL FOR 10 ANDERSON STREET (PTY) LIMITED

REGISTRATION NO: 1985/004417/07

1. CORE BUSINESS

Property Investment Company.

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR THE BOULEVARD PROPERTY SYNDICATION LTD

REGISTRATION NO: 1988/001145/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR SYNLET SERVICES (PTY) LTD

REGISTRATION NO: 1993/005686/07

1. CORE BUSINESS

Property Management Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR STORMILL PROPERTY SYNDICATION LTD

REGISTRATION NO: 1988/004582/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR SOUTH COAST SYNDICATE 23 LTD

REGISTRATION NO: 1990/005156/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR NEWINVEST 199 (PTY) LTD

REGISTRATION NO: 2000/027887/07

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

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The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR MIDRAND 233 PROPERTY SYNDICATION LTD

REGISTRATION NO: 1991/003368/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR LANFRANC PROPERTY HOLDINGS LTD

REGISTRATION NO: 1992/001116/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR KENTFORD PROPERTY SYNDICATE LTD

REGISTRATION NO: 1989/005900/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

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8. REQUEST FOR ACCESS TO RECORDS

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR HANNIBAL SAFARI EQUIPMENT (PTY) LTD

REGISTRATION NO: 1988/017477/04

1. CORE BUSINESS

Manufacturers of 4 x 4 accessories

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr Jacque Willig / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR FORTY HOOFD STREET LTD

REGISTRATION NO: 1992/005674/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR ERF 102 STORMILL PROPERTY SYNDICATION LTD

REGISTRATION NO: 1990/007153/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR DURBAN SYNDICATE NINETEEN LTD

REGISTRATION NO: 1991/000844/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

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Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR DCF HELDERBERG (PTY) LIMITED

REGISTRATION NO: 1986/004563/07

1. CORE BUSINESS

Property Development

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

The Company complies with all legislation applicable to its operations and activities and records are retained in accordance with such legislature, including inter alia correspondence, appropriate minutes, all staff records, financial records and working papers including fixed assets and inventories.

8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR CARLETONVILLE 1277 PROPERTY SYNDICATION LTD

REGISTRATION NO: 1986/004818/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

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8. REQUEST FOR ACCESS TO RECORDS

Please contact the company at its contact address (see 2 above) with any request for access to records, which request must be made in accordance with the procedures set out in The Promotion of Access to Information Act. .

9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR ATLAS PROPERTIES LIMITED

REGISTRATION NO: 1988/000742/06

1. CORE BUSINESS

Property Investment Company listed on the JSE Securities.

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX / WEBSITE

Tel: 021-4472010 Fax: 021-4471559 Website: www.propertyatlas.com

4. CEO / DESIGNATED INFORMATION OFFICER

Mr I S Raubenheimer / Mr C Kotze

5. SECTION 10 GUIDE

This will be available from the S A Human Rights Commission by not later than August 2003.

6. CATEGORIES OF INFORMATION

The balance sheet and income statement is available on the company's website. In addition, copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

7. RECORDS IN TERMS OF COMPANIES ACT AND OTHER LEGISLATION

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR ATLAS MANAGEMENT SERVICES (PTY) LTD

REGISTRATION NO: 1980/000527/07

1. CORE BUSINESS

Property Investment / Management Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr I S Raubenheimer / Mr C Kotze

5. SECTION 10 GUIDE

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6. CATEGORIES OF INFORMATION

Copies of published annual reports and interim reports are available upon written request.

All other information is retained by the company and in accordance with paragraph 7.

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR ARROWTRADE MANAGEMENT SERVICES (PTY) LTD

REGISTRATION NO: 2000/027934/07

1. CORE BUSINESS

Property Management / Brokers / Developers

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR ADVENT PROPERTIES (PTY) LTD

REGISTRATION NO: 1991/004879/07

1. CORE BUSINESS

Property Investment Company.

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the company free of charge and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR WESTMEAD SYNDICATION THIRTY LTD

REGISTRATION NO: 1992/002648/06

1. CORE BUSINESS

Property Investment Company

2. POSTAL & PHYSICAL ADDRESS

P O Box 3478, Cape Town 8000. 121 Roodebloem Road, Woodstock 7925.

3. TELEPHONE / FAX

Tel: 021-4472010 Fax: 021-4471559

4. CEO / DESIGNATED INFORMATION OFFICER

Mr H H O Steyn / Mr C Kotze

5. SECTION 10 GUIDE

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9. OTHER INFORMATION AS MAY BE PRESCRIBED

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

10. AVAILABILITY OF THE MANUAL

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HAROLD RUDOLPH & ASSOCIATES INC.
ATTORNEYS
ADMINISTRATORS OF ESTATES

20 February 2003

Our Ref: Prof. H Rudolph/rr

Government Printer

ATTENTION : MRS JACOBS

e-mail : ipienaar@print.pwv.gov.za

Dear Sirs,

Re: MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

We e-mail herewith our Access to Information Manual advertisement and shall be pleased if you would kindly publish same in the Government Gazette on 28 February 2003.

We are faxing a copy of our deposit slip for R550,00 under separate cover.

Yours faithfully,

HAROLD RUDOLPH & ASSOCIATES INC.

PROF. HAROLD RUDOLPH
8 UMTATA ROAD, EMMARENTIA, 2195. • P O BOX 85075, EMMARENTIA, 2029
☎ (W): (011) 717-8454 & 646-1780 • ☎(H): (011) 646-3234
FAX: (011) 646-2083 • CELL: 082-377-2095
DOCEX 9, RANDBURG.

HAROLD RUDOLPH & ASSOCIATES INC.
ACCESS TO INFORMATION MANUAL

Manual required by section 51 of the Promotion of Access to Information Act 2 of 2000 and Regulation 9 of 15 February 2002.

PART 1 : CONTACT DETAILS FOR INFORMATION REQUESTS:
[Section 51(a)]

NAME OF PRIVATE BODY:	**HAROLD RUDOLPH & ASSOCIATES INC.**
HEAD OF PRIVATE BODY:	**HAROLD GEOFFREY RUDOLPH**
ADDRESS:	**8 UMTATA ROAD, EMMARENTIA, JOHANNESBURG 2195**
POSTAL ADDRESS:	**P O BOX 85075 EMMARENTIA, 2029**
TELEFAX NUMBER	**011 646 2083**
TELEPHONE NUMER:	**011 717 8454 011 646 1780**
E-MAIL:	hrudolph@global.co.za

PART 2: INFORMATION AVAILABILITY

Section 10 Guide: [section 52(b)]	None*
Section 52, Voluntary	Harold Geoffrey Rudolph holds the BA, LLB and LLM (cum laude) degrees from the University of the Witwatersrand, Johannesburg.
Section 52, Automatic Availability: [Sections 51c]	Promotional material describing the business of the private body is available on request at no charge
Mandatory disclosure in terms of other legislation: [Section 51(d)]	Registration Number : 2000/022440/21 Registered address: 8 Umtata Road, Emmarentia, Johannesburg Members: Harold Geoffrey Rudolph
Information held in terms of the Act (Section 51(e))	Details relating to the operations, commercial and financial interests of Harold Rudolph & Associates Inc. Commercial contracts Client data base - Any and all of the above documents/information shall only be made available to a requester in terms of the Act – none of the information is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

Categorisation of records:
[Section 51(f)]
Other than the records referred to above the private body holds the following records:

1. Attorney Client consultation documents, letters and opinions.
   This material is subject to mandatory non-disclosure.

2. Financial Records of the Private Body.
   This material is subject to mandatory and possible voluntary non-disclosure.

3. Miscellaneous:
   Miscellaneous records which do not fall into any other category stipulated above.

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

1. The manual is available for inspection at the offices of Harold Rudolph & Associates Inc., free of charge.
2. Copies of the manual can be obtained, subject to the prescribed fees, at the offices of Harold Rudolph & Associates Inc.
3. The manual can also be accessed on the websites of the SAHRC and will be published in the Government Gazette.
4. 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

[1]

[1] *Since its is in the nature of an attorney's practise to keep client information confidential, with consequent mandatory non-disclosure of most records held by attorneys, no purpose would be served by publishing a guide.

GAUTENG FILM OFFICE

REGISTERED NO. 2001/013031/08

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

PART 1

[INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT]

Name of body:	**GAUTENG FILM OFFICE**
Name of Information Officer:	**T SEBEKO**
Description of function of Company:	**Co-ordination: Film and Video Industry**
Address:	**GEDA House corner Harrison and Fox Streets Johannesburg 2001**
Postal Address:	**P O BOX 61840 MARSHALLTOWN 2107**
Telephone No:	**011 833 8750**
Fax No:	**011 838 2137**
e-mail address of the Information Officer:	**gfo@geda.co.za**

All applications for access to records in terms of this Act should be submitted in the format described in the Regulations, addressed to the Information Officer

PART II

[INFORMATION REQUIRED UNDER SECTION 51 (1) (b) OF THE ACT]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III

[COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51 (1) (c) OF THE ACT]

Not applicable

PART IV

[INFORMATION REQUIRED UNDER SECTION 51 (1) (d) OF THE ACT]

Records are kept in accordance with the following legislation:

Income Tax Act
Value-Added Tax Act, 89 of 1991 (section 55)
Unemployment Insurance Act 30 of 1966
Companies Act No 65 of 1973
Skills Development Levies Act 9 of 1999
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998

PART V

[INFORMATION REQUIRED UNDER SECTION 51 (1) (e) OF THE ACT]

Operational Information

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation.

Communications

(i.e. correspondence to and from persons within and without the organisation since incorporation.)

Circulars

(i.e. copies of circulars issued to members)

DIKHOLOLO SHAREBLOCK COMPANY LIMITED

REGISTERED NO. 1981/000665/06

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

PART 1

[INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT]

Name of body:	**DIKHOLOLO SHAREBLOCK COMPANY LIMITED**
Name of Information Officer:	**A VAN NIEKERK**
Description of function of Company:	**Time share resort**
Address:	**The Farm Dikhololo District of Brits**
Postal Address:	**P O BOX 1533 BRITS 0250**
Telephone No:	**012 277 9000**
Fax No:	**012 277 9003**
e-mail address of the Information Officer:	**jean@dikhololo.co.za**

All applications for access to records in terms of this Act should be submitted in the format described in the Regulations, addressed to the Information Officer

PART II
[INFORMATION REQUIRED UNDER SECTION 51 (1) (b) OF THE ACT]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III
[COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51 (1) (c) OF THE ACT]

Not applicable

PART IV
[INFORMATION REQUIRED UNDER SECTION 51 (1) (d) OF THE ACT]

Records are kept in accordance with the following legislation:

Income Tax Act
Value-Added Tax Act, 89 of 1991 (section 55)
Unemployment Insurance Act 30 of 1966
Companies Act No 65 of 1973
Skills Development Levies Act 9 of 1999
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998

PART V
[INFORMATION REQUIRED UNDER SECTION 51 (1) (e) OF THE ACT]

Operational Information

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation.

Communications

(i.e. correspondence to and from persons within and without the organisation since incorporation.)

Circulars

(i.e. copies of circulars issued to members)

AVASA HOLDINGS LIMITED

REGISTERED NO. 1998/013637/06

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

PART 1

[INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT]

Name of body:	**AVASA HOLDINGS LIMITED**
Name of Information Officer:	**T ELLIOTT**
Description of function of Company:	**Investment Holding Company**
Address:	**1st floor, Eastwood 57 Sixth Road Hyde Park 2196**
Postal Address:	**P O BOX 411449 Craighall 2024**
Telephone No:	**011 325 4378**
Fax No:	
e-mail address of the Information Officer:	**telliott@ibi.co.za**

All applications for access to records in terms of this Act should be submitted in the format described in the Regulations, addressed to the Information Officer

PART II

[INFORMATION REQUIRED UNDER SECTION 51 (1) (b) OF THE ACT]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III

[COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51 (1) (c) OF THE ACT]

Not applicable

PART IV

[INFORMATION REQUIRED UNDER SECTION 51 (1) (d) OF THE ACT]

Records are kept in accordance with the following legislation:

Income Tax Act
Value-Added Tax Act, 89 of 1991 (section 55)
Unemployment Insurance Act 30 of 1966
Companies Act No 65 of 1973
Skills Development Levies Act 9 of 1999
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998

PART V

[INFORMATION REQUIRED UNDER SECTION 51 (1) (e) OF THE ACT]

Operational Information

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation.

Communications

(i.e. correspondence to and from persons within and without the organisation since incorporation.)

Circulars

(i.e. copies of circulars issued to members)

1

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

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

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1. INTRODUCTION:

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from HDO as contemplated in terms of THE ACT.

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

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

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

THE ACT shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;

the/this manual shall mean this manual together with all annexures thereto as may be available from time to time at the offices of HDO;

HDO shall mean Ho
Act No. 53 of 1979, and which company renders legal services including legal advice and legal representation to any person, entity of legal entity;

SAHRC shall mean the South African Human Rights Commission.

Information Officer The senior Director of HDO from time to time, currently Mr Jacques Horak, has been appointed as the Information Officer of HDO, to which requests for information in terms of THE ACT, should be addressed.

2

2. CONTACT DETAILS:

Name of body:	HORAK DE BRUIN OBERHOLZER INCORPORATED.
Director and appointed Information Officer:	Mr Jacques Horak.
Address:	27 Joubert Street, Polokwane, 0699.
Postal address:	Box 3615, Polokwane, 0700.
Telephone:	015-2912147.
Fax:	015-2914250.
E-mail:	jhorak@pixie.co.za
Website address:	none.

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

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

Contact details of the SAHRC are as follows:

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

Telephone:	011-484 8300
Fax:	011-484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

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

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

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

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

- Insolvency Act, No. 24 of 1936;
- Pension Funds Act, No. 24 of 1956;
- Income Tax Act, No. 58 of 1962;
- Companies Act, No. 61 of 1973;
- Copyright Act, No. 98 of 1978;
- Attorneys Act, No. 53 of 1979;
- Regional Services Councils Act, No. 109 of 1985;

- Value Added Tax Act, No. 89 of 1991;
- Occupational Health and Safety Act, No. 85 of 1993;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Labour Relations Act, No. 66 of 1995;
- Basic Conditions of Employment Act, No. 75 of 1997;
- Employment Equity Act, No. 55 of 1998;
- Skills Development Act, No. 97 of 1998;
- Medical Schemes Act, No. 131 of 1998;
- Skills Development Levies Act, No. 9 of 1999;
- Unemployment Insurance Act, No. 63 of 2001.

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

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

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

- Details relating to the operational, commercial and financial interests of HDO;
- Contracts;
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients);
- Standard Employment Contracts;
- HDO Personnel Report;
- Human Resources (personal information of past, present and prospective employees and directors);
- Insurance policies.

HDO is an incorporated company that conducts business as attorneys, notaries and conveyancers and renders legal services of a general nature. It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of THE ACT. None of the information held by HDO is automatically available without a person first having to request access in terms of and subject to the provisions of THE ACT. A request for information should be in the prescribed form, and must be addressed to the Information Officer and shall only be given against payment of the prescribed fee.

7. OTHER INFORMATION:

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

8. AVAILABILITY OF THE MANUAL:

8.1 This manual is available for inspection at the offices of HDO, free of charge.

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

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

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

DR LEON VAN DER NEST MBBCh (WITS) 1984 FCS (SA) ORL 1994

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 LEON VAN DER NEST. I run my practice according to the requirements set by the Health Professionals Act of 1974, and am subject to the authority of the Health Professionals 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 compells me to breach this duty. Requesters should note that commercial information and financial information may be withheld on the grounds of sections

Section A – My details

Full Name: DR LEON VAN DER NEST

Registration Number: MP 0285927

Registered Address: OLIVEDALE CLINIC, PRESIDENT FOUCHE DRIVE, OLIVEDALE, RANDBURG 2158

Postal Address: POSTNET SUITE 41, PRIVATE BAG X19, GARDENVIEW 2047

Telephone Number: 011 462 5640/1

Fax Number: 011 462 7628

Head: DR LEON VAN DER NEST

Designated Information Officer: DR LEON VAN DER NEST

Section B – The official SA Human Rights Commission Guide

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

Section C – Information available from this practice in terms of the Act

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

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

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

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

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

Register of Mortgages and Debentures and Fixed Assets; Annual Financial Statements including: Annual accounts; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account

including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange; *Claims to medical schemes

(d) PATIENT RECORDS

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

(e) EMPLOYEMENT RECORDS

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Salary and wages register; Staff records (after date of employment ceases); *Expense accounts (including account(s) held by doctor(s)); IRP5's and Tax information pertaining to the employment of employees; Employee contracts; Conditions of Employment and Policies (including but not limited to leave policies.)

(f) HEALTH AND SAFETY

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

(g) PROPERTY (FIXED AND MOVABLE)

Asset register; Finance and Lease Agreements

(h) INTELLECTUAL PROPERTY

Nil

(i) *AGREEMENTS AND CONTRACTS

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

(j) TAXATION & VAT

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

(k) *LEGAL

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

(l) INSURANCE

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

2. Procedure for requesting access to the above information

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

Manual prepared in terms of s 51 of the Promotion of Access to Information Act, No 2 of 2000 of:

MEDICO-LEGAL RISK MANAGEMENT (PTY) LTD and THE INSTITUTE FOR MEDICO-LEGAL AFFAIRS and THE CICERO TRUST.

1. Particulars of private body:
Medico-Legal Risk Management (Pty) Ltd Reg No 97/17301/07
The Institute for Medico-Legal Affairs Reg No 94/01562/08
The Cicero Trust IT 1556/98

Postal & Street Address: 6 Mountain Road
Claremont
7708

Telephone & Fax: 021 – 6742306

Information Officer: P.A. Swanepoel

2. Human Rights Commission Guide:
The guide (once published) can be obtained from the Human Rights Commission, Private Bag 2700,Houghton, 2041
Tel: 011-4848300
Fax: 011-4840582

3. No records are available without a request for access in terms of this Act.

4. The following documents are available in terms of legislation:
Documents required in terms of the Company Act and the Trust Property Control Act.

5. Requests for access can be addressed to the Information Officer at the above address by submitting the prescribed form.

6. The following records are held:
Financial records- including tax returns & bank statements
General communication- correspondence including letters, e-mails & faxes.

A GUIDE TO

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the

Promotion of Access to Information Act

CRONJÉS INCORPORATED ATTORNEYS

Table of contents

Preamble .....
Introduction to this private body .....
Section A – Our details .....
Section B – The official guide .....
Section C – Information available in terms of the Act .....
Section D – Information available in terms of other legislation .....
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Preamble

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

Introduction to this private body

Cronjés Incorporated is a firm of attorneys.

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

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

Section A – Our details

Full Name	:	Cronjés Incorporated Attorneys
Registration Number	:	2002/008197/21
Registered Address	:	9 Olyvenstreet Paarl, 7646
Postal Address	:	PO Box 3262, Paarl, 7620
Telephone Number	:	021 872 3399
Fax Number	:	021 872 3408
Head/CEO	:	Frans Hendrik Cronjé
Designated Information Officer	:	Frans Hendrik Cronjé
Email Address of Information Officer	:	cronjesinc@telkom.net

Section B – The official guide

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

The Guide will contain the following information:

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

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

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

2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of Information

We hold the following categories of information:

(A) STATUTORY COMPANY INFORMATION

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

(B) STATUTORY EMPLOYEE RECORDS

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

(C) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;

(D) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements;
- (iii) Notarial Bonds;
- (iv) Deeds of Pledge.

(E) AGREEMENTS AND CONTRACTS

- (i) Agreements with shareholders, officers or directors;
- (ii) Agreements with clients;
- (iii) Purchase or lease agreements.

(F) TAXATION

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

(G) LEGAL

- (i) Fidelity Fund Certificate.

(H) INSURANCE

- (i) Insurance policies;

(ii) Claim records;

(iii) Details of Insurance coverages, limits and insurers.

(l) INFORMATION TECHNOLOGY

(i) Hardware;

(ii) Operating Systems;

(iii) Telephone Exchange Equipment;

(iv) Telephone Lines, Leased Lines and Data Lines;

(v) LAN Installations;

(vi) Software Packages;

(vii) Disaster Recovery;

(viii) Internal Systems Support and Programming / Development;

(ix) Capacity and Utilization of Current Systems;

(xii) Licenses;

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. These forms are available from:

- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

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

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

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

Section D – Information available in terms of other legislation

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

- Administration of Estates Act No. 66 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Attorneys Act No 53 of 1979
- Income Tax Act No. 58 of 1962

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

- Stamp Duties Act No. 77 of 1968
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

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

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

LEONI (South Africa)(Pty) Ltd

(Registration Number: 1997/019504/07)

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000

Section 51(1) a

Business name:	Leoni (South Africa) (Pty) Ltd
Postal Address:	P O Box 1120 Uitenhage, 6230
Street Address:	Fitzpatrick Street Niven Industrial Area Uitenhage, 6229
Contact Person:	The Finance and Administration Manager Tel: (041) 995-6200 Fax (041) 995-6224

Section 51(1) b To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web browser to http://www.sahrc.org.za/paia.htm

Section 51(1) d Records are available in accordance with the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997;
Companies Act No. 61 of 1973;
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
Customs and Excise Act No. 91 of 1964
Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Act No. 55 of 1998;
Income Tax Act No. 58 of 1962;
Insolvency Act No. 24 of 1936
Labour Relations Act No. 66 of 1995;
Occupational Health and Safety Act No. 85 of 1993;
Promotion of access to information Act No. 2 of 2000
Skills Development Levies Act No. 9 of 1999
Unemployment Insurance Act No. 30 of 1966
Value-Added Tax Act No. 89 of 1991

Section 51(1) e This includes but is not limited to the following:

Administration Records	Availability to be determined upon receipt of request
Customer, Supplier & Service Provider Contracts and Agreements	Availability to be determined upon receipt of request
Drawing and Design Records	Availability to be determined upon receipt of request
Employee Records	Availability to be determined upon receipt of request
Financial records	Availability to be determined upon receipt of request
General HR Policies and Procedures	Availability to be determined upon receipt of request
Information technology	Availability to be determined upon receipt of request
Internal policies and procedures	Availability to be determined upon receipt of request
Operational records	Availability to be determined upon receipt of request
Product Technical & Engineering Records	Availability to be determined upon receipt of request
Records held by third parties on behalf of the private body	Availability to be determined upon receipt of request
Statutory records	Availability to be determined upon receipt of request

Section 53 A request for access to records to be made in the prescribed form to Leoni (South Africa) (Pty) Ltd at the address or fax number given above.

Manual in terms of section 51, promotion of access to information act of 2000

1	NAME OF COMPANY	SHEERPROPS 1065 CC
2	REGISTRATION NUMBER	97/35293/23
3	POSTAL ADDRESS	P.O. BOX 1245 SANLAMHOF 7532
4	PHYSICAL ADDRESS	37 STRAND ROAD BELVILLE 7532
5	TELEPHONE NUMBER	021 - 9482411
6	FAX NUMBER	021- 9482412
7	E-MAIL ADDRESS	NONE
8	CEO	E NUCCI
9	DESGNATED INFORMATION OFFICER	E NUCCI

10 THE GUIDE DESCRIBED IN SECTION 10 OF THE ACT SHOULD BE AVAILABLE FROM THE SA HUMAN RIGHTS COMMISSION BY AUGUST 2003

12 REGISTER OF DOCUMENTS KEPT:

12.1 DOCUMENTS IN TERMS OF INCOME TAX ACT, VAT ACT, COMPANIES ACT:
12.2 DOCUMENTS IN TERMS OF BASIC CONDITIONS OF EMPLOYMENT ACT, EMPLOYMENT EQUITY ACT, SKILS DEVELOPMENT ACT, LABOU RELATIONS ACT AND UNEMLOYMENT INSURANCE ACT
12.3 DOCUMENTS IN TERMS OF OCCUPATIONAL HEALTH AND SAFETY ACT, HAZARDOUS SUBSTANCES ACT AND ROAD TRAFFIC ACT

12.1

Company Memorandum & Articles of Association
Certificate of Incorporation
Register of Members
Minute Book - Members' Meetings
Annual Financial Statements
Income tax returns & assessments
Correspondence with SARS on Income tax
Company Registration documents

RECORDS AS REQUIRED BY INCOME TAX ACT, VAT ACT, COMPANIES ACT

Cash book
Bank reconciliations
Bank statements
Returned cheques
Cheque stubs
Payment vouchers
Deposit books and slips
Receipt books
Petty Cash Books
Petty Cash vouchers
Floppy disc backups

Creditor payment Details
Creditor reconciliations and statements
Creditor vouchers and remittance advices

General ledger
Debtors Lists
Financial year end and taxation working papers
Stock count reports
Stock valuation reports
Fixed Asset registers, schedules of additions, disposals, depreciation and wear & tear
Insurance Policies, endorsements & correspondence
Income tax workings
Backup on stiffy discs
Monthly VAT 201 returns
Correspondence files
Annual Financial Statements

CREDIT CONTROL DEPT.

Customer files: Correspondence, remittance advice notes, reconciliations
Monthly debtors age analyses
Monthly statements
Journal debit and credit books

12.2 DOCUMENTS IN TERMS OF:

BASIC CONDITIONS OF EMPLOYMENT ACT
EMPLOYMENT EQUITY ACT
SKILLS DEVELOPMENT ACT
LABOUR RELATIONS ACT
UNEMPLOYMENT INSURANCE ACT

1. BASIC CONDITIONS OF EMPLOYMENT ACT (Act 75 of 1997)

Written particulars of employment as prescribed in Section 29 (Appointment letters)

Informing employees of their rights by putting summary of Act on notice board (Sec. 30)

Keeping of records (Section 31) for 3 years
§ Name and Occupation
§ Time worked
§ Remuneration Paid
§ Date of birth under 18

Information about remuneration (Sec. 33)

a. CO's name and address
b. Employee's name and address
c. Period of payment
d. Remuneration in money
e. Amounts and purpose of deductions
f. Actual paid
g. If applicable (i) pay rate and overtime rate
(ii) number of overtime hours worked
(iii) time for Public holidays and Sundays
(iv) Averaging of hours

Deductions (Sec. 34)

Prohibits deductions unless employee agrees in writing
Union Stoporders
Medical Aid
Pension and Provident Fund (Letter of Appointment)
Copies of Court orders (Garnish etc.)
Collective agreements, Council levies etc.
Arbitration awards
Loans

Other
Family responsibility leave
Leave
Sick Leave

Other

In terms of "Unfair Practice" clause other info not legislated

Disciplinary records
Grievances
Records of inquiries
Union matters
Dates of Increases
Promotions
Job Descriptions, job grading

5. UNEMPLOYMENT INSURANCE ACT (Act 63 of 2001)

Records of deductions
UIF Cards, documents, etc.

12.3 DOCUMENTS IN TERMS OF:

OCCUPATIONAL HEALTH AND SAFETY ACT
HAZARDOUS SUBSTANCES ACT
ROAD TRAFFIC ACT

12.1 Documentation kept on site regarding Health and Safety matters.

R1591 - Vessels Under Pressure Regulations

Registers for inspection of these are kept in the Safety Officers' office.

Hazardous Substances Act and Regulations (15/1973)

A copy of this act is available in the Safety Officers' office.

R.93/1996 Road Traffic Act.

Appointment paper of the responsible person for the offloading of all hazardous substances kept in safety officers' office.

Documentation kept on site regarding Health and Safety matters.

General Safety Regulations.

2. Personal Safety equipment and facilities:

Record of training given to employees in the proper use, maintenance and limitations of the safety equipmentand facilities provide to them, kept in in the departments with copies in the safety officers' office

3. First Aid emergency equipment and procedures.

First Aid Boxes containing the first aid equipment as listed in the act, are kept in all the departments, displaying a notice or sign indicating the location of the box, as well as the name of the first aider for the area . Duplicate keyes for the boxes are kept in the clinic. Copies of certificates are kept in the clinic.

13A Ladders.

Registers for all ladders on the premises are kept in the Safety Officers' office.

Driven Machinery

Registers for all lifting tackle, hoists and forklifts are kept in the Safety Officers' office.
Copies of certificates of Forklift drivers kept in Safety Officers' office.
Copies of medical surveillance done on forklift drivers kept in medical files in clinic.

Certificate of Competency.

Issued to K Petersen, I am still trying to trace this one.

Documentation kept on site regarding Health and Safety matters.

Occupational Health And Safety Act and Regulations (5/1993), (OHS act)

R.1449 - General Administrative Regulations

3. Copies of the:

Occupational Health and Safety Act and Regulations.

are available in the Safety Officers' Office.

4. Health and Safety Committees:

Minutes of Safety Meetings - copies in Safety Officers' office.
Records of recommendations to the employer regarding the Health and Safety of employees minuted at safty meetings.

6. Reporting in incidents and occupational diseases.

Copies of employers report of incident or occupational disease (WCL 1 or 2) kept in IOD files of of employees in clinic. Copies of agreement between Nettex and contractors working on site are kept in safety officers' office.

7. Handling of Hazardous Substances.

Copies of all Material Data sheets for all chemical substances use on site are kept in safety officers' office as well as the respective departments.

8. Recording and investigation of incidents.

Record of incident reports (Annexure 2) and investigations of incidents are kept in safety officers' office.

PROMOTION OF ACCESS TO INFORMATION ACT (the 'Act')
SECTION 51 MANUAL FOR
THE COATES BROTHERS (SOUTH AFRICA) PROVIDENT FUND

Introduction

The Promotion of Access to Information Act seeks to provide a mechanism for gaining access to information in accordance with the rights entrenched in terms of section 32(1) of the Constitution.

The Coates Brothers (South Africa) Provident Fund (the Fund) is a duly registered fund in terms of the Pensions Funds Act 24 of 1956. As a separate legal entity, the Fund is required in terms of the Promotion to Access to Information Act to make provision for the access of certain information in terms of the Act.

Section 50(1) of the Promotion of Access to Information Act provides for the right of access to records of private bodies and states that:

A requested must be given access to any record of a private body if;

a that record is required for the exercise of promotion 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 contemplated I Chapter 4 of this Part.

The purpose of this manual is to ensure the Fund's compliance with section 51 of The Promotion of Access to Information Act.

Procedure for obtaining access to information

Alexander Forbes performs the administration of the Fund. The Principal Officer as head of the Fund, is required in terms of the Act to respond to any requests for access to records. The Principal Officer may however request the assistance of Alexander Forbes as and when required.

Any person wishing to request any information from the Fund may use the following contact details [Section 51(1)(a)].

Contact details for the Head of Body

Head of Body	Mrs Denise Louw
Physical address	2 Baltex Road ISIPINGO, 4110
Postal address	P O Box 600 UMBOGINTWINI, 4120
Tel	(031) 913-3000
Fax	(031) 912-1760
E-mail	denise.louw@coates.com

The South African Human Rights Commission [Section 51(1)(b)]

Section 10 of the Act commissioned the SAHRC to compile a guide in every official language containing information that is easily comprehensible to any person wishing to exercise any right as contemplated in the Act.

The guide will contain information including the objects of the Act, contact details for information and deputy information officers of public bodies, particulars of private bodies, the manner of access to the records of private and public bodies, assistance that may be obtained from the SAHRC and remedies available in law in the event of a breach of the provisions of the Act.

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

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

Tel : (011) 484-8300
Fax : (011) 484-1360
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za

Records available in terms of the Pension Funds Act 24 of 1956

A requested may also request information that is available in terms of other legislation. The Pension Funds Act 24 or 1956 is specifically applicable to retirement funds.

Section 35(1) provides that a fund will deliver to a member a copy of any of the following documents on demand by a member and upon payment of any fee prescribed by the rules of the fund. Such documents include:

- the registered rules of the Fund (including amendments);
- the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

Section 35(2) further provides that any member may inspect without charge a copy and any of the following documents at the registered office of the Fund:

- the documents referred to in Section 35(1) above;
- the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

Section 22(1) of the Act provides that upon payment of the prescribed fee, any person may inspect at the office of the registrar, any of the documents mentioned in section 35. The person may make a copy of or take extracts from or obtain a copy of or extracts from any of the documents from the registrar.

Section 22(2) further provides that the registrar may exempt any person from paying the prescribed fees if this would further the public interest.

Section 22(3) provides that the registrar will provide any applicant free of charge with the registered address and the name of the principal officer of any registered fund.

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
MENLO PARK, 0102

446 Rigel Avenue South
Erasmusrand
PRETORIA

Tel : (012) 428-8000
Fax : (012) 347-0221
Website : www.fsb.co.za

Description of records held by Fund [Section 51(1)(c)]

Access to the following types of records may be requested by the requested from the Fund. The list is not exhaustive.

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit **(deaths only)**
- Insurance received - statement by insurer **(deaths only)**
- Copy of death certificate
- Statement by Employer **(disability only)**
- Statement by Employee **(disability only)**
- Acceptance / Declination Letter **(disability only)**

Member Data

- New entrant data
- Contribution records

- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter **(liquidations only)**
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Disability

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

Accounting records

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

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Original or copies of all policy documents relating to GLA, PHI, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held
- Investment manager mandates or policies of insurance depending on the nature of the investment

- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

The request procedure [Section 51(1)(e)]

- The requested must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.

- The request must contain the following information:

  - Sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
  - Information as to the form of access required;
  - A postal address or fax number for the requester in the Republic;
  - Indication of the right which will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
  - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request
  - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

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

- The Principal Officer must notify the requester (other than a personal requested) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.

- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Other information as may be prescribes [Section 451(1)(f)]

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

Availability of the manual [Section 51(3)]

The manual is also available for inspection of the offices of Coates Brothers (South Africa) Limited free of charge; copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

The Principal Officer must within 30 days of receipt of a request for access to a record decide in accordance with the provisions of the Act whether or not to grant the request. He/she must also notify the requester of the decision.

If the request is granted the notice must include the following details.

- The access fees payable;
- The form in which access will be given; and
- Notice that the requester may lodge an application with the court against the access fee and matters relating thereto.

If the request is refused the notice must contain the following details.

- Reasons for the refusal with reference to the provisions of the Act relied upon to reach this conclusion;
- Any reference to the content of the record must be excluded from the notice;
- Notice that the requester may lodge an application with a court against the refusal of the request and matters relating thereto.

A request for access to a record may be granted in part and refused in part.

Where circumstances warrant, the Principal Officer may extend the period in which a decision and notification must be made by an additional 30 days.

Where access to a record has been granted, the Principal Officer must as soon as is reasonably possible after notifying the requester of the granting of the access, give access to the requester in the form reasonably required by the requester or where no particular form was requested, in any form that the Principal Officer determines.

What records may be refused?

The Act provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse access.

Mandatory protection of privacy of third party who is a natural person

The Act requires that the Principal Officer must refuse access to the records of a third person if such disclosure would involve the unreasonable disclosure of personal information about a third party including a deceased person. There are however several exceptions to the provision.

A request for access to a record that pertains to a third party who is a natural person may not be refused if where the information is of the following nature:

- Where an individual has consented to its disclosure;
- The information is already publicly available;
- Where the information was given to the private body by the individual and the individual was advised that such information would or might be made available to the public;
- Information about an individual's physical or mental health; or well-being, who is under the care of the requester and who is under the age of 18 years or is incapable of understanding the nature of the request and if giving access would be in the individual's best interests;
- Where the information is about an individual who is deceased and the requested is the individual's next of kin or made the written request with the consent of the deceased's next of kin;
- Where the information relates to the position or function of the individual who is or was an official of a private body.

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused:
- Trade secrets of a third party.
- Financial, commercial, scientific or technical information, other than trade secrets, of a third party which would be likely to cause harm to the commercial or financial interests of the third party if it were disclosed.
- Information that was disclosed in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or to prejudice the third party in commercial competition.
- The information must however be granted if the third party has consented to the disclosure or where it pertains to the results of any product or environmental testing supplied by or carried out by the third party and the disclosure of which would reveal a serious public safety or environmental risk.

The Principal Officer must refuse a request for access to a record where such disclosure would be in breach of a duty and confidence owed to a third party in terms of an agreement.

Mandatory protection of safety of individuals and protection of property

The Principal Officer must refuse access to records of the fund where;

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:

- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.

- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

A request for access to a record where the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

Commercial information of a private body

The Principal Officer may refuse to grant access to the records of the private body where the disclosure pertains to the following information in relation to the private body itself and not third parties. Where the information pertains to:

- Trade secrets of the private body.
- Financial, commercial, scientific or technical information, other than trade secrets, of the private body which would be likely to cause harm to the commercial or financial interests of the private body if it were disclosed.
- The disclosure information that could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations or to prejudice the private body in commercial competition.
- A computer program owned by the private body.

The information must however be released where it pertains to the results of product or environmental testing supplied by or carried out by or on behalf of the private body, the disclosure of which would reveal a serious public safety or environmental risk.

Further protection is extended to research information of a third party and research information of a private body.

Mandatory disclosure is required where such disclosure would be in the public interest.

Third parties

When the Principal Officer is considering a request for access to a record that pertains to a third party, he/she must take all reasonable steps to inform the third party to whom the record relates of the request. The notification must:

- Be made as soon as is reasonably possible but within 21 days of receiving the request;
- By the fastest means possible. Where this is orally, this must be followed by written notification.
- State that he/she is considering a request for access that may pertain to the third party and the content of the record in question;
- Furnish the name of the requester.

The third party may within 21 days after the third party has been informed, make written or oral representations to the Principal Officer as to why access should be refused or give written consent to the disclosure to the requester. A third party that hasn't been advised in terms of the above requirements may still make written or oral representations to the Principal Officer.

The Principal Officer must advise the third party within a reasonable time but not exceeding 30 days after the third party was informed of his/her decision.

IVAN DAVIES-HAMMERSCHLAG INCORPORATED
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR 2 OF 2000

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from IDH 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 A P van Wyk should he / she requires any assistance in respect of the utilization of this manual and/or the requesting of information/documents from IDH.

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

"the Act"	the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"the / this manual"	this manual together will all annexures thereto as available at the offices of IDH from time to time;
"IDH"	Ivan Davies-Hammerschlag Attorneys, structured as an incorporated company, which renders legal services including legal advice and legal representation to individual clients and businesses/organizations;
"SAHRC"	the South African Human Rights Commission;
"Information Officer"	the senior director of IDH has been appointed as the Information Officer of IDH, 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 the body:	IDH
Director and appointed Information Officer :	Mr A P van Wyk
Address:	IDT Building, 64 Fourth Street, SPRINGS
Postal address:	P O Box 16, Springs 1560
Telephone:	(011) 812-1050 / 812-2400
Fax:	(011) 362-1976 / 815-3625
E-mail:	idt@legalcom.co.za

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

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be 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	Telephone: +27 11 484 8300
The Research and Documentation Department	Fax: +27 11 484 0582/1360
Private Bag 2700	Website: www.sahrc.org.za
HOUGHTON	E-mail: PAIA@sahrc.org.za
2041	

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

(Section 51(1)© 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)
IDH keeps information / documents in accordance with the following legislation:-
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 is 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 IDH IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)
IDH holds the information / documents listed herein below:
Details relating to the operational, commercial and financial interests of IDH
Commercial contracts
Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information
Standard Employment Contracts
Employment Equity Report
Skills Development Report
IDH Personnel Report
Human Resources (personal information of past, present and prospective employees and partners / directors)
Lists 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 IDH 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
8.1 This manual is available for inspection at the offices of IDH, free of charge.

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

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

AVENTIS PHARMA (PTY) LTD

Manual prepared in terms of section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("**the Act**")

1. **INTRODUCTION**

2. **CONTACT DETAILS** *[Section 51(1)(a)]*

Name of Company: **Aventis Pharma (Pty) Limited**

Head of Company: **Mr. John Fagan**

Physical Address: **Aventis House, 2 Bond Street, Grand Central Ext. 1,**

MIDRAND.

Postal Address: **Aventis House; Private Bag X207, MIDRAND, 1683**

Telephone Number: **(011) 256 3700**

Telefax Number: **(011) 256 3708**

E-mail Address: **johna.fagan@aventis.com**

SECTION 10 GUIDE *[section 51(1)(b)]*

Section 51(1)(b) of the Act requires that the guide referred to in section 10 of the Act ("**the Guide**") be described, if available, as well as a description of the manner in which an individual may access the Guide. The Guide, which is to be produced by the South African Human Rights Commission ("**the Commission**"), will contain comprehensive information as may be required by an individual wishing to exercise any right contemplated in the Act. The Commission has stated that the Guide will be available by no later than August 2003 and will be made available as prescribed in Government Notice No. R187 of 15 February 2002. The Guide was not available at the time of publication.

3. **SECTION 52(2) NOTICE** *[section 51(1)(c)]*

Section 51(1)(c) of the Act prescribes that the latest notice in terms of section 52(2) of the Act be included in this manual. Section 52 prescribes that the head of the Company may elect to submit to the Minister of Justice and Constitutional Development ("**the Minister**") a description of the categories of records of the Company that are automatically available to an individual requesting such record ("**the requestor**"). Such list may be published by the Minister if he deems it appropriate.

The Company has elected not to submit such list to the Minister as at the time of the publication of its manual.

4. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION** *[section 51(1)(d)]*

Records are kept in accordance with the following legislation:

- Labour Relations Act 66 of 1995 (sections 98, 99 and 205);
- Basic Conditions of Employment Act 75 of 1997 (sections 29(4) and 31);
- Employment Equity Act 55 of 1998 (section 26);
- Skills Development Levies Act 9 of 1999 (section 13);
- Unemployment Insurance Act 30 of 1966 (sections 32 and 33);
- Compensation for Occupational Injuries and Diseases Act 130 of 1998 (section 81);
- Occupational Health and Safety Act, 1993
- Value-Added Tax Act 89 of 1991 (section 55);
- Income Tax Act 58 of 1962; and
- Companies Act 61 of 1973.

5. **PRESCRIBED FORM OF REQUEST FOR ACCESS TO RECORDS** *[section 51(1) e)]*

- Any request for access to records held by the Company must be addressed to the head of the Company at the address, telefax or e-mail address stated above.

- Such request must contain sufficient particulars to enable the head of the Company to identify the requestor and identify the record or the records being requested. The requestor must indicate the form of access which is required as well as the contact details of the requestor.

- The request must specifically detail the right the requestor is seeking to exercise or protect in terms of section 50(1)(a) and provide an explanation as to why the requested record is required for the exercise or protection of such right.

- Where the request is made on behalf of another individual, the requestor must submit proof to the reasonable satisfaction of the head of the Company that he or she has capacity to make such request.

- The prescribed fee will be charged for every request for access to records. In addition, the prescribed fees for copying will be charged.

6. **LIST OF RECORDS HELD BY THE COMPANY** *[section 51(1)(e)]*

The Company has the following records:

- Company Secretarial Records

  Memorandum and Articles of Association;

  Company policy statements;

  Company resolutions;

  Registers;

  Minutes of Board Meetings; and

  Share Certificates.

- Human Resources Records

Employment and independent contractor contracts;

Policies, Procedures and Forms;

Personnel files;

Payslip records (5 years);

Recon of all ledgers and Employee Benefit Remittances and company levies;

Employment Equity Plan; and

Retirement Fund Rules.

- Operational Records

  Client information;

  Client agreements;

  Client reports; and

  Products and services information.

- Financial Records

  Financial Statements;

  Monthly trial balances and reconciliations;

  Books of accounts;

  Budgets and forecasts;

  Bank account statements;

  Invoices, statements and credit notes; and

  Creditors statements and invoices.

7. **OTHER INFORMATION** *[section 51(1)(f)]*

The Minister has not made any regulations regarding the inclusion of any other information as at the time of publication.

8. **AVAILABILITY OF THE MANUAL** *[section 51(3)]*

19/2/2003

Government Notice No. R187 of 15 February 2002 stipulates the manner in which the manual is to be made available. As well as being published in the Government Gazette, the Company shall make the manual available on the Company's website. The manual will also be available for public inspection during office hours and on request.

19/2/2003

Southern Ropes (Pty) Ltd

FISHING INDUSTRIAL MINING MILITARY YACHTING

FAX: (021) 447-8207 PHONE: (021) 448-4978 P.O.BOX 65,WOODSTOCK, 7915 CAPE TOWN SOUTH AFRICA
E-mail: sropes@mweb.co.za

Section 51 manual

Contact Person:	Francois Lindeque
Physical Address:	Corner of Beach & Davidson Road Woodstock Capetown 7925
Postal Address:	P. O. Box 65 Woodstock Capetown 7915
Tel no:	(021) 448 4978
Fax no:	(021) 447 8207
Website address:	www.southernropes.com
Email Address:	sropes@mweb.co.za

Request

One will have to request for a "Visitation to view a record" via a fax or email, from were a time will be scheduled for one to come in and view the records on site if the requested is granted.

Records that fall in line with legislation.

- Bargaining Council for the Canvas & Ropeworking Industry.
- Basic Conditions of Employment Act.
- Employment Equity Act
- Skills Development Act
- V.A.T
- Income Tax

We have the following records:

Financial
- Annual Financial Statements

Admin
- Creditors
- Debtors
- Clients Information

Production
- ISO 9002
- Production Spec Records
- Production Stock

Human Recourses
- Bargaining Council Main Agreement
- Learnership Skills Program (In the process of complying and seta accreditation.)
- Employee Records

Section 10 Guide will be available in August 2003 at the South African Human Rights Commission.

Section 52 in terms of the Promotion to Access of information Act is not applicable.

Samson Ropes (Pty) Ltd

10 Yellow Street, Ezakheni Industrial Estate, EZAKHENI, 3381, KWA-ZULU NATAL
P.O.BOX 11070 LADYSMITH 3370
V.A.T. REG. NO. 4830174083

Section 51 manual

Contact Person:	Francois Lindeque
Physical Address:	10 Geel Straat Ezakheni 3381
Postal Address:	P. O. Box 11070 Ladysmith 3370
Tel no:	(036) 634 1117
Fax no:	(036) 634 1115
Email Address:	samsonrope@blade.co.za

Request

One will have to request for a "Visitation to view a record" via a fax or email, from were a time will be scheduled for one to come in and view the records on site if the requested is granted.

Records that fall in line with legislation.

- Basic Conditions of Employment Act.
- Skills Development Act
- V.A.T
- Income Tax

We have the following records:

Financial
- Annual Financial Statements

Admin
- Creditors
- Debtors
- Clients Information

Production

- Production Spec Records
- Production Stock

Human Recourses

- Employee Records

Section 10 Guide will be available in August 2003 at the South African Human Rights Commission.

Section 52 in terms of the Promotion to Access of information Act is not applicable.

Manual in terms of section 51, promotion of access to information act of 2000

1	NAME OF COMPANY	QUETZAL TRADING 130
2	REGISTRATION NUMBER	2002/054829/23
3	POSTAL ADDRESS	BERGKRUINE 12 HUGUENOTLAAN EVERGLEN 4550
4	PHYSICAL ADDRESS	BERGKRUINE 12 HUGUENOTLAAN EVERGLEN 4550
5	TELEPHONE NUMBER	021 - 9763507
6	FAX NUMBER	NONE
7	E-MAIL ADDRESS	NONE
8	CEO	E. VAN WYK
9	DESGNATED INFORMATION OFFICER	E. VAN WYK

10 THE GUIDE DESCRIBED IN SECTION 10 OF THE ACT SHOULD BE AVAILABLE FROM THE SA HUMAN RIGHTS COMMISSION BY AUGUST 2003

12 REGISTER OF DOCUMENTS KEPT:

12.1 DOCUMENTS IN TERMS OF INCOME TAX ACT, VAT ACT, COMPANIES ACT:

12.2 DOCUMENTS IN TERMS OF BASIC CONDITIONS OF EMPLOYMENT ACT, EMPLOYMENT EQUITY ACT, SKILS DEVELOPMENT ACT, LABOUR RELATIONS ACT AND UNEMLOYMENT INSURANCE ACT

12.1

Certificate of Incorporation
Register of Members
Minute Book - Members' Meetings
Annual Financial Statements
Income tax returns & assessments
Correspondence with SARS on Income tax
Company Registration documents

RECORDS AS REQUIRED BY INCOME TAX ACT, VAT ACT, COMPANIES ACT

Cash book
Bank reconciliations
Bank statements
Returned cheques
Cheque stubs
Payment vouchers
Deposit books and slips
Receipt books
Floppy disc backups

Creditor payment Details
Creditor reconciliations and statements
Creditor vouchers and remittance advices

General ledger
Financial year end and taxation working papers
Fixed Asset registers, schedules of additions, disposals, depreciation and wear & tear
Insurance Policies, endorsements & correspondence
Income tax workings
Backup on stiffy discs
Monthly VAT 201 returns
Correspondence files
Annual Financial Statements

12.2 DOCUMENTS IN TERMS OF:

BASIC CONDITIONS OF EMPLOYMENT ACT
EMPLOYMENT EQUITY ACT
SKILLS DEVELOPMENT ACT
LABOUR RELATIONS ACT
UNEMPLOYMENT INSURANCE ACT

1. BASIC CONDITIONS OF EMPLOYMENT ACT (Act 75 of 1997)

Written particulars of employment as prescribed in Section 29 (Appointment letters)

Informing employees of their rights by putting summary of Act on notice board (Sec. 30)

Keeping of records (Section 31) for 3 years
§ Name and Occupation
§ Time worked
§ Remuneration Paid
§ Date of birth under 18

Information about remuneration (Sec. 33)

a. CO's name and address
b. Employee's name and address

c. Period of payment
d. Remuneration in money
e. Amounts and purpose of deductions
f. Actual paid
g. If applicable (i) pay rate and overtime rate
(ii) number of overtime hours worked
(iii) time for Public holidays and Sundays
(iv) Averaging of hours

Deductions (Sec. 34)

Prohibits deductions unless employee agrees in writing
Union Stoporders
Medical Aid
Pension and Provident Fund (Letter of Appointment)
Copies of Court orders (Garnish etc.)
Collective agreements, Council levies etc.
Arbitration awards
Loans

Other
Family responsibility leave
Leave
Sick Leave

Other

In terms of "Unfair Practice" clause other info not legislated

Disciplinary records
Grievances
Records of inquiries
Union matters
Dates of Increases
Promotions
Job Descriptions, job grading

5. UNEMPLOYMENT INSURANCE ACT (Act 63 of 2001)

Records of deductions
UIF Cards, documents, etc.

SECTION 51 MANUAL FOR EAGLE ENVIRONMENTAL

(Manual format is acknowledged as that suggested by the SAHRC)

A. CONTENTS

A. CONTENTS
B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to Eagle Environmental

1. Contact details *[Section 51(1)(a)]*
2. The section 10 Guide on how to use the Act *[Section 51(1)(b)]*
3. Records available in terms of any other legislation *[Section 51(1)(d)]*
4. Access to the records held by the private body in question *[Sections 51(1)(c) and 51(1)(e)]*
   i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)]*
   ii. Records that may be requested *[Section 51(1)(e)]*
   iii. The request procedures
5. Other information as may be prescribed *[Section 51(1)(f)]*
6. Availability of the manual *[Section 51(3)]*
7. Prescribed fees for private bodies
8. Prescribed forms

Introduction to Eagle Environmental

Eagle Environmental is an environmental consultancy which works in the fields of environmental auditing, Integrated Environmental Management (IEM), Environmental Impact Assessment (EIA), environmental reporting, environmental training, environmental evaluation, environmental review, environmental verification, and development and analysis of strategic environmental information. The consultancy also publishes a bimonthly environmental newsletter for the professions called Eagle Bulletin (ISSN No 1016-4529).

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Postal Address	***Physical Address***
Private Bag X1017	8 Firwood Road
HILLCREST 3650, KwaZulu-Natal	KLOOF 3610, KwaZulu-Natal

Telephone:- (031) 767-0244, Fax:- (031) 767-0295, Email:- info@eagleenv.co.za
Website:- http://www.eagleenv.co.za. Requests for information should be addressed to the Administrator.

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

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

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

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

4. Access to the records held by the private body in question *[Sections 51(1)(c) and 51(1)(e)]*

i. **There are no categories of records of Eagle Environmental, which are available without a person having to request access in terms of this Act in terms of section 52(2)** *[Section 51(1)(c)]*

ii. **Records that may be requested**

Environmental Audit Reports	Environmental Verification Reports
Environmental Reviews	Company Environmental Reports

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)]*

Correspondence	Client Files
Financial Records	Library
Eagle Bulletin records	Eagle Bulletin back issues
Training materials	

iii. **The request procedures**

Form of request:

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

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

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

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

Fees:

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

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

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

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

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

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

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

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

The manual and the necessary application forms can be downloaded at no charge from Eagle Environmental's website at *http://www.eagleenv.co.za* . The manual is available for consultation at the organisation's premises, free of charge, provided that the applicant makes an appointment giving at least three days' notice and providing that both Eagle Environmental's partners are available on the premises. Copies are also available from the offices of the SAHRC, and can be consulted in the Government Gazette.

7. and 8. Fees and forms – As per Government Notice No R187 of 15th February 2002

MITSUI & CO.
SOUTHERN AFRICA (PTY) LTD.

Reg.No. 2001/022681/07

1ST Floor
138 West Street
Sandown
Sandton
2196
South Africa

P.O. Box 652948
Benmore
2010

Telephone : (011) 290-2000
Telefax : (011) 783-8835

MITSUI & COMPANY SOUTHERN AFRICA (PTY) LTD

*Manual prepared in terms of section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("**the Act**")*

- **INTRODUCTION**

Mitsui & Company Southern Africa (Pty) Ltd is a general trading company that facilitates international trading activities for its client base.

The company is involved in the export of Iron & Steel products & raw materials, Foodstuffs, Motor Vehicles,Tyres, General merchandise and the import of Chemicals, Machinery & other Foodstuffs.

- **CONTACT DETAILS** *[Section 51(1)(a)]*

Name of Company:	**Mitsui & Company Southern Africa (Pty) Ltd**
Head of Company:	**Mr Ichiro Kurihara**
Physical Address:	**1st Floor, 138 West Street, Sandown, Sandton, Johannesburg**
Postal Address:	**P O Box 652948, Benmore, 2010**
Telephone Number:	**(011) 290 – 2000**
Telefax Number:	**(011) 783 – 8835**
E-mail Address:	**Mrs Beverly Jennings** **bjennings@jhb.xm.mitsui.co.jp**

- **SECTION 10 GUIDE** *[section 51(1)(b)]*

Section 51(1)(b) of the Act requires that the guide referred to in section 10 of the Act (**"the Guide"**) be described, if available, as well as a description of the manner in which an individual may access the Guide. The Guide, which is to be produced by the South African Human Rights Commission (**"the Commission"**), will contain comprehensive information as may be required by an individual wishing to exercise any right contemplated in the Act. The Commission has stated that the Guide will be available by no later than August 2003 and will be made available as prescribed in Government Notice No. R187 of 15 February 2002. The Guide was not available at the time of publication.

- **SECTION 52(2) NOTICE** *[section 51(1)(c)]*

Section 51(1)(c) of the Act prescribes that the latest notice in terms of section 52(2) of the Act be included in this manual. Section 52 prescribes that the head of the Company may elect to submit to the Minister of Justice and Constitutional Development (**"the Minister"**) a description of the categories of records of the Company that are automatically available to an individual requesting such record (**"the requestor"**). Such list may be published by the Minister if he deems it appropriate.

The Company has elected not to submit such list to the Minister as at the time of the publication of its manual.

- **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION** *[section 51(1)(d)]*

Records are kept in accordance with the following legislation:

- Labour Relations Act 66 of 1995 (sections 98, 99 and 205);
- Basic Conditions of Employment Act 75 of 1997 (sections 29(4) and 31);
- Employment Equity Act 55 of 1998 (section 26);
- Skills Development Levies Act 9 of 1999 (section 13);
- Unemployment Insurance Act 30 of 1966 (sections 32 and 33);
- Compensation for Occupational Injuries and Diseases Act 130 of 1998 (section 81);
- Value-Added Tax Act 89 of 1991 (section 55);
- Income Tax Act 58 of 1962; and
- Companies Act 61 of 1973.

- **PRESCRIBED FORM OF REQUEST FOR ACCESS TO RECORDS** *[section 51(1) e)]*

  - Any request for access to records held by the Company must be addressed to the head of the Company at the address, telefax or e-mail address stated above.

  - Such request must contain sufficient particulars to enable the head of the Company to identify the requestor and identify the record or the records being requested. The requestor must indicate the form of access which is required as well as the contact details of the requestor.

  - The request must specifically detail the right the requestor is seeking to exercise or protect in terms of section 50(1)(a) and provide an explanation as to why the requested record is required for the exercise or protection of such right.

  - Where the request is made on behalf of another individual, the requestor must submit proof to the reasonable satisfaction of the head of the Company that he or she has capacity to make such request.

  - The prescribed fee will be charged for every request for access to records. In addition, the prescribed fees for copying will be charged.

- **LIST OF RECORDS HELD BY THE COMPANY** *[section 51(1)(e)]*

  The Company has the following records:

  - Company Secretarial Records

    Memorandum and Articles of Association;

    Company resolutions;

    Registers;

    Minutes of Board Meetings; and

    Share Certificates.

- Human Resources Records

    Employment and independent contractor contracts;

    Policies, procedures and forms;

    Personnel files;

    Employment Equity Plan.

- Operational Records

  Client information;

  Products and services information.

- Financial Records

  Financial Statements;

  Monthly trial balances and reconciliations;

  Books of accounts;

  Budgets and forecasts;

  Bank account statements;

  Invoices;

  Creditors statements and invoices.

- **OTHER INFORMATION** *[section 51(1)(f)]*

  The Minister has not made any regulations regarding the inclusion of any other information as at the time of publication.

- **AVAILABILITY OF THE MANUAL** *[section 51(3)]*

  Government Notice No. R187 of 15 February 2002 stipulates the manner in which the manual is to be made available. As well as being published in the Government Gazette, the Company shall make the manual available for public inspection during office hours and on request.

South African Human Rights Commission guide

Address: Private Bag 2700, Houghton, 2041

Telephone: (011) 484 8300
Facsimile: (011) 484 0582

Name of retirement fund	CFW Industries Pension Scheme
Fund administrator	Investec Employee Benefits Limited Fund no R6055
Name of head of retirement fund	Mr A Raad (Chairperson of Board of Trustees)
Registered street address	3 Parin Road PAROW INDUSTRIA CAPE TOWN
Postal address	P O Box 1542 PAROW 7499
Telephone number	021-931 8331
Fax number	021-931 9344
E-mail address	danie@cfw.co.za
Person duly authorized to assist the head of the retirement fund with duties imposed by the act	Mr Danie Fourie (Principal Officer)

FUCHS 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

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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 Fuchs Prokureurs in terme van die Wet	3
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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 Fuchs Prokurerus 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 Veroeker kan Mnr HO Fuchs 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 Fuchs Prokureurs.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar by die kantore van Fuchs Prokureurs;
"Fuchs Prokureurs"	beteken Fuchs Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van Fuchs Prokureurs is aangewys as die Inligtingsbeampte van Fuchs Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam:	Fuchs Prokureurs
Vennoot en Inligtingsbeampte:	Mnr HO Fuchs
Adres:	1ste Vloer Blok A Momentumpark Nicolsonstraat 105 Brooklyn Pretoria, 0181
Posadres:	Posbus 11771 Hatfield 0028
Telefoon:	(012) 460 9606
Faks:	(012) 460 9607
E-pos:	brf@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 intigting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
2041 HOUGHTON

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

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

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

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

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

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensienfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappyewet, No. 58 van 1962 (Artikel 75)
- 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 (Artiekl 65)
- Wet op Beroepsgesondheid en –veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en –siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- *Skills Development Levies Act*, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

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

Fuchs Prokureurs hou inligting / dokumente soos hierna aangedui:

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

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 Fuchs Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gebubliseer 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 Fuchs Prokureurs

8.6 Afskrifte van die handleiding kan verkry word by die kantore van Fuchs Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;

8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) 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.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

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:

OXYGEN MEDICAL SCHEME

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Postal address:	PO Box 90, Howard Place, 7450
Street address:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Website:	www.oldmutual.co.za/oxygen

Contact details of Head of the Scheme:

Head of the Scheme:	Mr James van Vught
Email:	jvanvught@oldmutual.com
Telephone no.:	(021) 504 7096
Fax no.:	(021) 509 4646

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Agendas and minutes of Audit Committee
(vii) Register of Board of Trustees
(viii) Accounting records including annual financial statements
(ix) Correspondence with members and external parties
(x) Any other record kept in terms of the legislation applicable to a medical scheme
(xi) Operational records
(xii) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

(d) Broker Records

(i) Broker communications
(ii) Broker personal details including (but not necessarily limited to): accreditation number, identification number, banking details
(iii) Contract with the Scheme
(iv) Broker payment schedules

(e) Records are also held in terms of the following legislation

(i) Basic Conditions of Employment Act, 75 of 1997
(ii) Income Tax Act, 58 of 1962
(iii) Labour Relations Act, 66 of 1995
(iv) Unemployment Insurance Act, 30 of 1966
(v) Unemployment Contributions Act, 4 of 2002
(vi) Compensation of Occupational Injuries and Health Diseases Act, 130 of 1993

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at www.oldmutual.co.za/oxygen.

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and
The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme or his nominee at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme or his nominee.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address and fax number;

f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme or his nominee will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme or his nominee that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme or his nominee shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme or his nominee shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

DR AXEL BRUNING INCORPORATED, No. 97/08414/21

Manual to access information in terms of section 51 of the Promotion of Access to Information Act

Introduction to the practice

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

Section A – Our details

Full Name	: DR AXEL BRUNING INCORPORATED
Registration Number	: 97/08414/21
Registered Address	: 311 Gatesville Medical Centre, Gatesville, Cape Town
Postal Address	: 311 Gatesville Medical Centre, Gatesville 7764
Telephone Number	: (021) 638-5158
Fax Number	: (021) 638-2962
Head	: Dr Axel Brüning
Designated Information Officer	: Dr Axel Brüning

Section B – The official SA Human Rights Commission Guide

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

Section C – Information available from this practice in terms of the Act

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

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

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

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

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

Register of Mortgages and Debentures and Fixed Assets; Annual Financial Statements including: Annual accounts; *Directors' reports; Auditor's report; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records;

Books of Account including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange; *Claims to medical schemes; *Registers to be kept in terms of the Medicines and Related Substances Control Act of 1965.

(d) PATIENT RECORDS

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

(e) EMPLOYMENT RECORDS

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

(f) *PENSION AND RETIREMENT FUND RECORDS

*Pension Fund Rules; *Account records; etc.

(g) HEALTH AND SAFETY

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

(h) PROPERTY (FIXED AND MOVABLE)

Leases; Building plans; Asset register; Finance and Lease Agreements; *Medicines held in terms of Medicines Control Act.

(j) *INTELLECTUAL PROPERTY

*Licence agreements, *secrecy agreements, *research and development agreements, *consulting agreements, *use agreements, *joint venture agreements.

(k) *AGREEMENTS AND CONTRACTS

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

(l) TAXATION & VAT

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

(m) *LEGAL

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

(n) INSURANCE

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

2. Procedure for requesting access to the above information

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

My life, My choice · My lewe, My keuse

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:

MYhealth

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	103 Zastronstreet, Bloemfontein, 9301
Postal address:	P.O.Box 567, Bloemfontein, 9300
Street address:	103 Zastronstreet, Bloemfontein, 9301
Website:	www.myhealth.co.za

Contact details of Head of the Scheme:

Head of the Scheme:	Dr. J.M. Laubscher
Email:	kobus.laubscher@myhealth.co.za
Telephone no.:	(051) 409 0230/409 0227
Fax no.:	(051) 409 0226

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Agendas and minutes of Audit Committee
(vii) Register of Board of Trustees
(viii) Accounting records including annual financial statements
(ix) Correspondence with members and external parties
(x) Any other record kept in terms of the legislation applicable to a medical scheme
(xi) Operational records
(xii) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

(d) Broker Records

(i) Broker communications
(ii) Broker personal details including (but not necessarily limited to): accreditation number, identification number, banking details
(iii) Contract with the Scheme
(iv) Broker payment schedules

(e) Records are also held in terms of the following legislation

(i) Basic Conditions of Employment Act, 75 of 1997
(ii) Income Tax Act, 58 of 1962
(iii) Labour Relations Act, 66 of 1995
(iv) Unemployment Insurance Act, 30 of 1966
(v) Unemployment Contributions Act, 4 of 2002
(vi) Compensation of Occupational Injuries and Health Diseases Act, 130 of 1993

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at **www.myhealth.co.za.**

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and
The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address or fax number;
f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

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 STAFF MEDICAL AID FUND

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Postal address:	PO Box 66, Cape Town, 8000
Street address:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Website:	www.omhc.co.za

Contact details of Head of the Scheme:

Head of the Scheme:	Mr Malcolm Rhodes
Email:	mrhodes@oldmutual.com
Telephone no.:	(021) 509-2284
Fax no.:	(021) 509-3051

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Register of Board of Trustees
(vii) Accounting records including annual financial statements
(viii) Correspondence with members and external parties
(ix) Any other record kept in terms of the legislation applicable to a medical scheme
(x) Operational records
(xi) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at www.omhc.co.za.

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and

The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address or fax number;
f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

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

1. COMPANY OVERVIEW

The Life Offices' Association of South Africa (LOA) was formed in 1935 and is the representative trade association of South African life insurers. The purpose of the LOA is to improve the environment in which its members operate. It does so in three ways:

a) Promoting a better understanding of life insurance among the general population of the country;
b) Representing the industry and its policyholders in negotiations with the authorities;
c) Through the LOA, South African long-term insurance companies regulate their industry.

The LOA is a registered company (Registration no 1999/024277/08) incorporated under Section 21, and operates on a non-profit basis. The member offices of the LOA are registered long-term insurance companies operating in South Africa. The LOA is operated by a small full-time secretariat and a number of specialist committees whose members are drawn from member companies. At the top of the LOA structure is the board of directors, which consists of 12 directors who are chief executives of member offices and are elected at the Annual General Meeting.

2. CONTACT DETAILS

Name: The Life Offices' Association of South Africa
Physical Address: 7th Floor, Namaqua House, Cnr Burg & Shortmarket Streets
Postal Address: P O Box 5023, Cape Town, 8000
Telephone No: (021) 423 2233
Fax No: (021) 423 0222
E-Mail: info@loa.co.za
Website: www.loa.co.za

3. THE SECTION 10 GUIDE

A guide on how to use the Act is to be compiled by the South African Human Rights Commission ("SAHRC") in terms of Section 10 of the Act by no later than August 2003.

Any queries should be directed to:

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

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 HELD IN ACCORDANCE WITH OTHER LEGISLATION

The LOA keeps information in accordance with the following legislation:

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Occupational Health and Safety Act, Act No. 85 of 1993

Please note that the above may not be an exhaustive list.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

In the course of its work, the LOA accumulates a wide variety of industry-related information, the majority of which is already in the public domain, or available to subscribing clients. Certain records are available via the LOA website, **www.loa.co.za**

Some of the records of the LOA, listed below, are not automatically available, and access is subject to the grounds of refusal set out in the Act. The request procedure outlined below must be followed.

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: staff records, employment contracts, policies and procedures
2.	Financial records	Includes: management accounts, asset register, tax records (employees), audited financial statements
3.	Operational Information	Includes: Committee records, minutes of meetings, member circulars, contracts, administration, S Reference and Replacement cases under the LOA Code of Conduct, and electronic registers under the LOA Code of Conduct. These are the Life, Claims, S Reference, RCA and Intermediary Registers. There is an enquiry protocol for obtaining information under the Life and Claims Register, as referred to in the Request Procedure below.
4.	Communications	Inter office correspondence and external correspondence with member offices, stakeholders such as the FSB, SARS, Long Term Insurance Ombudsman, Government departments and other third parties.

6. THE REQUEST PROCEDURE

A person requesting information from the LOA must:

- Use the prescribed form to make the request for access to a record and send this to the address, fax number or electronic mail address of the LOA, for the attention of the Information Officer.
  The forms and fee structure prescribed under the Act are included with the manual on the LOA's website, marked Annexure A.
  Please note: If requesting information regarding the LOA Life or Claims register, please use the applicable form which is included in the Code and attached to the manual, marked as Annexure B, on the LOA's website.

- Provide sufficient detail on the request form to enable identification of the record and the requester.

- Indicate the form of access required (written, electronic etc).

- Indicate 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, indicate and submit proof of the capacity in which the request is being made.

- Pay the prescribed request fee. Note that a requester who seeks access to a record containing personal information about the requester is not required to pay the request fee.

- Await the decision from the Information Officer of the LOA as to whether or not access will be granted. Such decision will be made in accordance with the provisions of the Act.

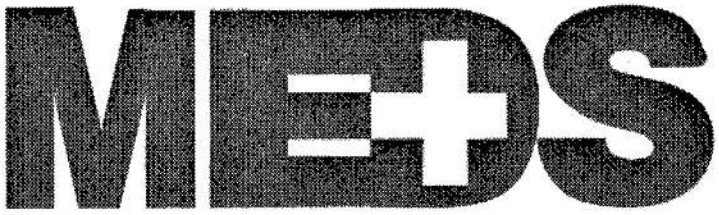
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

- Should access be denied, the requester may lodge an application to court in terms of section 82 of the Act, read with the definition of "court" as contained in section 1 of the Act.

7. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the LOA, and on the LOA's website, and copies are available in the Gazette or from the SAHRC.

With acknowledgments to the SAHRC



MEDICAL EXPENSES DISTRIBUTION SOCIETY

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:

MEDICAL EXPENSES DISTRIBUTION SOCIETY

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Postal address:	PO Box 90, Howard Place, 7450
Street address:	Mutualpark, Jan Smuts Drive, Pinelands, Cape Town, 7405
Website:	www.omhc.co.za

Contact details of Head of the Scheme:

Head of the Scheme:	Mr L. Scott
Email:	lowdons@worldonline.co.za
Telephone no.:	(011) 894-7365
Fax no.:	(011) 894-7365

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Agendas and minutes of Audit Committee
(vii) Register of Board of Trustees
(viii) Accounting records including annual financial statements
(ix) Correspondence with members and external parties
(x) Any other record kept in terms of the legislation applicable to a medical scheme
(xi) Operational records
(xii) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

(d) Broker Records

(i) Broker communications
(ii) Broker personal details including (but not necessarily limited to): accreditation number, identification number, banking details
(iii) Contract with the Scheme
(iv) Broker payment schedules

(e) Records are also held in terms of the following legislation

(i) Basic Conditions of Employment Act, 75 of 1997
(ii) Income Tax Act, 58 of 1962
(iii) Labour Relations Act, 66 of 1995
(iv) Unemployment Insurance Act, 30 of 1966
(v) Unemployment Contributions Act, 4 of 2002
(vi) Compensation of Occupational Injuries and Health Diseases Act, 130 of 1993

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at www.omhc.co.za.

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and
The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address or fax number;
f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

bhpbilliton

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:

BILLMED MEDICAL SCHEME

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	6 Hollard Street, Johannesburg, 2001
Postal address:	PO Box 61820, Marshalltown, 2107
Street address:	6 Hollard Street, Johannesburg, 2001
Website:	www.omhc.co.za

Contact details of Head of the Scheme:

Head of the Scheme:	Mrs Angelina Pillay
Email:	Angelina.Pillay@bhpbilliton.com
Telephone no.:	(011) 376-2234
Fax no.:	(011) 834-2974

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Agendas and minutes of Audit Committee
(vii) Register of Board of Trustees
(viii) Accounting records including annual financial statements
(ix) Correspondence with members and external parties
(x) Any other record kept in terms of the legislation applicable to a medical scheme
(xi) Operational records
(xii) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at **www.omhc.co.za**.

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and

The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address or fax number;
f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

samancor

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:

SAMANCOR HEALTH PLAN

"hereinafter referred to as the Scheme"

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information held by the State and any information that is held by any person 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 must grant the request, except where access to the information may be refused in terms of the grounds set out in the Act. The Act sets out the procedural requirements to obtain access to information.

PURPOSE OF THE MANUAL

The manual is intended to give effect to the right to information that is required for the exercise or protection of any right. This manual empowers beneficiaries and the general public to exercise that right by providing the following information:

a) the records held by the medical scheme;

b) the records which are available without a person having to request access in terms of the Act;

c) the records which are available on request in terms of the Act; and

d) the procedure which must be followed in order to obtain access to the information in terms of the Act.

PART 1: PARTICULARS OF THE SCHEME

The following information is provided by the Scheme in compliance with Section 51 of the Act.

The Scheme is a registered medical scheme in terms of the Medical Schemes Act No. 131 of 1998. The Scheme is a private body as defined in the Act.

The details of the Scheme are as follows:

Registered office:	Samancor House, 88 Marshall Street, Johannesburg, 2001
Postal address:	PO Box 61820, Marshalltown, 2107
Street address:	6 Hollard Street, Johannesburg, 2001
Website:	www.omhc.co.za

Contact details of Head of the Scheme:

Head of the Scheme:	Mr Ferdi Maritz
Email:	Ferdi.Maritz@bhpbilliton.com
Telephone no.:	(011) 376-2003
Fax no.:	(011) 834-2974

PART 2: RECORDS HELD BY THE SCHEME

The following records are held by the Scheme:

1. Description of Records held by the Scheme

(a) Scheme Records

(i) Rules of the Scheme
(ii) Board of Trustee resolutions
(iii) Certificate of registration of the Scheme
(iv) Contracts with third parties, e.g. Administrator and Reinsurers
(v) Agendas and minutes of Board of Trustees and sub-committee meetings
(vi) Agendas and minutes of Audit Committee
(vii) Register of Board of Trustees
(viii) Accounting records including annual financial statements
(ix) Correspondence with members and external parties
(x) Any other record kept in terms of the legislation applicable to a medical scheme
(xi) Operational records
(xii) Databases

(b) Beneficiary Records

(i) Member communications including member guides
(ii) Member personal details including (but not necessarily limited to): identification number, gender, marital status, medical information, contribution history, claims history
(iii) Dependant personal details including (but not necessarily limited to): gender, medical information, claims history

(c) Supplier Records

(i) Supplier communications
(ii) Supplier personal details including (but not necessarily limited to): practice number, status of practice, banking details
(iii) Supplier claims profile
(iv) Supplier claims advices

PART 3: ACCESS TO RECORDS

1. 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 however freely available on the Scheme's website at www.omhc.co.za.

2. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

(a) Copies of the following records of the Scheme are available on request by a **beneficiary** of the Scheme after payment of any fees determined by the rules of the Scheme:

The rules of the Scheme;
The latest annual financial statements of the Scheme;
The latest auditor's report of the Scheme;
The latest annual report of the Board of Trustees; and

The management accounts submitted with the annual financial statements in respect of the Scheme.

(b) The documents referred to in (a) above are available on request by a **beneficiary** for inspection at the registered address of the Scheme (see Part 1 above) at no charge.

(c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Scheme 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 contact details are as follows:

Registrar of Medical Schemes

Address: Hadefields, Block E, 1267 Pretorius Street, Hatfield, PRETORIA
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: http://www.medicalschemes.com

3. Records in respect of which a person must submit a request for access in terms of the Act

Records held by the Scheme which are not available either on the Scheme's website or in terms of any other legislation may be accessed by request subject to the procedural requirements set out hereunder.

PART 4: PROCEDURAL REQUIREMENTS

(a) Prescribed form

You are required to submit the prescribed FORM C as contained in the Regulations to the Act. (Regulation 10, Act no. 2 of 2000), together with the proof of the payment of a **request fee** and a **deposit** (if applicable) to the Head of the Scheme at the postal or physical address, fax number or electronic mail address set out in Part 1 above. The form is available on the website of The Department of Justice and Constitutional Development at **www.doj.gov.za/regulations.**

If you would like any assistance in obtaining and/or completing this form, please do not hesitate to contact the Head of the Scheme.

You must ensure that the prescribed form contains at least the following information:

a) the record(s) that are requested are sufficiently identified;
b) your full personal particulars;
c) where the request is made on behalf of another person, you have submitted proof of the capacity in which you are making the request;
d) the form of access that you require;
e) your postal address or fax number;
f) the nature of the right that is to be exercised or protected; and
g) why the record is necessary to exercise or protect such a right.

(b) Fees

If you are seeking access to a record containing personal information about yourself, you are not required to pay the **request fee**. Every other person will be required to pay the prescribed **request fee** before any processing of the request can take place.

On the granting of the request, an **access fee** is payable by every person in respect of the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for display.

The Head of the Scheme will, within 30 days of receipt of the request, decide whether to grant or decline a request, unless you have stated special reasons which would satisfy the Head of the Scheme that circumstances dictate that the above time periods should not be complied with.

You will be informed whether access has been granted or denied in writing. If, in addition, you require the reasons for the decision in any other manner, you must state the manner and the particulars so required.

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 Head of the Scheme shall notify you to pay as a **deposit** the prescribed portion of the **access fee** which is payable if the request is granted.

The Head of the Scheme shall withhold a record until the **access fee** has been paid.

If a **deposit** has been paid in respect of a request for access, which is refused, the deposit shall be repaid.

PART 5: AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. This manual is available for inspection at the Scheme's registered office free of charge and copies are available at the South African Human Rights Commission. The manual of the Scheme will also be available on the Scheme's website.

PART 6: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE :

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

The South African Human Rights Commission

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : **www.sahrc.org.za**
Email address : PAIA@sahrc.org.za

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