



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 453

Pretoria, 5 March
Maart 2003

No. 24674

MANUALS

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
A M Wentzel Prokureurs	24674	05-03-2003	160
African Bronze Art Foundry (Pty) Limited	24674	05-03-2003	17
Apollis Manufacturing (Pty) Ltd	24674	05-03-2003	97
CFW Industries Pension Scheme	24674	05-03-2003	7
Church of Christ Investment Holdings	24674	05-03-2003	14
Cluver Markotter Incorporated	24674	05-03-2003	75
Coast Trading Co (Pty) Limited	24674	05-03-2003	168
Commercial Cold Storage (Duncan Dock) (Pty) Limited	24674	05-03-2003	177
Commercial Cold Storage (Pty) Limited	24674	05-03-2003	181
Commercial Cold Storage Group Limited	24674	05-03-2003	179
Consumer Profile Bureau (CPB)	24674	05-03-2003	25
Credit Bureau Association (CBA)	24674	05-03-2003	23
Dirk Joubert Attorneys at Law	24674	05-03-2003	4
Dr. Evert Jean Jacques van der Horst	24674	05-03-2003	5
Electrical Supplies Corporation Provident Fund ("Fund")	24674	05-03-2003	80
Electrical Supplies Corporation Provident Fund ("Fund")	24674	05-03-2003	86
Erf 1318 Sedgfield (Pty) Ltd	24674	05-03-2003	148
Erf 1319 Sedgfield 123 (Pty) Ltd	24674	05-03-2003	137
Experian Bureau (Pty) Ltd	24674	05-03-2003	27
Flan Motors cc Provident Fund ("Fund")	24674	05-03-2003	154
Grütter & Lombard Prokureurs	24674	05-03-2003	99
International Churches of Christ Africa Missions	24674	05-03-2003	15
International Churches of Christ Southern Africa Missions	24674	05-03-2003	12
Josdel Property No 63	24674	05-03-2003	131
Kreditinform (Pty) Ltd	24674	05-03-2003	29
Lamberts Bay Fishing Co Limited	24674	05-03-2003	166
Marshall's Limited (and Wholly Owned Subsidiaries)	24674	05-03-2003	107
Maydon Wharf Cold Storage (Pty) Limited	24674	05-03-2003	175
Metro Cash and Carry Limited including all Subsidiaries	24674	05-03-2003	89
Micro Lenders Credit Bureau (MLCB)	24674	05-03-2003	31
Mobile Telephone Networks (Pty) Limited	24674	05-03-2003	46
Moulded Medical Supplies Ltd (MouldMed)	24674	05-03-2003	20
MTN Group Limited	24674	05-03-2003	62
MTN International (Pty) Limited	24674	05-03-2003	55
MTN Service Provider (Pty) Limited	24674	05-03-2003	39
Natal Sales & Merchandising Provident Fund ("Fund")	24674	05-03-2003	77
Oceana Group Limited	24674	05-03-2003	164
Oosthuysen Naudé & Schoeman Attorneys	24674	05-03-2003	8
P S J Dynes & Associates cc	24674	05-03-2003	162
Potchefstroomse Universiteit vir Christelike Hoër Onderwys	24674	05-03-2003	35
Pro Direct Investments 206 (Pty) Ltd	24674	05-03-2003	140
Shipping Consolidated Provident Fund ("Fund")	24674	05-03-2003	157
Snowy Owl Properties 198 (Pty) Ltd	24674	05-03-2003	143
Solomon Makelaars/Brokers	24674	05-03-2003	70
Soma Interactive (Pty) Ltd	24674	05-03-2003	129
St Helena Bay Fishing Industries Limited, t/a Oceana Operations, St Helena Bay Fishing, Federal Marine	24674	05-03-2003	172
Steers Kwa-zulu Natal Provident Fund ("Fund")	24674	05-03-2003	151
The Butts Ash Trust	24674	05-03-2003	146
The Wien Group (Pty) Ltd	24674	05-03-2003	134

Company Name	Gazette No.	Date	Page No.
Transunion ITC (Pty) Ltd	24674	05-03-2003	33
Transunion ITC Provident Fund ("the Fund")	24674	05-03-2003	83
TRI Shipping Services (Pty) Limited	24674	05-03-2003	170
WK Construction (Pty) Ltd	24674	05-03-2003	126
Wren Property Company (Pty) Ltd	24674	05-03-2003	133
ZF South Africa Proprietary Limited	24674	05-03-2003	72

**SECTION 51 MANUAL
DIRK JOUBERT ATTORNEYS AT LAW**

(Also available for inspection at the offices the firm free of charge; copies available at the SAHRC.)

SECTION 51 MANUAL PARTICULARS

1. **Contact Details [Section 51(1)(a):** Postal address: PO Box 12041, Die Boord, Stellenbosch, 7613
Tel: +27 21 883 8934, Fax: +27 21 883 8933 / 887 9549
2. **The section 10 Guide on how to use the Act [Section 51(1)(b)] :** Guide will be available from the South African Human Rights Commission not later than August 2003. Please direct any queries to: The South African Human Rights Commission (SAHRC): 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)] :** The Attorneys Act, Act No 53 of 1979 & The Rules promulgated by the Law Society of the Cape of Good Hope, a Statutory Body with jurisdiction to administer the Act and any other law or legal rule governing the practice of law, and, where applicable, all legislation pertaining to specific matters dealt with on behalf of clients in the practice of law, and inter alia, the following: Labour Relations Act No. 66 of 1995 ;Income Tax Act No. 95 of 1967; Regional Services Councils Act No.109 of 1985; Stamp Duties Act No.194 of 1968; Unemployment Contributions Act No.4 of 2002; Unemployment Insurance Act No. 63 of 2001.
4. **Access to the records held by the private body in question [Sections 51(1)(c) and 51 (1)(e)]**
 - i. Not applicable, except as required in terms of the Attorneys Act Act No 53 of 1979 & The Rules promulgated by the Law Society of the Cape of Good Hope [Section 51(1)(c)]
 - ii. Records that may be requested, subject to inter alia Attorneys Act Act No 53 of 1979 & The Rules promulgated by the Law Society of the Cape of Good Hope, and any other law or legal rule governing the practice of law:[Section 51(1)(e)]
Operational
 - Confidential records regarding clients;
Administrative and Financial
 - Trust Audit Accounts and Records, and Auditors' Reports;
Human Resources Records
 - Employment and remuneration records
 - iii. The request procedures can be accessed at the firm or the SAHRC via the website:
Form of request:
 - Use the prescribed form to request access to records, addressed to the Attorney at the address or fax number of the firm [53(1)].
 - Provide sufficient detail on the form to enable the Attorney to identify the record and the requester. Indicate the form of access required, the manner in which to inform the requester; and State the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
 - Identify the right that is sought to be exercised or protected; provide an explanation why the record is required for exercise or protection of that right [s 53(2)(d)].
 - If a request is made on behalf of another person, submit proof of the capacity in which the request is made to satisfaction of the Attorney. [s 53(2)(f)].**Fees:** Access to a record containing personal information about the requester is free. Every other requester, who is not a personal requester, must pay the required request fee:
 - The head of the private body must require from the requester (other than a personal requester) by notice, payment of the prescribed fee (if any) before further processing the request [s 54(1)].
 - The fee is R50. A requester may apply to the court against tender or payment of the 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)]
 - Access is subject to the stipulations of the Attorneys Act and Rules .
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.

Dr. Evert Jean Jacques van der Horst. HPCSA 0144932. AHPCSA A8514.
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. E. J. J. van der Horst. I 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) and the Allied Health Professions Council of South Africa. 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 and the AHPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court order compels me to breach this duty. Requesters should note that commercial information and financial information may be withheld on the grounds of sections 63-70.

Section A – Our details

Full Name	: Evert Jean Jacques van der Horst
Registration Number	: HPCSA 0144932 and AHPCSA A8514
Registered Address	: 41 Victoria Street, George, 6529, Western Cape
Postal Address	: P. O. Box 597, George, 6530, Western Cape
Telephone Number	: 044-8840188
Fax Number	: 044-8840190
Head (Dr E J J van der Horst (solo)	: Dr. E. J. J. van der Horst
Designated Information Officer	: Dr. E. J. J. van der Horst

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

(*delete what is not applicable to your specific practice)

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

I am practising in solo practice and no official constituting documentation are held.

(b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSON 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

Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts, 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; Attendance register; Staff records (after date of employment ceases); IRP5's and Tax information pertaining to the employment of employees.

(f) PENSION AND RETIREMENT FUND RECORDS

Nil

(g) HEALTH AND SAFETY

Evacuation plan; Information related to Health and Safety Officer.

(h) PROPERTY (FIXED AND MOVABLE)

Medicines held in terms of Medicines Control Act.

(j) INTELLECTUAL PROPERTY

Consulting agreements.

(k) AGREEMENTS AND CONTRACTS

Agreements with utility companies, software house, data warehouse 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

Nil

(n) INSURANCE

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverage, 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.**

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)

OOSTHUYSEN NAUDÉ & SCHOEMAN ATTORNEYS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000**

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

1. INTRODUCTION

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

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

“the Act”	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
“the / this manual”	shall mean this manual together with all annexures thereto as available at the offices of Oosthuysen Naudé & Schoeman from time to time;
“Oosthuysen Naudé & Schoeman”	shall mean Oosthuysen Naudé & Schoeman Attorneys, structured as a partnership which renders legal services including legal advice and legal

representation to individual clients and businesses/organisations;

“SAHRC” shall mean the South African Human Rights Commission;

“Information Officer” The designated partner of Oosthuysen Naudé & Schoeman, appointed as the Information Officer of Oosthuysen Naudé & Schoeman, 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: Oosthuysen Naudé & Schoeman Attorneys

Partner and appointed Information Officer: Mr Naudé

Address: 270 Retief Avenue, Lyttelton

Postal Address: PO Box 15302, Lyttelton, 0140

Telephone: (012) 664-2046

Fax: (012) 664-3991

E-mail: prokureurs@absamail.co.za

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

Any person who wishes to exercise any right contemplated in the Act, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages.

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)

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

- Insolvency Act, No 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, No 24 of 1956
- Income Tax Act, No 58 of 1962 (Section 75)
- Companies Act, No 61 of 1973
- Copyright Act, No 98 of 1978
- Attorneys Act, No 53 of 1979
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Section 97)
- Labour Relations Act, No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

6. DOCUMENTS / INFORMATION HELD BY OOSTHUYSEN NAUDÉ & SCHOEMAN IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Oosthuysen Naudé & Schoeman holds the information / documents listed herein below:

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

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Oosthuysen Naudé & Schoeman 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 Oosthuysen Naudé & Schoeman, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Oosthuysen Naudé & Schoeman.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

International Churches of Christ Southern Africa Missions: Section 21 Company**Manual in terms of the Promotion to Access to Information Act****Introduction to this private body**

Southern Africa Missions is a religious organisation and is not organised for the private gain of any person. It is organised under section 21 of the Companies Act and under the South African Non-Profit Organisations Act primarily for religious purposes.

Southern Africa Missions is organised and will at all times operate exclusively for, religious, charitable, and educational purposes as may qualify it as exempt from income tax under Section 10(1)(f) of the Income Tax Act.

Within the context of the general purposes stated above, Southern Africa Missions shall:

- (a) Promote, encourage, foster and engage in, by all proper and legitimate means, the dissemination of religious and moral teaching and instruction for the support of public worship, such means to include but not to be limited to engaging the services of men and women to carry out the ministry of Jesus Christ and making donations for the purposes of missionary work; and
- (b) Promote, encourage, foster and engage in, by all proper and legitimate means, charitable, educational, medical, scientific, civic, religious and similar causes. Such means include, but are not limited to, making donations for the public welfare.

Inside these pages you will be able to view the categories of information which we possess.

Section A – Our details

Full Name	:	International Churches of Christ Southern Africa Missions
Registration Number	:	1998 12162/08
Registered Address	:	115 CR Swart Drive, Bush Hill Estate, Ranburg
Postal Address	:	PO Box 908, Honeydew, 2040
Telephone Number	:	(011) 699-1700
Fax Number	:	(011) 794-5522
Chairperson	:	Beverley Honey
Designated Information Officer	:	Antoinette Jurgens
Email Address of Information Officer	:	Antoinette_Jurgens@icoc.org

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. 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:

Telephone: (011) 484-8300 **Website:** www.sahrc.org.za **E-mail:** PAIA@sahrc.org.za

Section C – Information available in terms of the Act**1. Categories of Information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Certificate to Commence Business;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) Register of Directors and Certain Officers;
- (vii) Directors' Attendance Register

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee

(ix) Annual Financial Statements including:

- i. Annual accounts;
- ii. Directors' reports;
- iii. Auditor's report.

(ix) Books of Account regarding information required by the Companies Act, 1973;**(x) Supporting schedules to books of account****(ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.****(iv) Date of birth of each employee;**

- (v) Staff records (after date of employment ceases);
- (vi) Expense accounts;

(d) OTHER EMPLOYEE RECORDS

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

- (v) Relocation policy;
- (vi) Disability scheme;
- (vii) Group life;
- (viii) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members

- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports;
- (vi) Annual accounts

(f) MOVABLE PROPERTY

- (i) Asset Registry

(g) AGREEMENTS AND CONTRACTS

- (i) Material agreements
- (ii) Agreements with contractors and suppliers

(h) TAXATION

- (i) Copies of Inc Tax Returns and other documents;

(j) LEGAL

- (i) Material licences, permits and authorisations;

(j) INSURANCE

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

(k) 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;

- (viii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Agreements;
- (xi) Licenses;
- (xii) Audits.

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 the relevant request form. These forms are available from our information officer, 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. 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 and documents are also available in terms of certain provisions of the following statutes:

Basic Conditions of Employment Act No. 75 of 1997

Non-profit Organisations Act

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Diseases Act 130 of '93

Financial Markets Control Act No. 55 of 1989

Income Tax Act No. 58 of 1962

Employment Equity Act No. 55 of 1998

Legal Deposit Act No. 54 of 1997

Long-term Insurance Act No. 52 of 1998

Occupational Health and Safety Act No. 85 of 1993

Short-term Insurance Act No. 53 of 1998

Unemployment Insurance Act No. 63 of 2001

Labour Relations Act No. 66 of 1995

Prescription Act No. 68 of 1969

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

Newsletters, booklets, pamphlets, brochures, reports, posters, other literature intended for public viewing.

Church of Christ Investment Holdings: Section 21 Company**Manual in terms of the Promotion to Access to Information Act****Introduction to this private body**

This body falls under the Community, Social and Personal Services Sector. It owns property that is used for religious purposes e.g. houses for ministers, land and church buildings
 Inside these pages you will be able to view the categories of information which we possess.

Section A – Our details

Full Name	:	Church of Christ Property Holdings
Registration Number	:	1998 14114/08
Registered Address	:	115 CR Swart Drive, Bush Hill Estate, Ranburg
Postal Address	:	PO Box 553, Honeydew, 2040
Telephone Number	:	(011) 699-1700
Fax Number	:	(011) 794-5522
Chairman	:	Michael C Talliaferro
Designated Information Officer	:	Antoinette Jurgens
Email Address of Information Officer	:	Antoinette_Jurgens@lcoc.org

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. 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:

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

Section C – Information available in terms of the Act**1. Categories of Information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Certificate to Commence Business;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) Register of Directors and Certain Officers;
- (vii) Directors' Attendance Register

(viii) Annual Financial Statements including:

- I. Annual accounts;
- II. Directors' reports;
- III. Auditor's report.

(ix) Books of Account regarding information required by the Companies Act, 1973;**(x) Supporting schedules to books of account****(b) ACCOUNTING RECORDS**

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

(ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.**(c) STATUTORY EMPLOYEE RECORDS**

The company does not have employees

(d) FIXED PROPERTY

- (i) Title Deeds, Leases, Building Plans, Mortgage Bonds

(e) AGREEMENTS AND CONTRACTS

- (i) Material agreements
- (ii) Agreements with contractors and suppliers

(f) LEGAL

- (i) Material licences, permits and authorisations

(g) INSURANCE

- (i) Insurance policies;

(ii) Claim records;

- (iii) Details of insurance coverage, 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 the relevant request form. These forms are available from our information officer, the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.dcj.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 and documents are also available in terms of certain provisions of the following statutes:
 Companies Act No. 61 of 1973
 Income Tax Act No. 58 of 1962
 Short-term Insurance Act No. 53 of 1998

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

- Newsletters, booklets, pamphlets, brochures, reports, posters, other literature intended for public viewing.

International Churches of Christ Africa Missions: Section 21 Company**Manual in terms of the Promotion to Access to Information Act****Introduction to this private body**

Africa Missions is a religious organisation and is not organised for the private gain of any person. It is organised under section 21 of the Companies Act and under the South African Non-Profit Organisations Act primarily for religious purposes. Africa Missions is organised and will at all times operate exclusively for, religious, charitable, and educational purposes as may qualify it as exempt from income tax under Section 10(1)(f) of the Income Tax Act.

Within the context of the general purposes stated above, Africa Missions shall:

- (a) Promote, encourage, foster and engage in, by all proper and legitimate means, the dissemination of religious and moral teaching and instruction for the support of public worship, such means to include but not to be limited to engaging the services of men and women to carry out the ministry of Jesus Christ and making donations for the purposes of missionary work; and
- (b) Promote, encourage, foster and engage in, by all proper and legitimate means, charitable, educational, medical, scientific, civic, religious and similar causes. Such means include, but are not limited to, making donations for the public welfare.

Inside these pages you will be able to view the categories of information which we possess.

Section A – Our details

Full Name	:	International Churches of Christ Africa Missions
Registration Number	:	1996 7052/08, 020-430-NPO
Registered Address	:	115 CR Swart Drive, Bush Hill Estate, Ranburg
Postal Address	:	PO Box 2974, Honeydew, 2040
Telephone Number	:	(011) 699-1700
Fax Number	:	(011) 794-5522
Head/CEO	:	Thomas Alexander Ziegler
Designated Information Officer	:	Antoinette Jurgens
Email Address of Information Officer	:	Antoinette_Jurgens@icoc.org

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. 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:

Telephone: (011) 484-8300 **Website:** www.sahrc.org.za **E-mail:** PAIA@sahrc.org.za

Section C – Information available in terms of the Act**1. Categories of Information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Certificate to Commence Business;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (v) Proxy Forms;
- (vi) Register of Directors and Certain Officers;
- (vii) Directors' Attendance Register

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee

(lix) Directors' Attendance Register;

(ix) Annual Financial Statements including:

- i. Annual accounts;
- ii. Directors' reports;
- iii. Auditor's report.

(x) Books of Account regarding information required by the Companies Act, 1973;

(xi) Supporting schedules to books of account

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

(iv) Date of birth of each employee;

(v) Staff records (after date of employment ceases);

(vi) Expense accounts;

(d) OTHER EMPLOYEE RECORDS

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

- (v) Relocation policy;
- (vi) Disability scheme;
- (vii) Group life;
- (viii) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members

- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports;
- (vi) Annual accounts

(f) MOVABLE PROPERTY

- (i) Asset Registry

(g) AGREEMENTS AND CONTRACTS

- (i) Material agreements
- (ii) Agreements with contractors and suppliers

(h) TAXATION

- (i) Copies of Inc Tax Returns and other documents;

(i) LEGAL

- (i) Material licences, permits and authorisations;

(j) INSURANCE

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

(k) 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;

- (viii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Agreements;
- (xi) Licenses;
- (xii) Audits.

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 the relevant request form. These forms are available from our information officer, 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. 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 and documents are also available in terms of certain provisions of the following statutes:

Basic Conditions of Employment Act No. 75 of 1997

Non-profit Organisations Act

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Diseases Act 130 of '93

Financial Markets Control Act No. 55 of 1989

Income Tax Act No. 58 of 1962

Employment Equity Act No. 55 of 1998

Legal Deposit Act No. 54 of 1997

Long-term Insurance Act No. 52 of 1998

Occupational Health and Safety Act No. 85 of 1993

Short-term Insurance Act No. 53 of 1998

Unemployment Insurance Act No. 63 of 2001

Labour Relations Act No. 66 of 1995

Prescription Act No. 68 of 1969

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual. Newsletters, booklets, pamphlets, brochures, reports, posters, other literature intended for public viewing.

Section F – General

- (i) Documentation regarding the "Adopt a Scholar" program
- (ii) Information regarding the ACES Online Website

Manual Prepared in Accordance With Section 51 Of The Promotion Of
Access To Information Act No 02 of 2000 ("The Act") For
AFRICAN BRONZE ART FOUNDRY (PTY) LIMITED
Registration number 2002/031057/07
trading as Pardus and the Dylan Lewis Studio

Company Overview

The Company is involved in acquiring, exhibiting, marketing and selling sculptures and other works of art.

Part 1

(Information required under section 51 (1)(a) of the Act)

NAME OF BODY:

African Bronze Art Foundry
(Pty) Limited t/as Pardus and
the Dylan Lewis Studio

PHYSICAL ADDRESS:

Mulberry Farm, Stellenbosch

HEAD OF BODY:

Dylan Lewis

TELEPHONE NUMBER:

(021) 880 0054

FAX NUMBER:

(021) 880 0588

E-MAIL:

dylan@dylanart.co.za

Part 11

(Information required under section 51 (1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission 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 NUMBER:

+27 11 484 8300

FAX NUMBER:

+27 11 484 0582

WEBSITE:

www.sahrc.org.za

E-MAIL:

PAIA@sahrc.org.za

PART 111

(Copy of notice, if any, under section 51(1)(c) of the Act)

Currently none.

PART IV

(Information required under section 51(1)(d) of the Act)

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Occupational Health and Safety Act 85 of 1993
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Skills Development Levy Act 9 of 1999
Regional Services Councils Act 109 of 1985

Part V

(Information required under section 51(1)(e) of the Act)

A Records that may be requested

(i) Operational Information

Such information as is required for the day to day running of the company, for instance:

- internal phone lists;
- address lists;
- company policies;
- directives;
- contracts;
- employee records;
- requisitions;
- permits;
- licences;
- approvals;
- applications;
- consents; and
- general "house keeping" information.

(ii) Communications

Correspondence between persons within and without the company.

- (iii) The Website address is www.dylanlewis.co.za and is accessible to anyone who has access to the Internet. The Website contains various categories of information relating the Group.

B Request Procedures

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 company. This request must be made to the address, fax number or electronic mail address of the company.

The requester must provide sufficient detail on the request form to enable the head of the company or the authorised officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic.

The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

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

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the satisfaction of the company.

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

Part VI

(Other information as may be prescribed under section 51(1)(f))

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

Part VII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.

IMPORTANT NOTICE:

Access to certain records or information may be denied on the grounds set out in the Act or any other law and nothing herein contained shall be construed as a waiver by the company to refuse access to any information or records on the grounds set out in this Act or any other law.

INFORMATION MANUAL FOR MOULDED MEDICAL SUPPLIES LTD (MouldMed)

A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to Moulded Medical Supplies Ltd

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to the records held by the private body in question
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
 - ii. Records that may be requested
 - iii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual
7. Prescribed fees for private bodies
8. Prescribed forms

Introduction to Mouldmed Medical Supplies Ltd (MouldMed).

Moulded Medical Supplies Ltd was founded in 1994 on the philosophy: **Prevention is better than cure**. Moulded Medical Supplies provides a platform for the development, production and marketing of innovative and cost-effective medical products and services.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details**

Name of Company: Moulded Medical Supplies Ltd (MouldMed)
Registration Number: 1995/003771/06

Postal Address: PO Box 1382
Durbanville
7551

Physical Address: Unit 14, Rust & Vrede Business Square
21 Church Street
Durbanville
7550

Tel.no. : +27 21 975 1170
Fax : +27 21 975 2108
e- mail: mouldmed@iafrica.com
website: www.mouldmed.co.za

Managing Director: Mr Gerrit Theron

Information Officer: Mr Henry Kruger
(Director)

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

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

The South African Human Rights Commission:

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

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)]

The following information is available without a person having to request access:

- a) Company Profile
- b) Subsidiaries
- c) Products/ Services
- d) Contacts

Easy access to these categories can be found at the following website:
www.mouldmed.co.za

Information brochures and pamphlets on the products/ services are available at the offices of Moulded Medical Supplies Ltd.

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. Records in Terms of Companies Act and other legislation:[Section 51(1)(c)]

- a) Company Memorandum of Association
- b) Articles of Association
- c) Shareholders schedule
- d) Company minute book
- e) Records required in accordance with other legislation:
 - Employee records
 - Incident register as prescribed in the Occupational Health and Safety Act.

Request of Access to Records

“ Please contact the private body at its contact address with any request for access to a record of the body. Information to be available in accordance with Section 10 of the Act (Section B –The Official Guide) and (Section C – Information available in terms of the Act). This equally applies to Section D – Information available in terms of other legislation and Section E – Information automatically available.

ii. Records that may be requested. A description of the subjects on which the holds records: [Section 51(1)(e)]

- a) Statutory Instruments (4.i. of this document refers)
- b) Correspondence Files
- c) Financial accounts and records
- d) Drawings, specifications and contracts
- e) Marketing literature and brochures
- f) Other information specific to the company

iii. The request procedures

Requests for information to be made on the prescribe form and to be accompanied by the prescribe fee where relevant.

SECTION 51 MANUAL FOR**Credit Bureau Association (CBA)****A. INTRODUCTION TO THE CREDIT BUREAU ASSOCIATION**

The Credit Bureau Association (CBA) is the industry body for credit bureaux in South Africa. The CBA presently has 7 member bureaux (TransUnion ITC, Experian, KreditInform, MLCB, CPB, Vericred & Compuscan). The role of this association is to ensure that credit bureaux comply with the existing code of conduct as well as protecting consumer rights and addressing consumer complaints.

One of the paramount functions of the CBA is to act as mediator when a consumer or business disputes any information contained in their credit profile.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details**

Postal Address : P O Box 41887, Craighall, 2024
 Physical Address : 13 Tudor Park, 61 Hillcrest Avenue, Randburg
 Telephone : +27-11-886-8519
 Fax : +27-11-789-6080
 Email : bri@global.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by CompuScan**i) Categories of records available without a person having to request access in terms of this Act**

The Credit Bureau Association's Code of Conduct and policy directives.

ii) Records that may be requested

Please see 4 i) above.

iii) The Request Procedure**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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s.53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]

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

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of the Credit Bureau Association free of charge. Copies are also available at the South African Human Rights Commission (SAHRC) and in the Gazette.

SECTION 51 MANUAL FOR CONSUMER PROFILE BUREAU (CPB)

A. INTRODUCTION TO CPB

Consumer Profile Bureau (CPB) offers Risk Information data that is obtained from many different sources in the public and private sectors. Through our strategic alliances with Experian and other data providers we proudly provide our clients access to a selection of the most comprehensive consumer credit and commercial information databases in Southern Africa.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P.O. Box 1205 Randfontein 1760
Physical Address :		MLCB HOUSE, 61 Park Street Randfontein 1759
Telephone	:	(011) 412 1650
Fax	:	(011) 412 1711/2
Email	:	fred@ml-cb.co.za or louisa@ml-cb.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by CPB

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times enquiries have been done and the credit history and or status of the individual concerned.

An Administration fee of R25-00 (Excl. VAT) will be payable by an individual to view his or her own credit profile on the MLCB database.

A consumer can contact CPB by calling (011) 412 1650 during office hours and we will fax or post the prescribed "Request Form" to the consumer together with the procedures and costs involved. Once we have received and validated the Forms and we have received confirmation that the prescribed fee has been paid into our bank account, we will process the request.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of CPB free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, or on our website at www.ml-cb.co.za

SECTION 51 MANUAL FOR**Experian Bureau (Pty) Ltd****A. INTRODUCTION TO EXPERIAN BUREAU (PTY) LTD**

Experian is an information solutions company. It uses the power of information to assist its clients to target prospective customers, manage existing customer relationships and identify opportunities for profitable growth. Experian has headquarters in Nottingham, UK and Orange, California.

Our knowledge lies in the great wealth of information that we maintain about consumers and how they behave, and about markets and how they are changing. Our expertise lies in the skills we have developed to look at information in new ways and to apply it to every aspect of the customer relationship. Our creativity is reflected in the way that we support our clients, developing information solutions that bring them ever closer to their customers.

Experian combines the power of their comprehensive credit history database, scoring expertise and sophisticated software to deliver a truly holistic solution that will effectively target, acquire and manage the most profitable customer base. Our acquisition and behavioural scoring solutions are supported by the most comprehensive software products, designed to maximise profitability at every step throughout the customer lifecycle.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details**

Postal Address	:	P O Box 70224, Bryanston, 2021
Physical Address	:	The Ambridge Office Park, Experian House, Vrede Road, Douglasdale
Telephone	:	(011) 799 3400
Fax	:	(011) 799 3451
Email	:	hschroder@experian.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by Experian Bureau (Pty) Ltd**i) Categories of records available without a person having to request access in terms of this Act**

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

A person has the right to access all information on his or her credit profile. This information is as follows:

1. Surname, name, ID, Address history, Occupant history, Telephone history, Employer history
2. Bank defaults
3. Civil judgements
4. Debt defaults
5. Collections records
6. Payment Profile records
7. Subscriber enquiries
8. Credit score

Where charges are applicable, the consumer will be required to deposit a nominal fee (currently R15.00) into the Experian bank account, and fax/present a copy of a stamped and signed deposit slip with the ID document.

Identification is affected in one of two ways:

- a. This can be achieved by the consumer visiting the Experian offices in person and presenting an ID book or,
- b. Faxing a notarised copy of their ID book to Experian

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of Experian Bureau (Pty) Ltd free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the Experian Bureau (Pty) Ltd website www.experian.co.za

**SECTION 51 MANUAL FOR
KREDITINFORM (PTY) LTD**

A. INTRODUCTION TO KREDITINFORM (PTY) LTD

A credit reference or risk agency is a bureau providing information to its subscribers regarding the past credit behaviour or both individuals and business entities. Such agencies or bureaux act as custodians of their subscribers own experiences as well as public information of business entities etc. Subscribers utilize this information resource to assess the risk involved in providing credit facilities to their own customers.

KREDITINFORM (PTY) LTD is South Africa's leading supplier of risk information on business-to-business trading. As a member of the Credit Bureau Association, KreditInform has always maintained an 'open door' policy to all entities in South Africa, providing access to all records on its database when requested.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P O Box 1001, Randburg, Gauteng, 2125
Physical Address	:	Kredit House, 15, Philips Street, Ferndale, 2125
Telephone	:	(011) 777 2700
Fax	:	(011) 886 3834
Email	:	Richards@kredit.co.za
Contact re: this act	:	Richard Stothert

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by KREDITINFORM (PTY) LTD

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

As signatories to the Code of Conduct of the Credit Bureau Association of SA KreditInform will provide access to any individual, who has been properly identified as representing a Business, Partnership and/or a Registered business entity, to the complete record on the business entity including name, address, registered number, date of registration if applicable, any public record data such as judgement for debt, all account trading information if supplied by a KreditInform subscriber, any record of RD cheques and negative payment history. Date of last full investigation by KreditInform, a list of all enquiring subscribers, recorded Bank Code where applicable together with the current score attributed to the entity by KreditInform. In addition, KreditInform will provide explanations on the data and provide advice to the enquiring entity representative. Where needed a copy of the full data on the entity will be made available. KreditInform will investigate any objections to any data held by it on the entity and where necessary will amend inaccuracies.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of KREDITINFORM (PTY) LTD free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the KreditInform website www.kredit.co.za

SECTION 51 MANUAL FOR MICRO LENDERS CREDIT BUREAU (MLCB)

A. INTRODUCTION TO MLCB

MLCB is a National Credit Bureau that provides up to date risk management data, with profiles of the personal credit behaviours of prospective clients. MLCB has been a leading service and Information provider to the Micro Lending Industry since 1997.

Micro lenders mainly grant "Cash Loans" to individuals that do not have any security to offer and that are normally perceived as "High" Risk individuals. These individuals are also commonly referred to as the so called "un-banked". Due to the fact that *credit profiles* of individuals are mostly generated from the manner in which a individual meets his financial obligations. Information relating to "un-banked" individuals in South African was virtually non-existent.

It is for this reason that MLCB has developed and produced an extensive database, specifically relating to these individuals.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P.O. Box 2225 Randfontein 1760
Physical Address	:	MLCB HOUSE, 61 Park Street Randfontein 1759
Telephone	:	(011) 412 1650
Fax	:	(011) 412 4030
Email	:	fred@ml-cb.co.za or louisa@ml-cb.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by MLCB

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times enquiries have been done and the credit history and or status of the individual concerned.

An Administration fee of R25-00 (Excl. VAT) will be payable by an individual to view his or her own credit profile on the MLCB database.

A consumer can contact MLCB by calling (011) 412 1650 during office hours and we will fax or post the prescribed "Request Form" to the consumer together with the procedures and costs involved. Once we have received and validated the Forms and we have received confirmation that the prescribed fee has been paid into our bank account, we will process the request.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of MLCB free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, or on our website at www.ml-cb.co.za

SECTION 51 MANUAL FOR

TRANSUNION ITC (PTY) LTD

A. INTRODUCTION TO TRANSUNION ITC (PTY) LTD

A credit reference or risk agency is a bureau providing information to its subscribers regarding the past credit behaviour on both individuals and business entities. Such agencies or bureaux act as custodians of their subscribers own experiences as well as public information of consumers, business entities etc. Subscribers utilize this information resource to assess the risk involved in providing credit facilities to their own customers.

TRANSUNION ITC PTY LTD is South Africa's oldest and largest supplier of risk information on consumer-to-business and business-to-business dealings. As a member of the Credit Bureau Association, TransUnion ITC Pty Ltd subscribes to the business ethics prescribed and has always maintained an open and transparent policy to all entities in South Africa, providing access to all profiles on its database when requested. TransUnion ITC is also keenly aware of its social responsibilities towards the South African consumer and has embarked on an educational campaign that aims to educate consumers on the role of credit bureaux in South Africa, the importance of managing your credit and to reaffirm our commitment to the South African economy

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P O Box 4522, Johannesburg 2000
Physical Address	:	Wanderers Office Park
		52 Corlett Drive, Illovo, Johannesburg
Telephone	:	(011) 214-6000
Fax	:	(011) 214-6555
Email	:	omaroud@transunionitc.co.za
Contact re this act	:	Olga Maroudas

2. The guide as described in section 10

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

The South African Human Rights Commission:

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

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by TRANSUNION ITC (PTY) LTD

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the Code of Conduct for Credit Bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

As signatories to the Code of Conduct of the Credit Bureau Association of SA TransUnion ITC, will provide access to any individual, who has been properly identified, or as representing a Business, Partnership and/or a Registered business entity, to the complete record on the individual and/or business entity including name, address, telephone numbers, Registration Number, date of registration if applicable, any public record data such as judgement for debt, all account trading information if supplied by a TransUnion ITC subscriber, and negative payment history. Date of last full investigation by TransUnion ITC, a list of all enquiring subscribers, recorded Bank Code where applicable. In addition, TransUnion ITC will provide explanations on the data and provide advice to the enquiring individual and/or entity representative. TransUnion ITC will investigate any disputes to any data held by it on the individual and/or entity and where necessary will amend inaccuracies. These enquiries, for a small fee, can be made personally at our Compu-pay offices, via the Internet on www.transunionitc.co.za or call our Consumer Helpline on: 0861 482 482

ii) Records that may be requested.

Finance Department: General Documentation pertaining to the registration, trademarks, intellectual property, taxation of TransUnion ITC and its subsidiaries.

Agreements held between both debtors and creditors

Database of debtors and creditors

Human Resources: Staff recruitment policies.

Information pertaining to employees – employment contracts, benefits, remuneration, legislation, training schedules

Data Management Division and Information Technology Division:

Procedural manuals.

Data Sources

Legal Department:
Legislation that pertains to Credit Industry and related clients' industries
Agreements between TransUnion ITC and Clients
Training Manuals
Legal Matters

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester 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 22(6)]

5. Other information as may be prescribed

None required to-date.

6. Availability of the manual

The manual is available for inspection at the offices of TRANSUNION ITC (PTY) LTD free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the TransUnion ITC website www.transunionitc.co.za

INFORMATION MANUAL

Potchefstroomse Universiteit vir Christelike Hoër Onderwys

(as required in terms of section 14 of the Promotion of Access to Information Act, Act 2 of 2000)

1 Structure and functions

The Potchefstroomse Universiteit vir Christelike Hoër Onderwys is a university in terms of the Higher Education Act, 1997 (Act 101 of 1997) and functions in terms of the Statute which was published in accordance with section 32 of the Higher Education Act, 1997 (Act 101 of 1997) on 9 September 1998. The institutional governance structures are as follows:

1.1 The Chancellor

The Chancellor is the titular head of the University.

1.2 Council

As prescribed in terms of section 27 of the Higher Education Act, Act 101 of 1997, as amended, the Council of the University governs the institution, subject to the Higher Education Act, any other act and the institutional statute.

Subject to the policy determined by the Minister, the Council, with the agreement of the Senate, determines the language policy of the University, publishes it and makes it available upon request.

The Council, after consultation with the Student Council, must establish a suitable structure to provide advice regarding the policy in respect of student support services within the University.

1.3 Senate

As prescribed in terms of section 28 of the Higher Education Act, Act 101 of 1997, as amended, the Senate is accountable to the Council for the academic and research functions of the University.

1.4 Principal

As prescribed in terms of section 30 of the Higher Education Act, Act 101 of 1997, as amended, the Principal is responsible for the management and administration of the University.

1.5 Management Committee

The Management Committee assists the Principal in the planning and the execution of the management and administration of the University and in the supervision of the University.

1.6 Institutional Forum

As prescribed in terms of section 31 of the Higher Education Act, Act 101 of 1997, as amended, the Institutional Forum advises the Council on:

- (a) The implementation of the Act and national higher education policy;
- (b) The selection of candidates for appointment as Principal and Vice-Principals;
- (c) Policy on race and gender equity;
- (d) Codes of conduct;
- (e) The formulation of policy on mediation and dispute resolution procedures;
- (f) The management of cultural diversity on the campuses; and
- (g) The encouragement and development of an institutional culture which promotes tolerance and respect for basic human rights, and which creates a suitable environment for teaching, learning, research and study.

1.7 Student Councils

The council of the University upon recommendation of the Senate approves the student councils of the Potchefstroom and Vaal Triangle Campus.

Each student council-

- a) Manages organised student life on the campus concerned in order to assist in the realisation of the vision of the University with regard to the academic, cultural, sports, hostel and other relevant fields;
- b) Is accountable for selected management functions and for this purpose is vested with the power to dispose of any particular matter;
- c) May extend patronage to other student bodies and exercise control over such bodies;
- d) Maintains discipline over students in accordance with the relevant prescripts;
- e) Confers colours and honours for outstanding performance in the sphere of organised student life;
- f) Liaises with student councils of other higher education institutions to promote the common interests of students within organised student life.

2 Contact details of information officer and deputy information officers

2.1 Information Officer

Name: Dr T Eloff, Vice-Chancellor and Principal
Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X 6001
Potchefstroom
2520
Telephone Number: 018-299 2601
Facsimile Number: 018-299 2603
Electronic Mail: rktsjhw@puknet.puk.ac.za

2.2 Deputy Information Officer

Name: Prof CFC van der Walt, Registrar
Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X 6001
Potchefstroom
2520
Telephone Number: 018-299 2609
Facsimile Number: 018-299 2603
Electronic Mail: regjr@puknet.puk.ac.za

3 The Human Rights Commission Guide

In terms of section 10(1) of the Act, the Human Rights Commission must compile in each official language a guide by 14 August 2003 containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

The guide will be available from the South African Human Rights Commission at a later stage.

4 Request for access to information

All persons wanting to make application for access to records held by this institution may obtain the prescribed application form (as published in the Government Gazette (Govt. Notice R187-15 February 2002 Form A) from the Registrar's office, whose details are as follows:

Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X 6001
Potchefstroom
2520
Telephone Number: 018-299 2609

Facsimile Number: 018-299 2603
Electronic Mail: regir@puknet.puk.ac.za
or alternatively visit our web site at: <http://www.puk.ac.za>.

5 Description of the subjects on which this institution holds records and categories of records held on each subject:

5.1 Corporate matters:

- List of offices bearers
- Composition of governance structures and consultative institutions of the University
- Agendas and minutes of meetings of governance structures and consultative institutions of the University
- The annual report of Council to the Department of Education
- The academic calendar
- The vision and strategic framework of the University (2002-2007)
- Organogram of how the University is structured
- Marketing material

5.2 Academic matters

- General academic rules
- Faculty calendars
- Study material
- Research results and intellectual property
- Library material

5.3 Student matters

- Prospectus of programme offerings
- Application form for admission to the University and University hostels
- Fees payable and financial regulations
- Academic records
- Individual student records

5.4 Personnel matters

- General conditions of service
- Personnel policies and procedures
- Employment equity information
- Individual staff records

5.5 Operational matters

This includes but is not limited to the following:

- Internal policies and procedures
- Financial records
- Databases
- Internal correspondence
- External correspondence
- Contracts and agreements
- Records on intellectual property and patents
- Records held by managers and officials at all levels

6 Categories of records available without a person having to request access thereto (Section 15)

No notice has been published to date.

7 Description of the services available to members of the public from the body and how to gain access to those services

The core business of the University is quality teaching, research and the implementation of expertise. A comprehensive list of services is contained in the University's calendars. Alternatively the services of the University can be viewed by visiting our web site at <http://www.puk.ac.za>.

8 Participation in policy- or decision-making bodies of the University (section 14(g))

Students and staff may participate in policy- and decision-making processes of the University in accordance with the provisions of the Higher Education Act, Act 101 of 1997, as amended, as well as in terms of those internal procedures as agreed with student and staff representative bodies from time to time. Other interested persons may submit their comments or proposals in writing to the Registrar at the address stated in paragraph 4 above.

9 A description of all remedies available in respect of an act or failure to act by the University

- 9.1 A student or member of the public may lodge a complaint in writing with the Registrar.
- 9.2 The University's internal Grievance Procedure may be utilised by staff members.
- 9.3 If the complaint is in respect of an act, or a failure to act, in terms of the Promotion of Access to Information Act, Act 2 of 2000, the complainant may take such steps as provided for in sections 74 to 82 of this Act.

10 Other information

For any other information not contained in this manual, kindly contact the Information Officer or Deputy Information Officer, whose contact details are given in paragraph 2 above. Alternatively visit our University's web site at <http://www.puk.ac.za>.

This manual is also available in Afrikaans and in Tswana at <http://www.puk.ac.za>

This manual will be updated annually.



**MANUAL PRODUCED IN TERMS OF
SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000**

**MTN Service Provider (Pty) Limited
(Registration No. 1993/002648/07)**

INDEX

CONTENT	PAGE
Preamble	3
1. Postal and Street Addresses for Information Officer.....	4
2. Telephone and Fax Numbers for Information Officer.....	4
3. Electronic Mail Address for Information Officer	4
4. Requirements in terms of Section 51(1)(b)	4
5. Requirements in terms of Section 51(1)(c)	4
6. Requirements in terms of Section 51(1)(d)	4
7. Requirements in terms of Section 51(1)(e) for a description of the subjects on which the Private Body holds records and the categories of records held on each subject	5
8. Details to facilitate a request for access to a record of a Private Body as required in terms of Section 51(1)(e)	7

PREAMBLE

The information in this manual pertains to Mobile Telephone Networks Service Provider (Pty) Ltd ("MTN SP"), Registration Number 1993/002648/07.

MTN SP exclusively provides and promotes MTN products and services. It acts as an interface between MTN (Pty) Ltd, the mobile cellular services licensee and subscribers.

In terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000 ("the Act"), Private bodies such as MTN SP are required to compile and publish a manual with the information as set out herein.

The head of a private body is entitled in terms of Section 51(2) of the Act, on a regular basis to update the manual. Based on the provisions of this section, MTN SP, will as and when it deems it necessary, update and/or amend this manual.

The head of MTN SP has delegated his functions under this Act to the Legal and Regulatory Department of MTN (Pty) Ltd, which Department has appointed an Information Officer.

REQUIREMENTS IN TERMS OF SECTION 51(1)(a)**1. POSTAL AND STREET ADDRESS FOR INFORMATION OFFICER**

Private Bag 9955
SANDTON
2146

3 Alice Lane
Sandown, EXT 38
SANDTON
2146

2. TELEPHONE AND FAX NUMBERS FOR INFORMATION OFFICER

Tel.: (27) (11) 912 3452

Fax: (27) (11) 912 3444

3. ELECTRONIC MAIL ADDRESS FOR INFORMATION OFFICER

PAIA@mtn.co.za

4. REQUIREMENTS IN TERMS OF 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

5. REQUIREMENTS IN TERMS OF SECTION 51(1)(c)

- At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2).

6. REQUIREMENTS IN TERMS OF SECTION 51(1)(d)

MTN SP keeps records in terms of the following legislation:

- **EMPLOYMENT EQUITY ACT 55 OF 1998**

⇒ As a designated employer, MTN SP has lodged a copy of its employment equity report at the Department of Labour.

- **PENSION FUNDS ACT 24 OF 1956**
 - ⇒ The rules of the pension fund utilised by MTN SP, as well as the last revenue account and balance sheet of such fund, are available for inspection at the offices of the Registrar of Pension Funds.
- **COMPANIES ACT 61 OF 1973**
 - ⇒ All documents of incorporation of MTN SP are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of MTN SP, as well as the relevant company forms.
 - ⇒ The register of members and registers of transfers (of members), pledges and bonds of MTN SP are available for inspection at the registered office of MTN SP.
 - ⇒ Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.
 - ⇒ A register of the directors' and officials' interests in contracts entered into by MTN SP is kept at the registered office of MTN SP, and is available for inspection.
- **THE REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 of 2002**
 - ⇒ Section 30 (1) (b) obliges MTN SP to store communication related information
 - ⇒ Section 40 obliges MTN SP to keep proper records of information to be obtained and kept in respect of cellular phones and SIM-Cards

7. **REQUIREMENTS IN TERMS OF SECTION 51(1)(e) FOR A DESCRIPTION OF THE SUBJECTS ON WHICH THE PRIVATE BODY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

This section of the Manual sets out the subject and categories of records held by MTN SP. 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.

DEPARTMENT	DESCRIPTION OF CATEGORIES OF RECORDS HELD
Company Secretary	<ul style="list-style-type: none"> • Compliance with Corporate Governance (King Commission). • Memorandum and Articles of Association. • Company Register • Shareholders Agreement • Share Incentive Schemes / Trusts • Share Certificates • Register of debenture holders • Board Meetings: <ul style="list-style-type: none"> ○ Attendance register ○ Resolutions ○ Presentations by various divisions ○ Minute books • Delegation of Authorities • Financial Reports

- Directors' records
- Profiles of subsidiary companies
- General correspondence

- Finance**
- Invoices
- Credit / Debit Notes
- Journals, Ledgers & Balance Sheets
- Income Statements
- Banking records
- Trial Balance Statements
- Cash Flow Statements
- Tax invoices / returns
- Salary information
- Auditors Report
- Internal Policies & Procedures
- General correspondence

- Administration**
- Suppliers
- Debtors and Creditors
- Insurance Policies
- Lease Agreements
- Office Building Structures
- Tender Contracts
- Employees travel records
- Internal Policies and procedures
- General correspondence

- Human Resources**
- Employee's personal details
- Job Profiles
- Division and Cost Centres
- Remuneration
- Medical Aid
- Employee Benefits
- Employment equity records
- Disciplinary records
- Job competency profile
- Employee performance contract
- Training records / Skills development plans
- Internal Policies and Procedures
- General correspondence

- Commercial Legal**
- Contracts / Agreements
- Litigation Records
- Insurance Policies
- Intellectual property
- Movable and immovable property record
- Administration of Legislation
- Internal Policies and Procedures
- General correspondence

- Corporate Affairs**
- Internal Publications
- Media Liaison
- Internal Policies and Procedures
- General correspondence

- Sales and Marketing**
- Advertising and collateral material
- Staff sales records
- Market research database

Billing

- Customer Invoices
- Itemised bills
- Internal policies and procedures
- General correspondence

Customer Service Centre

- Customer database
- Customer records
- Financial records of customer
- Customer complaints/queries
- Compliment records
- Customer liaison
- Internal Policies and Procedures
- General correspondence

8. DETAILS TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY AS REQUIRED IN TERMS OF SECTION 51(1)(e)

8.1 Form of request

- ⇒ The requester must use the prescribed form to make the request for access to a record. This form may be obtained at MTN SP's website www.mtel.co.za. This request must be made to the address, fax number or electronic mail address as provided in this manual.
- ⇒ The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- ⇒ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- ⇒ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 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 Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- ⇒ After the Information 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



**MANUAL PRODUCED IN TERMS OF
SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000**

**Mobile Telephone Networks (Pty) Limited
(Registration No. 1993/001411/07)**

INDEX

CONTENT	PAGE
Preamble	3
1. Postal and Street Addresses for Information Officer.....	4
2. Telephone and Fax Numbers for Information Officer.....	4
3. Electronic Mail Address for Information Officer	4
4. Requirements in terms of Section 51(1)(b)	4
5. Requirements in terms of Section 51(1)(c)	4
6. Requirements in terms of Section 51(1)(d)	4
7. Requirements in terms of Section 51(1)(e) for a description of the subjects on which the Private Body holds records and the categories of records held on each subject	5
8. Details to facilitate a request for access to a record of a Private Body as required in terms of Section 51(1)(e)	8

PREAMBLE

The information in this manual pertains to Mobile Telephone Networks (Pty) Ltd, ("MTN") Registration Number 1993/001411/07.

MTN operates Cellular Telecommunications Services under the National Cellular Telecommunications Services Licence, granted to it in 1993. MTN is the second largest cellular network with over 3.87 million subscribers and a geographical coverage of over 93% of the population of South Africa.

In terms of Section 51(2) of the Promotion of Access to Information Act No.2 of 2000 ("the Act"), Private bodies such as MTN are required to compile and publish a manual with the information as set out herein.

In terms of Section 51(2) of the Act, the head of a private body may, on a regular basis, update this manual. Based on the provisions of this section, MTN will as and when it deems it necessary update and/or amend this manual.

The head of MTN has delegated his functions under this Act to the Legal and Regulatory Department, which Department has appointed an Information Officer.

REQUIREMENTS IN TERMS OF SECTION 51(1)(a)**1. POSTAL AND STREET ADDRESS FOR INFORMATION OFFICER**

Private Bag 9955
SANDTON
2146

14th Avenue
FAIRLANDS
ROODEPOORT
2195

2. TELEPHONE AND FAX NUMBERS FOR INFORMATION OFFICER

Tel.: (27) (11) 912 3452

Fax: (27) (11) 912 3444

3. ELECTRONIC MAIL ADDRESS FOR INFORMATION OFFICER

PAIA@mtn.co.za

4. REQUIREMENTS IN TERMS OF 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

5. REQUIREMENTS IN TERMS OF SECTION 51(1)(c)

- At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2).

6. REQUIREMENTS IN TERMS OF SECTION 51(1)(d)

MTN keeps records in terms of the following legislation:

- **EMPLOYMENT EQUITY ACT 55 OF 1998**

- ⇒ As a designated employer, MTN has lodged a copy of its employment equity report at the Department of Labour.

- **PENSION FUNDS ACT 24 OF 1956**

- ⇒ The rules of the pension fund utilised by MTN, as well as the last revenue account and balance sheet of such fund, are available for inspection at the offices of the Registrar of Pension Funds.

- **COMPANIES ACT 61 OF 1973**

- ⇒ All documents of incorporation of MTN are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of MTN, as well as the relevant company forms.

- ⇒ The register of members and registers of transfers (of members), pledges and bonds of MTN are available for inspection at the registered office of MTN.

- ⇒ Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.

- ⇒ A register of the directors' and officials' interests in contracts entered into by MTN is kept

- **TELECOMMUNICATIONS ACT 103 OF 1996**

- ⇒ Section 46 obliges MTN as a licensee to keep accounts and records pertaining to telecommunications services.

- **NATIONAL CELLULAR TELECOMMUNICATIONS SERVICE LICENCE**

- ⇒ In terms of Clause 2, MTN has contracted service providers and/or dealers as an interface with its subscribers. Service providers and/or dealers operate their own businesses and manage their own contract subscriber base. A list of MTN's service providers and dealers is available on its website.

- ⇒ Clause 12 obliges MTN to keep proper accounting records in accordance with a Chart of Accounts and Cost Allocation Manual as prescribed by the Authority (ICASA).

- ⇒ Clause 13 obliges MTN to lodge and get approval in writing from the Authority (ICASA) on tariffs and fees for its services and further to keep records thereof.

- **THE REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 OF 2002**

- ⇒ Section 30 (1) (b) obliges MTN to store communication related information

- ⇒ Section 40 obliges MTN to keep proper records of information to be obtained and kept in respect of cellular phones and SIM-Cards.

7. **REQUIREMENTS IN TERMS OF SECTION 51(1)(e) FOR A DESCRIPTION OF THE SUBJECTS ON WHICH THE PRIVATE BODY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

This section of the Manual sets out the subject and categories of records held by MTN. 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.

DEPARTMENT	DESCRIPTION OF CATEGORIES OF RECORDS HELD
Company Secretary	<ul style="list-style-type: none"> • Compliance with Corporate Governance (King Commission). • Memorandum and Articles of Association. • Company Register • Shareholders Agreement • Share Incentive Schemes / Trusts • Share Certificates • Register of debenture holders • Board Meetings: <ul style="list-style-type: none"> ◦ Attendance register ◦ Resolutions ◦ Presentations by various divisions ◦ Minute books • Delegation of Authorities • Financial Reports • Directors' records • Profiles of subsidiary companies • General correspondence
Finance	<ul style="list-style-type: none"> • Invoices • Credit / Debit Notes • Journals, Ledgers & Balance Sheets • Income Statements • Banking records • Trial Balance Statements • Cash Flow Statements • Tax invoices / returns • Salary information • Auditors Report • Internal Policies & Procedures • General correspondence
Administration	<ul style="list-style-type: none"> • Suppliers • Debtors and Creditors • Insurance Policies • Lease Agreements • Office Building Structures • Tender Contracts • Employees travel records • Internal Policies and procedures • General correspondence
Human Resources	<ul style="list-style-type: none"> • Employee's personal details • Job Profiles • Division and Cost Centres • Remuneration • Medical Aid • Employee Benefits • Employment equity records • Disciplinary records • Job competency profile

	<ul style="list-style-type: none">• Employee performance contract• Training records / Skills development plans• Internal Policies and Procedures• General correspondence
Network Group	<ul style="list-style-type: none">• Business Plans• Network systems• Network performance records• Operational risk review reports• Incidence records and statistics• Training course material• List of all base transceiver station site and leases• Environmental approvals• Local Authority Approvals• Base Transceiver station site upgrade information• Base transceiver site electromagnetic emission levels• Base transceiver station site certificates EMF conformance and environmental requirements• Call data records (date, time, duration and number dialled).• Internal Policies and Procedures• General correspondence
Safety, Health and Environmental Risk Management	<ul style="list-style-type: none">• Incidence reports and statistics• Audit Reports• Risk Management System• Operational Risk Review Reports• Internal Policies and Procedures• General correspondence
Commercial Legal	<ul style="list-style-type: none">• Contracts / Agreements• Litigation Records• Insurance Policies• Intellectual property• Movable and immovable property record• Administration of Legislation• Internal Policies and Procedures• General correspondence
Regulatory Affairs	<ul style="list-style-type: none">• Interconnection Agreements• Roaming Agreements• Licenses• Legislations• Regulatory submissions• Records of complaints lodged with the Competition Commission• Records of complaints lodged with the Advertising Standards Authority.• Records of complaints lodged with ICASA• Fees and charges• Internal policies and procedures• General correspondence
Corporate Affairs	<ul style="list-style-type: none">• Internal Publications• Media Liaison• Internal Policies and Procedures• General correspondence

Marketing	<ul style="list-style-type: none"> • Products and Services • Collateral material • Company website • Agreements • Marketing research database • Subscriber Numbers • Internal Policies and Procedures • General correspondence
Billing	<ul style="list-style-type: none"> • Customer Invoices • Tariffs • Internal policies and procedures • General correspondence
Customer Service Centre	<ul style="list-style-type: none"> • Customer complaints/queries • Customer liaison • Compliment records • Internal Policies and procedures • General correspondence

8. DETAILS TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY AS REQUIRED IN TERMS OF SECTION 51(1)(e)

8.1 Form of request

- ⇒ The requester must use the prescribed form to make the request for access to a record. This form may be obtained at MTN's website www.mtn.co.za. This request must be made to the address, fax number or electronic mail address as provided in this manual.
- ⇒ The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- ⇒ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- ⇒ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 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 Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- ⇒ After the Information 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



**MANUAL PRODUCED IN TERMS OF
SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000**

**MTN International (Pty) Limited
(Registration No. 1998/002351/07)**

INDEX

CONTENT	PAGE
Preamble	3
1. Postal and Street Addresses for Information Officer.....	4
2. Telephone and Fax Numbers for Information Officer.....	4
3. Electronic Mail Address for Information Officer	4
4. Requirements in terms of Section 51(1)(b)	4
5. Requirements in terms of Section 51(1)(c)	4
6. Requirements in terms of Section 51(1)(d)	4
7. Requirements in terms of Section 51(1)(e) for a description of the subjects on which the Private Body holds records and the categories of records held on each subject	5
8. Details to facilitate a request for access to a record of a Private Body as required in terms of Section 51(1)(e)	6

PREAMBLE

The information in this manual pertains to MTN International (Pty) Limited ("MTN International"), Registration Number 1998/002351/07.

MTN International is MTN Group Limited's interface into other parts of Africa where it conducts business. MTN International invests in telecommunications using different technologies guided by the terms and conditions of the licence in each country it invests in.

Currently MTN International operates telecommunications services in Nigeria, Cameroon, Uganda, Rwanda, Swaziland and it continues to expand into other parts of Africa.

In terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000 ("the Act"), Private bodies such as MTN International are required to compile and publish a manual containing the information as set out herein.

The head of a private body is in entitled in terms of Section 51(2) of the Act, on a regular to update the manual. Based on the provisions of this section, MTN International will as and when it deems it necessary update and/or amend this manual.

The head of MTN International have delegated his functions under this Act to the Legal and Regulatory Department of MTN (Pty) Ltd, which Department has appointed an Information Officer.

REQUIREMENTS IN TERMS OF SECTION 51(1)(a)**1. POSTAL AND STREET ADDRESS FOR INFORMATION OFFICER**

Private Bag 9955
SANDTON
2146

No. 3 Alice Lane
SANDOWN EXT. 38
SANDTON
2146

2. TELEPHONE AND FAX NUMBERS FOR INFORMATION OFFICER

Tel.: (27) (11) 912 3452

Fax: (27) (11) 912 3444

3. ELECTRONIC MAIL ADDRESS FOR INFORMATION OFFICER

PAIA@mtn.co.za

4. REQUIREMENTS IN TERMS OF SECTION 51(1)(b)**4. REQUIREMENTS IN TERMS OF 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

5. REQUIREMENTS IN TERMS OF SECTION 51(1)(c)

- At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2).

6. REQUIREMENTS IN TERMS OF SECTION 51(1)(d)

MTN International keeps records in terms of the following legislation:

- **EMPLOYMENT EQUITY ACT 55 OF 1998**

⇒ As a designated employer, MTN International has lodged a copy of its employment equity report at the Department of Labour.

• **PENSION FUNDS ACT 24 OF 1956**

- ⇒ The rules of the pension fund utilised by MTN International, as well as the last revenue account and balance sheet of such fund, are available for inspection at the offices of the Registrar of Pension Funds.

• **COMPANIES ACT 61 OF 1973**

- ⇒ All documents of incorporation of MTN International are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of MTN International, as well as the relevant company forms.
- ⇒ The register of members and registers of transfers (of members), pledges and bonds of MTN International are available for inspection at the registered office of MTN International.
- ⇒ Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.
- ⇒ A register of the directors' and officials' interests in contracts entered into by MTN International is kept at the registered office of MTN International, and is available for inspection.

7. **REQUIREMENTS IN TERMS OF SECTION 51(1)(e) FOR A DESCRIPTION OF THE SUBJECTS ON WHICH THE PRIVATE BODY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

This section of the Manual sets out the subject and categories of records held by MTN International. 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.

DEPARTMENT	DESCRIPTION OF CATEGORIES OF RECORDS HELD
Company Secretary	<ul style="list-style-type: none"> • Compliance with Corporate Governance (King Commission). • Memorandum and Articles of Association. • Company Register • Shareholders Agreement • Share Incentive Schemes / Trusts • Share Certificates • Register of debenture holders • Debts securities • Board Meetings: <ul style="list-style-type: none"> o Attendance register o Resolutions o Presentations by various divisions o Minute books • Delegation of Authorities • Financial Reports • Directors' records • Profiles of subsidiary companies • General correspondence •
Finance	<ul style="list-style-type: none"> • Invoices • Credit / Debit Notes

- Journals, Ledgers & Balance Sheets
 - Income Statements
 - Banking records
 - Trial Balance Statements
 - Cash Flow Statements
 - Tax invoices / returns
 - Salary information
 - Auditors Report
 - Internal Policies & Procedures
 - General correspondence
- Administration
- Suppliers
 - Debtors and Creditors
 - Insurance Policies
 - Tender Contracts
 - Employees travel records
 - Internal Policies and procedures
 - General correspondence
- Human Resources
- Employee's personal details
 - Job Profiles
 - Division and Cost Centres
 - Remuneration
 - Medical Aid
 - Employee Benefits
 - Employment equity records
 - Disciplinary records
 - Job competency profile
 - Employee performance contract
 - Training records / Skills development plans
 - Internal Policies and Procedures
 - General correspondence

8. DETAILS TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY AS REQUIRED IN TERMS OF SECTION 51(1)(e)

8.1 Form of request

- ⇒ The requester must use the prescribed form to make the request for access to a record. This form may be obtained at MTN (Pty) Ltd's website www.mtn.co.za. This request must be made to the address, fax number or electronic mail address as provided in this manual.
- ⇒ The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- ⇒ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- ⇒ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 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 Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- ⇒ After the Information 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



**MANUAL PRODUCED IN TERMS OF
SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000**

**MTN GROUP LIMITED
(Registration No. 1994/009584/06)**

INDEX

CONTENT	PAGE
Preamble	3
1. Postal and Street Addresses for Information Officer.....	5
2. Telephone and Fax Numbers for Information Officer.....	5
3. Electronic Mail Address for Information Officer	5
4. Requirements in terms of Section 51(1)(b)	5
5. Requirements in terms of Section 51(1)(c)	5
6. Requirements in terms of Section 51(1)(d)	5
7. Requirements in terms of Section 51(1)(e) for a description of the subjects on which the Private Body holds records and the categories of records held on each subject	6
8. Details to facilitate a request for access to a record of a Private Body as required in terms of Section 51(1)(e)	7

MTN INTERNATIONAL

MTN International is the Group's interface into other parts of Africa where it conducts business. MTN International invests in telecommunications using different technologies guided by the terms and conditions of the licence in each country it invests in.

Currently MTN International operates telecommunications services in Nigeria, Cameroon, Uganda, Rwanda, Swaziland and it continues to expand into other parts of Africa.

ORBICOM

Orbicom is Africa's largest commercial satellite signal distributor, which distributes digital broadcast signals in South Africa and across Africa, and manages transmitter networks and encryption services in Botswana, Egypt, Ghana, Kenya, Lesotho, Namibia, Nigeria, Tanzania, Uganda and Zambia. Orbicom is also involved in the electronic funds transfer market and in providing value-added Internet protocol (IP) services over satellite products.

MTN NETWORK SOLUTIONS

MTN Network Solutions, formerly known as Citec, is a tier-one Internet Service Provider (ISP) in South Africa delivering high quality Internet access and managed IP networking solutions to the corporate market.

In terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000 ("the Act"), Private bodies such as The Group are required to compile and publish a manual containing the information as set out herein.

The head of a private body is entitled in terms of Section 51(2) of the Act, on a regular basis to update the manual. Based on the provisions of this section, The Group will as and when it deems it necessary update and/or amend this manual.

The head of MTN Group Limited have delegated his functions under this Act to the Legal and Regulatory Department of MTN (Pty) Ltd, which Department has appointed an Information Officer.

REQUIREMENTS IN TERMS OF SECTION 51(1)(a)**1. POSTAL AND STREET ADDRESS FOR INFORMATION OFFICER**

Private Bag 9955
SANDTON
2146

No. 3 Alice Lane
SANDOWN EXT. 38
SANDTON
2146

2. TELEPHONE AND FAX NUMBERS FOR INFORMATION OFFICER

Tel.: (27) (11) 912 3452

Fax: (27) (11) 912 3444

3. ELECTRONIC MAIL ADDRESS FOR INFORMATION OFFICER

PAIA@mtn.co.za

4. REQUIREMENTS IN TERMS OF 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

5. REQUIREMENTS IN TERMS OF SECTION 51(1)(c)

- At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2).

6. REQUIREMENTS IN TERMS OF SECTION 51(1)(d)

The Group keeps records in terms of the following legislation:

- **EMPLOYMENT EQUITY ACT 55 OF 1998**

- ⇒ As a designated employer, MTN Group has lodged a copy of its employment equity report at the Department of Labour.

• **PENSION FUNDS ACT 24 OF 1956**

- ⇒ The rules of the pension fund utilised by MTN Group, as well as the last revenue account and balance sheet of such fund, are available for inspection at the offices of the Registrar of Pension Funds.

• **COMPANIES ACT 61 OF 1973**

- ⇒ All documents of incorporation of MTN Group are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of MTN Group, as well as the relevant company forms.
- ⇒ The register of members and registers of transfers (of members), pledges and bonds of MTN Group are available for inspection at the registered office of MTN Group.
- ⇒ Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.
- ⇒ A register of the directors' and officials' interests in contracts entered into by MTN Group is kept at the registered office of MTN Group, and is available for inspection.

7. **REQUIREMENTS IN TERMS OF SECTION 51(1)(e) FOR A DESCRIPTION OF THE SUBJECTS ON WHICH THE PRIVATE BODY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

This section of the Manual sets out the subject and categories of records held by MTN Group. 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.

DEPARTMENT	DESCRIPTION OF CATEGORIES OF RECORDS HELD
Company Secretary	<ul style="list-style-type: none"> • Compliance with Corporate Governance (King Commission). • Memorandum and Articles of Association. • Company Register • Shareholders Agreement • Share Incentive Schemes / Trusts • Share Certificates • Debt securities • Register of debenture holders • Board Meetings: <ul style="list-style-type: none"> ◦ Attendance register ◦ Resolutions ◦ Presentations by various divisions ◦ Minute books • Delegation of Authorities • Financial Reports of MTN Group and subsidiary companies • Directors' records • Profiles of subsidiary companies • General correspondence

Finance	<ul style="list-style-type: none"> • Invoices • Credit / Debit Notes • Journals, Ledgers & Balance Sheets • Income Statements • Banking records • Trial Balance Statements • Cash Flow Statements • Tax invoices / returns • Salary information • Auditors Report • Internal Policies & Procedures • General correspondence
Commercial Legal	<ul style="list-style-type: none"> • Contracts / Agreements • Litigation Records • Insurance Policies • Intellectual property • Movable and immovable property record • Administration of Legislation • Internal Policies and Procedures • General correspondence
Human Resources	<ul style="list-style-type: none"> • Employee's personal details • Job Profiles • Division and Cost Centres • Remuneration • Medical Aid • Employee Benefits • Employment equity records • Disciplinary records • Job competency profile • Employee performance contract • Training records / Skills development plans • Internal Policies and Procedures • General correspondence
Corporate Affairs	<ul style="list-style-type: none"> • Internal Publications • Media Liaison documents • MTN Foundation • Internal Policies and Procedures • General correspondence

8. **DETAILS TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY AS REQUIRED IN TERMS OF SECTION 51(1)(e)**

8.1 **Form of request**

- ⇒ The requester must use the prescribed form to make the request for access to a record. This form may be obtained at MTN (Pty) Ltd's website www.mtn.co.za. This request must be made to the address, fax number or electronic mail address as provided in this manual.
- ⇒ The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should

also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- ⇒ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- ⇒ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 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 Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- ⇒ After the Information 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Promotion of Access to Information Act Manual

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

Introduction to Solomon Makelaars/Brokers

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

The Head of / Information Officer: H.C. Solomon

Physical address: 8 Viljoenstreet, Lydenburg, 1120

Postal address: P.O. Box 223, Lydenburg, 1120.

Tel number: 013-2351224

Fax number : 013-2353292

Email address solmak@intekom.co.za

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300; Fax no. 011 484 7146;

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

Basic Conditions of Employment Act, No. 97 of 1997

Unemployment Contributions Act, No. 4 of 2002

Unemployment Insurance Act, No. 63 of 2001

Long Term Insurance Act, No. 52 of 1998

Short Term Insurance Act, No. 53 of 1998

Medical Schemes Act, No. 131 of 1998

Financial Advisory and Intermediary Services Act, No. 37 of 2002

Financial Intelligence Centre Act, No. 38 of 2002

4. Access to the records held by Solomon Makelaars/Brokers [Sections 51(1)(c) and 51(1)(e)]

- i.** Client Financial Needs Analysis, Client Risk Profile, Client Financial Products and Services Summary [Section 51(1)(c)]
- ii.** Human Resources : [Section 51(1)(e)]
 - Employment contracts
 - Disciplinary and Grievance Procedure records
 - Internal correspondence
- iii.** **The request procedures:**
 - The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Solomon Makelaars/Brokers . This mentioned above. [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of Solomon Makelaars/Brokers 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 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 Solomon Makelaar/Brokers will 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 the brokerage is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 4(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at the offices of the head of Solomon Makelaars/Brokers free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette .

ZF of South Africa Proprietary Limited
Registration number: 1979/05044/07
("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 is a manufacturer and importer of axles, gear boxes, steerings and automotive spare parts. 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 - ZF of South Africa Proprietary Limited

Postal address : P.O. Box 2098 Kempton Park 1620
Street address : 170 Herman St Meadowdale Ext 3 Germiston
Telephone : 011 457 0000
Fax : 011 453 8588
Email : postmaster@zfsa.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
- * Medical Schemes Act 131 of 1998 * 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 *
- * Pension Fund Act 24 of 1956

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 * Minutes of general meetings of the shareholders
- * Register or list of directors * Minute books * Internal resolutions

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
- Guarantees given by, or in respect of, the Company
- Other banking records of the Company

Employment records

- List of employees
- Employment contracts / letters of appointment
- Salary and wages register
- Documents relating to employee benefits
- Severance / redundancy payments
- Personnel files
- Maternity leave policy
- Disability scheme
- Funeral insurance scheme
- Group personal accident scheme
- Group Life scheme
- Disciplinary records and documentation relating to disciplinary proceedings
- Employment equity plan

Pension and retirement funding records

- Pension fund rules
- Minutes of meetings of trustees and members
- Actuarial valuation reports
- Annual accounts

Sales and marketing records

Products
Markets
Customers
Brochures, newsletters and advertising material
Sales

Information relating to legal proceedings

Records relating to legal proceeding involving the Company

Insurance

Insurance policies taken out for the benefit of the Company
Insurance policies taken out for the benefit of the Company's employees
Claim records
Details of insurance coverage, limits and insurers

Fixed and movable property records

Asset register
Title deeds of land owned by the Company
Agreements for the lease of movable property
Mortgage bonds

Information technology records

Computer software support and maintenance agreements
Computer software license agreements
Agreements in respect of computer hardware used by the Company
Agreements with Internet Service Providers, and other telecommunications entities
Leased line agreements
Individual contracts in respect to computer systems and computer programs held by the Company
Other documentation pertaining to computer systems and computer programs

Various correspondence

Correspondence of the Company, including internal and external memoranda

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.

CLUVER MARKOTTER INCORPORATED

Registration Number 2000/002905/21

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000**Introduction**

Cluver Markotter Incorporated is a firm of attorneys practising in Stellenbosch, Western Cape, RSA.

Section 51(1)(a)

Street address: Cluver Markotter Building, Mill Street, Stellenbosch, 7600
 Postal address: P.O. Box 12, Stellenbosch, 7599
 Telephone: +27 [0]21 808-5600
 Facsimile: +27 [0]21 886-5420
 Electronic mail: info@cm.law.za

Section 51(1)(b)

The manual contemplated in terms of section 10 of the Promotion of Access to Information Act ("the Act") has not been published.

Section 51(1)(c)

No notice has been published in terms of section 52(2) of the Act.

Section 51(1)(d)

Administration of Estates Act, No. 66 of 1965
 Attorneys Act No. 53 of 1979
 Basic Conditions of Employment No. 75 of 1997
 Companies Act No. 61 of 1973
 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
 Copyright Act No. 98 of 1978
 Deeds Registries Act No. 47 of 1937
 Employment Equity Act No. 55 of 1998
 Income Tax Act No. 95 of 1967
 Intellectual Property Laws Amendments Act No. 38 of 1997
 Labour Relations Act No. 66 of 1995
 Occupational Health & Safety Act No. 85 of 1993
 Protection of Businesses Act No. 99 of 1978
 Sectional Titles Act No. 95 of 1986
 Skills Development Levies Act No. 9 of 1999
 Skills Development Act No. 97 of 1998
 Stamp Duties Act No. 77 of 1968
 Trade Marks Act No. 194 of 1993
 Unemployment Contributions Act No. 4 of 2002
 Unemployment Insurance Act No. 63 of 2001
 Value Added Tax Act No. 89 of 1991

Section 51(1)(e)**Classification of records:**

Operations	Human Resources	Finances
<ul style="list-style-type: none"> ▪ Client details ▪ Client files and matter details ▪ Minutes of meetings ▪ Contracts with external parties 	<ul style="list-style-type: none"> ▪ Company policy documents ▪ Employment contracts 	<ul style="list-style-type: none"> ▪ Financial statements ▪ Assets inventory

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, set out above [s 53(1) of the Act].

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) of the Act].

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) of the Act].

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

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) of the Act].

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) of the Act].

Natal Sales & Merchandising Provident Fund ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr G ATTREE
Registrar of Pension Funds PF Number of the Fund	67/11973/07
The registered address of the Fund	348 UMBILO ROAD DURBAN 4000
The postal address of the Fund	348 UMBILO ROAD DURBAN 4001
The contact telephone number for the Fund	031 – 2060442
The contact facsimile number for the Fund	031 – 2060860
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- 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.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- the documents referred to in C(a) 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.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria

Telephone (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (c) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews -correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

Electrical Supplies Corporation Provident Fund ("Fund")

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

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr C EASTHORPE
Registrar of Pension Funds PF Number of the Fund	12/8/27985/1
The registered address of the Fund	215 GALE STREET DURBAN
The postal address of the Fund	215 GALE STREET DURBAN 4001
The contact telephone number for the Fund	031 – 3012341
The contact facsimile number for the Fund	031 – 3046238
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria

Telephone (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews -correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

TRANSUNION ITC PROVIDENT FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
20/2000 ("the Act")**

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

A. CONTACT DETAILS

1. Head of the Fund: Deidre Lawler.
2. The Financial Services Board PF Number of the Fund is: 12/8/33357/1
3. The registered address of the Fund is: 61 Katherine Street, Sandown.
4. The postal address of the Fund is: P O Box 787240, Sandton.
5. The contact telephone number for the Fund is: 011 269-0715.
6. The contact facsimile number for the Fund is: 011 263-2698.
7. The e-mail address of the Head of the Fund is: jackp@aforbes.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

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

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is an ad hoc fee agreed by Trustees.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/BFT 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
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

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

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records

3

- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Pensioners:**Annuity/Traditional Funds**

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- 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
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, 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 (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the 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/pensioners, 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

Electrical Supplies Corporation Provident Fund ("Fund")

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

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr C EASTHORPE
Registrar of Pension Funds PF Number of the Fund	12/8/27985/1
The registered address of the Fund	215 GALE STREET DURBAN
The postal address of the Fund	215 GALE STREET DURBAN 4001
The contact telephone number for the Fund	031 – 3012341
The contact facsimile number for the Fund	031 – 3046238
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria

Telephone (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews –correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

METRO CASH AND CARRY LIMITED

INCLUDING ALL SUBSIDIARIES

Introduction

1. The Promotion of Access to Information Act, Act 2 of 2000 (hereinafter referred to as "the Act") was enacted on 23 February 2000, giving effect to the Constitutional right of access to any information held by the State, and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedures to be adopted in making requests for access to information.
2. Metro Cash and Carry Limited (hereinafter referred to as "Metro") conducts business in eighteen countries as distributors of groceries and fast moving consumer goods, including liquor. Metro shares are listed on the JSE Securities Exchange South Africa.
3. The following entities are locally wholly-owned subsidiaries of Metro:
 - a. Metcash S.A. Limited;
 - b. Metcash Africa (Proprietary) Limited;
 - c. Metro Management Services (Proprietary) Limited;
 - d. Metcash Aviation (Proprietary) Limited.
4. The following company is a wholly-owned subsidiary of Metcash S.A. Limited:
 - a. Metcash Trading Limited;
5. The following companies are wholly-owned subsidiaries of Metcash Trading Limited:
 - i. 21 KLOOF ROAD BEDFORDVIEW (PROPRIETARY) LIMITED
 - ii. AFMARK DISTRIBUTORS (PROPRIETARY) LIMITED
 - iii. AFRIMET LIMITED
 - iv. ALMA E PALACHE (PROPRIETARY) LIMITED
 - v. APOCT INVESTMENTS (PROPRIETARY) LIMITED
 - vi. ARTHUR GOLDBERG AND SONS (PROPRIETARY) LIMITED
 - vii. BENOLIUM (PROPRIETARY) LIMITED
 - viii. BINGO CASH AND CARRY (PROPRIETARY) LIMITED
 - ix. BINGO WHOLESALEERS (PROPRIETARY) LIMITED
 - x. BLOCH SUPERMARKETS (PROPRIETARY) LIMITED
 - xi. CAPITAL TOBACCO COMPANY (PROPRIETARY) LIMITED
 - xii. CATERFAIR (PROPRIETARY) LIMITED
 - xiii. D & DH FRASER LIMITED
 - xiv. DUKANENI STORE (PROPRIETARY) LIMITED
 - xv. ERF 6127 OUDTSHOORN (PROPRIETARY) LIMITED
 - xvi. ERF 82 COFIMVABA (PROPRIETARY) LIMITED
 - xvii. ERIKSEN BROTHERS (HOLDINGS) (PROPRIETARY) LIMITED
 - xviii. ERIKSEN BROTHERS SWA (PROPRIETARY) LIMITED
 - ix. EUREGIA (PROPRIETARY) LIMITED

- xx. F & S CASH AND CARRY (PROPRIETARY) LIMITED
- xxi. FORTCO (PROPRIETARY) LIMITED
- xxii. FRASERS (CAPE) (PROPRIETARY) LIMITED
- xxiii. FRASERS CASH AND CARRY (QWA QWA) LIMITED
- xxiv. FRASERS CASH AND CARRY (VENDA) LIMITED
- xxv. FRASERS FINANCE (PROPRIETARY) LIMITED
- xxvi. FRASERS GAZANKULU (PROPRIETARY) LIMITED
- xxvii. FRASERS NCEDISIZWE LIMITED
- xxviii. FRASERS WHOLESALE LESOTHO LIMITED
- xxix. GELB BROTHERS (PROPRIETARY) LIMITED
- xxx. GELB MANAGEMENT & HOLDINGS (PROPRIETARY) LIMITED
- xxxi. GERMISTON FRESH MEAT (PROPRIETARY) LIMITED
- xxxii. GOLFVIEW PROPERTIES (BOPHUTHATSWANA (PROPRIETARY) LIMITED
- xxxiii. GREENSTEIN AND ROSEN (PROPRIETARY) LIMITED
- xxxiv. IAN FRASER LIMITED
- xxxv. JACK JUDELMAN LESOTHO WHOLESALER (PROPRIETARY) LIMITED
- xxxvi. JANDU INVESTMENTS (PROPRIETARY) LIMITED
- xxxvii. K NOLAN LIMITED
- xxxviii. KAROO CATERFAIR MEAT WHOLESALERS (PROPRIETARY) LIMITED
- xxxix. KHAYALITSHA CAPE (PROPRIETARY) LIMITED
- xl. KLIPTOWN AGENCIES (PROPRIETARY) LIMITED
- xli. KLIPTOWN WHOLESALERS (PROPRIETARY) LIMITED
- xlii. LIQUORMASTER LIMITED
- xliii. LOT 6417 JAN HOFMEYER ROAD PROP (PROPRIETARY) LIMITED
- xliv. LUCKY 7 (PROPRIETARY) LIMITED
- xlv. MAFETENG WHOLEALERS (PROPRIETARY) LIMITED
- xlvi. MAFETENG WHOLESALERS PROPERTIES (PROPRIETARY) LIMITED
- xlvi. MARCOLIVE CASH AND CARRY (PROPRIETARY) LIMITED
- xlvi. METBUILD CASH AND CARRY (PROPRIETARY) LIMITED
- xlix. METCENT (PROPRIETARY) LIMITED
- i. METCORP TRADING LIMITED
- ii. METRO (NOLISWE) LIMITED
- iii. METRO BOTSHABELO LIMITED
- iiii. METRO CASH AND CARRY (SWAZILAND) (PROPRIETARY) LIMITED
- lv. METRO CASH AND CARRY BOPHUTHATSWANA LIMITED
- lv. METRO INTERNATIONAL (PROPRIETARY) LIMITED
- lvi. METRO KANGWANE (PROPRIETARY) LIMITED
- lvii. METRO KWANDEBELE LIMITED
- lviii. METRO LEBOWA LIMITED
- lix. METRO LESOTHO (PROPRIETARY) LIMITED
- lx. METRO LIQUOR (PROPRIETARY) LIMITED
- lxi. METRO QWA QWA LIMITED
- lxii. METRO TRACOC (PROPRIETARY) LIMITED
- lxiii. METRO TRADE CENTRE (PROPRIETARY) LIMITED
- lxiv. METRO VENDA (PROPRIETARY) LIMITED
- lxv. METRO WAREHOUSE (PROPRIETARY) LIMITED
- lxvi. MOSHAL GEVISSER (LESOTHO) LIMITED
- lxvii. MOUNT VERNON PROPERTY HOLDINGS (PROPRIETARY) LIMITED
- lxviii. NOLANS WHOLESALE LIMITED
- lxix. OBERHOLSER WHOLESALERS (PROPRIETARY) LIMITED
- lxx. ONE SEVEN SEVEN SIX INVESTMENTS (PROPRIETARY) LIMITED
- lxxi. ORTEM PROPERTIES (PROPRIETARY) LIMITED
- lxxii. OVMON INVESTMENTS (PROPRIETARY) LIMITED
- lxxiii. PRUDENTIAL SHIPPERS SA LIMITED
- lxxiv. QUITTING CASH AND CARRY (PROPRIETARY) LIMITED
- lxxv. R R DIMITRI LIQUORS (PROPRIETARY) LIMITED
- lxxvi. REMAINING EXTENT ERF 451 NONGOMA (PROPRIETARY) LIMITED
- lxxvii. REMUS DISTRIBUTORS ZASTRON (PROPRIETARY) LIMITED
- lxxviii. RIBECO INVESTMENTS (PROPRIETARY) LIMITED
- lxxix. ROBERTSONS WHOLESALERS LIMITED

lxxx.	SAM AND JACK PROPERTIES (PROPRIETARY) LIMITED
lxxxi.	SAVEX (PROPRIETARY) LIMITED
lxxxii.	SAVEX BOTTLE STORE (PROPRIETARY) LIMITED
lxxxiii.	SCORE FOOD HOLDINGS LIMITED
lxxxiv.	SINO BERMAC (PROPRIETARY) LIMITED
lxxxv.	SSA BUTCHERIES (PROPRIETARY) LIMITED
lxxxvi.	SUMER PROPERTIES (PROPRIETARY) LIMITED
lxxxvii.	SUNTER INVESTMENTS (PROPRIETARY) LIMITED
lxxxviii.	T F TRADING LIMITED
lxxxix.	TIRISANO (PROPRIETARY) LIMITED
xc.	TRADE LIQUOR WAREHOUSE (PROPRIETARY) LIMITED
xcI.	TRADOR CAPE (PROPRIETARY) LIMITED
xcii.	TRADOR CASH & CARRY BOPHUTHATSWANA (PROPRIETARY)
xciii.	TRADOR CASH & CARRY EASTERN CAPE (PROPRIETARY) LIMITED
xciv.	TRADOR CASH & CARRY TRANSKEI (PROPRIETARY) LIMITED
xcv.	TRADOR CASH AND CARRY (PROPRIETARY) LIMITED
xcvi.	TRADOR CASH AND CARRY LESOTHO (PROPRIETARY) LIMITED
xcvii.	TRADOR DEVLAND (PROPRIETARY) LIMITED
xcviii.	TRADOR HOLDINGS (PROPRIETARY) LIMITED
xcix.	TRADOR PROPERTIES (PROPRIETARY) LIMITED
c.	TRADORETTE WHOLESALERS (PROPRIETARY) LIMITED
ci.	TRADORETTE WHOLESALERS (TRANSKEI) (PROPRIETARY)
cii.	TRADORETTE WHOLESALERS LESOTHO (PROPRIETARY) LIMITED
ciii.	U PAY AND TAKE IT KIMBERLEY (PROP) (PROPRIETARY) LIMITED
clv.	UNITRADE MANAGEMENT SERVICES (PROPRIETARY) LIMITED
cv.	VAN DEVENTER STREET PROPERTIES (PROPRIETARY) LIMITED
cvi.	VOUFEB INVESTMENTS (PROPRIETARY) LIMITED
cviI.	WENOCT (PROPRIETARY) LIMITED
cviII.	WOLLION ENTERPRISES (PROPRIETARY) LIMITED

6. This manual applies to all entities referred to in paragraphs 3, 4 and 5 above.

Details of Metro

7. Metro Cash and Carry Limited

PO Box 1970
Highlands North
2037

First Floor
33 Scott Street
Waverley
Johannesburg
2090

Tel: +27 11 809 5500
Fax: +27 11 809 5537

Website: www.metro.co.za
E-mail: pgishen@metro.co.za

8. The Group Chief Executive of Metro is Mr C S Dos Santos. His contact details are:

Carlos Soares Dos Santos

Tel: +27 11 809 5500

Fax: +27 11 809 5539

E-mail: cdossantos@metro.co.za

9. The Request Liaison Officer of Metro is the Group Company Secretary who is Miss P M Gishen.

Her contact details are:

Pamela Marianne Gishen

Tel: +27 11 809 5500

Fax: +27 11 809 5537

E-mail: pgishen@metro.co.za

Human Rights Commission Guide

10. The Human Rights Commission (hereinafter referred to as "HRC") will compile a guide as contemplated in Section 10 of the Act, containing information to assist any person who wishes to exercise any rights as contemplated in the Act.
11. This guide was not available at the time this document was prepared but will be available for inspection by the public at the offices of the HRC by no later than August 2003.

Records available in terms of other legislation

12. Information is available in terms of the following legislation:

- Companies Act, Act 61 of 1973;
- Income Tax Act, Act 58 of 1962;
- Value Added Tax Act, Act 89 of 1991;
- Labour Relations Act, Act 66 of 1995;
- Basic Conditions of Employment Act, Act 75 of 1997;
- Employment Equity Act, Act 55 of 1998;
- Skills Development Levies Act, Act 9 of 1999; and
- Unemployment Insurance Act, Act 30 of 1966.

Access to records held by Metro

13. In the absence of the a notice as contemplated in Section 52 (2) of the Act (no such notice has as yet been published by the Minister of Justice and Constitutional Development in the Government Gazette), the categories of records which are available without a person having to request access, are those in terms of the Companies Act referred to in 12 above, which have become public documents, as well as the following records:

- a. published press announcements;
- b. annual reports.

Records held by Metro and the categories in which these subjects are classed

14. Metro maintains records on the following categories and subject matter. It must however be emphasised that recording a category or subject matter in this manual must not be construed as an entitlement to gain access to such records automatically. All requests for access will be evaluated on their own individual merits in accordance with the provisions of the Act.

HUMAN RESOURCES

- Employee information
- Training Manuals
- Disciplinary Records
- Employment Equity Records
- Records relating to employee litigation through the Commission for Conciliation Mediation and Arbitration and the Labour Court

FINANCE

- FINANCE
 - Creditors information
 - Debtors information
 - Accounting records
 - Obligatory records kept in terms of relevant legislation
 - Transaction records
- INTERNAL AUDIT
 - Reports
 - Risk analysis profiles

LEGAL AND COMPANY SECRETARIAL

- LEGAL
 - Agreements
 - Intellectual Property Records
 - Litigation
 - Property records
- COMPANY SECRETARIAL
 - Registers
 - Minute books
 - Certificates
 - Company constituent documents

MERCHANDISE

- SUPPLIER RELATED INFORMATION
- PURCHASE RECORDS
- ADMINISTRATION POLICIES AND PROCEDURES

OPERATIONS

- STORE DETAILS
- SALES RECORDS
- DISTRIBUTION RECORDS
- FRANCHISE STORE RECORDS

MARKETING

- MARKET RESEARCH
- MARKETING MATERIAL
- ADVERTISING RECORDS

INFORMATION TECHNOLOGY

- SYSTEMS INFORMATION
- TECHNOLOGY CAPABILITIES
- BUSINESS INFORMATION

Procedure for requesting information not automatically available

15. A request must be made by using the prescribed form for access to a record. This must be made to the Request Liaison Officer of Metro. This request must be made to the address, fax number or electronic mail address of Metro.
16. The person requesting information ("the requester") must provide sufficient detail on the request form to enable the Request Liaison Officer to identify the information concerned and the requester. The form of access required should also be indicated.
17. The requester must identify the right to be exercised or to be protected and provide sufficient detail as to why the requested record is required for the exercise or protection of that right.
18. If a request is made on behalf of another person, then the requester must submit proof of the capacity under which the requester is making the request on behalf of such a third person to the satisfaction of the Request Liaison Officer.

Fees

19. A requester who requires access to a record obtaining personal information of 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 following fees should accompany the required form:

- a. R50
- b. If the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable as to one-third, at an amount of R30 per hour or part thereof, exceeding the six hours.
20. Metro shall decide as soon as is reasonably possible, but within thirty days after the request has been received whether or not to grant the request.
21. The requester shall be notified of the decision of Metro in this regard.
22. If the request is granted, the requester shall be informed by the Request Liaison Officer in the manner indicated by the requester in the prescribed form.
23. Notwithstanding the foregoing, the requester shall be advised in the manner stipulated by the requester in the prescribed form of:
 - a. the access fee to be paid for the information;
 - b. the format in which access will be given;
 - c. the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which the access is to be granted.
24. If the request for access is denied, the Request Liaison Officer shall advise the requester in writing in a Notice of Refusal. The Notice of Refusal shall state:
 - a. adequate reasons for the refusal;
 - b. that the requester may lodge an appeal with the High Court against the refusal of the request (including the period for lodging such appeal).
25. Upon the refusal contemplated above, the deposit paid by the requester shall be refunded.
26. If the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, that the request has been refused.
27. The Request Liaison Officer may decide to extend the period of thirty days for another period of not more than thirty days if:
 - a. the request is for a large number of records; or
 - b. the search is to be conducted in premises not situated in the same town or city as the Head Office of Metro; or
 - c. consultation among subsidiaries, divisions or departments as the case may be, of Metro is required; or
 - d. the requester consents to such an extension in writing; or
 - e. the parties agree in any other manner to such an extension.
28. Should Metro require an extension of time the requester shall be informed in the manner stipulated in the prescribed form of the reason for the extension.
29. The requester may lodge an appeal with the High Court against any extension or any procedure set out herein.

Other information as may be prescribed

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

Availability of this manual

31. This manual is made available for inspection free of charge at the offices of Metro at:

First Floor,
33 Scott Street
Waverley
Johannesburg
2090

32. Copies are available with the South African Human Rights Commission, in the Government Gazette and on Metro's website: www.metro.co.za.

APOLLIS MANUFACTURING (PTY) LTD

Registration Number 2000/009516/07

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000**Introduction**

Apollis Manufacturing (Pty) Ltd is a private company providing a range of manufacturing services.

Section 51(1)(a)

Street address: 64 Manhattan Road, Airports Industria, Western Cape, South Africa
 Postal address: P.O. Box 596 Sanlamhof, 7532
 Telephone: +27 [0]21 386 4600
 Facsimile: +27 [0]21 386 2187
 Electronic mail: apollis@absamail.co.za

Section 51(1)(b)

The manual contemplated in terms of section 10 of the Promotion of Access to Information Act ("the Act") has not been published.

Section 51(1)(c)

No notice has been published in terms of section 52(2) of the Act.

Section 51(1)(d)

Basic Conditions of Employment No. 75 of 1997
 Companies Act No. 61 of 1973
 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
 Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
 Copyright Act No. 98 of 1978
 Credit Agreements Act No. 75 of 1980
 Employment Equity Act No. 55 of 1998
 Harmful Business Practices Act No. 23 of 1999
 Income Tax Act No. 95 of 1967
 Insurance Act No. 27 of 1943
 Intellectual Property Laws Amendments Act No. 38 of 1997
 Labour Relations Act No. 66 of 1995
 Long Term Insurance Act No. 52 of 1998
 Medical Schemes Act No. 131 of 1998
 Occupational Health & Safety Act No. 85 of 1993
 Pension Funds Act No. 24 of 1956
 Protection of Businesses Act No. 99 of 1978
 Short Term Insurance Act No. 53 of 1998
 Skills Development Levies Act No. 9 of 1999
 Skills Development Act No. 97 of 1998
 Tax on Retirement Funds Act No. 38 of 1996
 Unemployment Contributions Act No. 4 of 2002
 Unemployment Insurance Act No. 63 of 2001
 Value Added Tax Act No. 89 of 1991

Section 51(1)(e)**Classification of records:**

Operations	Human Resources	Finances
<ul style="list-style-type: none"> ▪ Client details ▪ Client files and matter details ▪ Minutes of meetings ▪ Contracts with external parties ▪ Product and Service Specifications 	<ul style="list-style-type: none"> ▪ Company policy documents ▪ Employment contracts 	<ul style="list-style-type: none"> ▪ Financial statements ▪ Assets inventory

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, set out above [s 53(1) of the Act].

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) of the Act].

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) of the Act].

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) of the Act].

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) of the Act].

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) of the Act].

GRÜTTER & LOMBARD PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO 2 VAN 2000****INDEKS****BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	2
3.	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 Grütter & Lombard in terme van die Wet	3
7.	Ander inligting	4
8.	Beskikbaarheid van die Handleiding	4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/dokumente van Grütter & Lombard 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 Z Lombard 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 Grütter & Lombard.

Woorde gebruik in die handleiding se betekenis is soos volg :

"Die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"Die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Grütter & Lombard;
"Grütter & Lombard"	beteken Grütter & Lombard Prokureurs gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoordiging aan individuele kliënte en besighede / organisasies;
"SAMK"	Beteken die Suid-Afrikaanse Menseregekommissie;

-2-

"Inligtingsbeampte" die junior vennoot van Grütter & Lombard is aangewys as die Inligtingsbeampte van Grütter & Lombard 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 :	Grütter & Lombard Prokureurs
Vennoot en inligtingsbeampte :	Mnr C Z Lombard
Adres :	5de Vloer SALU-gebou H/v Andries- en Schoemanstrate PRETORIA 0002
Posadres :	Posbus 5280 PRETORIA 0001
Telefoon :	012 320 4580
Faks :	012 320 4584
E-pos :	grutlom@law.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg :

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

-3-

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

Op hierdie stadium is geen kennisgewing[s] gepubliseer nie.

5. **INLIGTING/DOKUMENTE BESIKBAAR INGEVOLGE ANDER WETGEWING** [Artikel 51[1][d] van die Wet]

Grütter & Lombard hou inligting/dokumente ingevolge die volgende wetgewing:

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

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

6. **INLIGTING / DOKUMENTE GEHOUD DEUR GRÜTTER & LOMBARD IN TERME VAN DIE WET** [Artikel 51[1][e] van die Wet]

Grütter & Lombard hou inligting / dokumente soos hierna aangedui :

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van Grütter & Lombard
- 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
- Grütter & Lombard personeelverslae
- Menslike hulpbronne [persoonlike inligting van gewese, huidige en voornemende werknemers en vennote]
- 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 voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Grütter & Lombard gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

7. ANDER INLIGTING [Artikel 51[1][f] van die Wet

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

8. BESKIKBAARHEID VAN DIE HANDLEIDING [Artikel 51[3] van die Wet]

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Grütter & Lombard;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Grütter & Lombard, 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"].

GRÜTTER & LOMBARD PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO 2 VAN 2000****INDEKS****BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	2
3.	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 Grütter & Lombard in terme van die Wet	3
7.	Ander inligting	4
8.	Beskikbaarheid van die Handleiding	4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/dokumente van Grütter & Lombard 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 Z Lombard 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 Grütter & Lombard.

Woorde gebruik in die handleiding se betekenis is soos volg :

"Die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"Die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Grütter & Lombard;
"Grütter & Lombard"	beteken Grütter & Lombard Prokureurs gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoordinging aan individuele kliënte en besighede / organisasies;
"SAMK"	Beteken die Suid-Afrikaanse Menseregekommissie;

-2-

"Inligtingsbeampte" die junior vennoot van Grütter & Lombard is aangewys as die Inligtingsbeampte van Grütter & Lombard 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 :	Grütter & Lombard Prokureurs
Vennoot en inligtingsbeampte :	Mnr C Z Lombard
Adres :	5de Vloer SALU-gebou H/v Andries- en Schoemanstrate PRETORIA 0002
Posadres :	Posbus 5280 PRETORIA 0001
Telefoon :	012 320 4580
Faks :	012 320 4584
E-pos :	grutlom@law.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg :

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] ge publiseer nie.

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

Grütter & Lombard hou inligting/dokumente ingevolge die volgende wetgewing:

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

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

6. **INLIGTING / DOKUMENTE GEHOUD DEUR GRÜTTER & LOMBARD IN TERME VAN DIE WET [Artikel 51[1][e] van die Wet]**

Grütter & Lombard hou inligting / dokumente soos hierna aangedui :

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van Grütter & Lombard
- 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
- Grütter & Lombard personeelverslae
- Menslike hulpbronne [persoonlike inligting van gewese, huidige en voornemende werknemers en vennote]
- 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 voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Grütter & Lombard gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

7. ANDER INLIGTING [Artikel 51[1][f] van die Wet

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

8. BESKIKBAARHEID VAN DIE HANDLEIDING [Artikel 51[3] van die Wet]

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Grütter & Lombard;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Grütter & Lombard, 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"].

MARSHALLS LIMITED
(and Wholly Owned Subsidiaries)

A Guide to
ACCESSING OUR
INFORMATION

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

Table of contents	Page
Preamble	3
Introduction to this private body	3
Section A – Our details	4
Section B – The official guide	5
Section C – Information available in terms of the Act	6
Section D – Information available in terms of other legislation	10
Section E – Information automatically available	13
Section F – General	13
Annexure “A” Request for access to record of private body	14
Annexure “B” Fees in respect of private bodies	18

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

Marshalls Limited

A Durban based Group listed on the JSE Securities Exchange South Africa comprising investments in property, trade financing and a permanent portfolio of listed shares in the United Kingdom, the United States of America and Western Europe.

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 **MARSHALLS LIMITED:**

Registration Number **:1987/002656/06**

Wholly owned

Subsidiaries	MARSHALLS INTERNAL LIMITED	1935/006398/06
	MARSHALLS GROUP LIMITED	1955/003199/06
	MARSHALLS CONFIRMING (JERSEY) LTD	49907
	MARSHALL METALLIC HOLDINGS LIMITED	1980/005550/06

Registered Address **: 11 SUNBURY PARK, LA LUCIA RIDGE OFFICE
ESTATE, LA LUCIA 4051.**

Postal Address **: PO BOX 4112, THE SQUARE,
UMHLANGA ROCKS 4320.**

Telephone Number **: +27 31 566 7600**

Fax Number **: +27 31 566 7601**

Head/CEO **:PN LONSDALE**

Designated Information Officer **:PN LONSDALE**

Email Address of Information Officer **:pnlons@iafrica.com**

:

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

2. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

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

(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

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

- (v) Employment equity plan;
- (vi) Salary and wages register;
- (vii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Staff loan schemes;
- (iii) Study assistance schemes;
- (iv) Maternity leave policy;
- (v) Group personal accident;
- (vi) Group life;

(e) PENSION AND RETIREMENT FUNDING RECORDS

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

(f) FIXED PROPERTY

- (i) Title Deeds;
- (ii) Leases;
- (iii) Building plans;
- (iv) Mortgage Bonds or other encumbrances to fixed property.

(g) MOVABLE PROPERTY

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

(h) AGREEMENTS AND CONTRACTS

- (i) Acquisition or disposal documentation;
- (ii) Agreements with contractors and suppliers;
- (iii) Agreements with customers;
- (iv) Sale agreements;
- (v) Distributor, dealer or agency agreements;
- (vi) Restraint agreements;
- (vii) Purchase or lease agreements.

(i) TAXATION

Section D – Information available in terms of other legislation

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Defence Act No. 44 of 1957
- Employment Equity Act No. 55 of 1998
- Financial Markets Control Act No. 55 of 1989
- Health Professions Act No. 56 of 1974
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long-term Insurance Act No. 52 of 1998
- National Road Traffic Act No. 93 of 1996

- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Road Transportation Act No. 74 of 1977
- Short-term Insurance Act No. 53 of 1998
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Co-operatives Act No. 91 of 1981
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976
- Financial Markets Control Act No. 55 of 1989
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995

- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Sectional Titles Act No. 95 of 1986
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

13

1. There are no categories of records that are automatically available for inspection, purchase or photocopying.

Section F – General

ANNEXURE "A"

14

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 private body

The Head:

.....

.....

.....

B. Particulars of person requesting access to the record

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

Full names and surname:

.....

Identity number:

Postal address:

.....

.....

..... Fax number:

Telephone number: E-mail address:

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

.....

C. Particulars of person on whose behalf request is made

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

Full names and surname:

.....

Identity number:

D. Particulars of record

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

1. Description of record or relevant part of the record:
-
-
-
-
2. Reference number, if available:
3. Any further particulars of record:
-
-
-

E. Fees

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

Reason for exemption from payment of fees:

.....

.....

F. Form of access to record

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

Disability:

.....

.....

Form in which record is required:

.....

.....

Mark the appropriate box with an X.

NOTES:

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

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

copy of record*

inspection of record

2. If record consists of visual images

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

view the images

copy of the images*

transcription of the images*

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

listen to the soundtrack (audio cassette)

transcription of soundtrack* (written or printed document)

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

printed copy of record*

printed copy of information
derived from the record*

copy in computer readable form*
(stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

Postage is payable.

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

.....

.....

Signed at..... this day of.....20

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

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. 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 fees¹

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 fees²

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 fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ 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—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

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

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

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.



Manual in terms of Section 51 of the Promotion of Access to Information Act 20/2000 (ACT)

No: WKP 50.2.1

Rev: 02/2003

Page: 1 of 1

INTRODUCTION

WK Construction (Pty) Ltd is a Civil Engineering construction company that operates in Africa. The Head Office is in Johannesburg with Regional offices located in Kwazulu Natal, Eastern Cape, Western Cape, Mozambique and Nigeria.

It is a private body as defined by the Act.

A. CONTACT DETAILS

Full Name	:	WK Construction (Pty) Ltd
Registration Number	:	1985/002185/07
Registered Address	:	245 North Ridge Road, Morningside, Durban, 4001
Postal Address	:	Private Bag X14, Olifantsfontein, 1665
Telephone Number	:	+27 11 206-2000
Fax Number	:	+27 11 316-3857
Managing Director	:	Mr C H A Ramsay
Designated Information Officer	:	Mr S Maartens
E-mail Address of Information Officer	:	shaun@wkc.co.za
Website	:	www.wkc.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the Act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address	:	Private Bag 2700, Houghton, 2041
Telephone Number	:	(011) 484-8300
Fax Number	:	(011) 484-0582
Website	:	www.sahrc.org.za
E-mail Address	:	PAIA@sahrc.org.za

C. INFORMATION AVAILABLE IN TERMS OF THE ACT

(a.) Categories of Information

We hold the following categories of information:

- | | |
|--|--|
| i. STATUTORY COMPANY INFORMATION | (xii) A Branch Register; |
| (i) Certificate of Incorporation; | (xiii) Annual Financial Statements including: |
| (ii) Certificate of change of name (if any); | a. Annual accounts; |
| (iii) Memorandum and Articles of Association; | b. Directors' reports; |
| (iv) Certificate to Commence Business; | c. Auditor's report. |
| (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings; | (xiv) Books of Account regarding information required by the Companies Act, 1973; Supporting schedules to books of account and ancillary books of account; |
| (vi) Proxy Forms; | (xv) The microfilm image of any original record reproduced directly by the camera - "the camera master". |
| (vii) Proxy Forms used at Court convened meetings; | ii. ACCOUNTING RECORDS |
| (viii) Register of Mortgages and Debentures and Fixed Assets; | (i) Books of Account including journals and ledgers; |
| (ix) Register of Directors' shareholdings; | (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange. |
| (x) Register of Directors and Certain Officers; | iii. STATUTORY EMPLOYEE RECORDS |
| (xi) Directors' Attendance Register; | (i) Employees' names and occupations; |
| | (ii) Time worked by each employee; |
| | (iii) Remuneration paid to each employee. |



Manual in terms of Section 51 of the Promotion of Access to Information Act 20/2000 (ACT)

No: WKP 50.2.1

Rev: 02/2003

Page: 2 of 2

- | | | | |
|--------|--|--------|---|
| (iv) | Date of birth of each employee; | (iv) | Mortgage Bonds or other encumbrances to fixed property. |
| (v) | Wages register; | | |
| (vi) | Attendance register; | viii. | MOVABLE PROPERTY |
| (vii) | Employment equity plan; | (i) | Asset register; |
| (viii) | Salary and wages register; | (ii) | Finance and Lease Agreements; |
| (ix) | Records of foreign employees; | (iii) | Notarial Bonds; |
| (x) | Collective agreements; | (iv) | Deeds of Pledge. |
| (xi) | Arbitration awards; | ix. | INTELLECTUAL PROPERTY |
| (xii) | Determinations made in terms of the Wage Act; | (i) | Patents, patent applications and inventions; |
| (xiii) | Records of strikes, lockouts or protest action. | (ii) | Trademarks, trade names and protected names; |
| (xiv) | Industrial training records; | (iii) | Copyrights; |
| (xv) | Staff records (after date of employment ceases); | (iv) | Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements; |
| (xvi) | Expense accounts. | (v) | Litigation and other disputes involving intellectual property. |
| iv. | OTHER EMPLOYEE RECORDS | | |
| (i) | Employee contracts; | x. | AGREEMENTS AND CONTRACTS |
| (ii) | Incentive schemes; | (i) | Material agreements concerning provision of services or materials; |
| (iii) | Staff loan schemes; | (ii) | Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements; |
| (iv) | Study assistance schemes; | (iii) | Agreements with shareholders, officers or directors; |
| (v) | Maternity leave policy; | (iv) | Acquisition or disposal documentation; |
| (vi) | Relocation policy; | (v) | Agreements with contractors and suppliers; |
| (vii) | Housing scheme; | (vi) | Agreements with customers; |
| (viii) | Disability scheme; | (vii) | Warranty agreements; |
| (ix) | Funeral insurance scheme; | (viii) | Sale agreements; |
| (x) | Group personal accident; | (ix) | Distributor, dealer or agency agreements; |
| (xi) | Group life; | (x) | Restraint agreements; |
| (xii) | Code of conduct. | (xi) | Agreements with governmental agencies; |
| v. | PENSION AND RETIREMENT FUNDING RECORDS | (xii) | Purchase or lease agreements. |
| (i) | Pension Fund Rules; | | |
| (ii) | Pension Fund account records; | xi. | TAXATION |
| (iii) | Minutes of Meetings of trustees and members; | (i) | Copies of all Income Tax Returns and other tax returns and documents. |
| (iv) | Actuarial Valuation Reports; | | |
| (v) | Contribution Reports; | xii. | LEGAL |
| (vi) | Annual accounts. | (i) | Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation; |
| vi. | ENVIRONMENTAL HEALTH AND SAFETY | (ii) | Settlement agreements; |
| (i) | Records as required in terms of the Act. | (iii) | Material licences, permits and authorisations. |
| vii. | FIXED PROPERTY | | |
| (i) | Title Deeds; | xiii. | INSURANCE |
| (ii) | Leases; | (i) | Insurance policies; |
| (iii) | Building plans; | | |



Manual in terms of Section 51 of the Promotion of Access to Information Act 20/2000 (ACT)

No: WKP 50.2.1

Rev: 02/2003

Page: 3 of 3

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

xiv. TRANSPORTATION

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

xv. INFORMATION TECHNOLOGY

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

xvi. SALES AND MARKETING

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

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO RECORDS

- (a.) The request must be made to the person specified in 1 above at the contact details specified.
- (b.) Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- (c.) The request must provide sufficient detail on the request form to enable the

Information Officer to identify the record and the requester. The requester should also indicate what form of access is required.

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

- (e.) If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

- (f.) The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

- (g.) The Information Officer will then make a decision whether to grant the request or not and notify the requestor in the required form.

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

E. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Value Added Tax Act No. 89 of 1991.

SECTION 51 MANUAL FOR SOMA INTERACTIVE (PTY) LTD (Registration number: 2000/025255/07)

Introduction to Soma Interactive (Pty) Ltd

Soma conducts the business of absentee and disease management in the workplace.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal address: PO Box 2475
Clareinch
7740

Street address: 1st Floor
Block E
Greenford Office Estate
Punters Way
Kenilworth
7700

Telephone Number: 021- 670 6920
Fax Number: 021- 670 6930
E-mail: dbaard@soma-i.co.za

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

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

The South African Human Rights Commission:

PAIA Unit

The Research and Document 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

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act
No. 130 of 1993
Debtor Collectors Act No. 114 of 1998
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967
Labour Relations Act No. 66 of 1995

Occupational Health & Safety Act No. 85 of 1993
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

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

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

Marketing Brochure

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classes:

Administration:

- Minutes of staff meetings
- Minutes of operational meetings
- General correspondence

Human Resources:

- Employment Contracts
- Remuneration records

Operations:

- Sales records
- Client contracts
- Medical certificates and absentee records supplied by clients
- Monthly reports submitted to clients

Finances:

- Financial Statements
- Monthly management accounts
- Vouchers
- Fixed assets register
- Sales invoices
- Monthly statutory returns

- iii. The request procedure

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

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

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

The manual is also available for inspection at our offices as above and copies are available with the SAHRC and in the Government Gazette.

SECTION 51 MANUAL FOR JOSDEL PROPERTY NO 63 (Registration number: 2001/003746/07)

Introduction to Josdel Property No. 63 (Pty) Ltd

Josdel conducts the business of disability assessments.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal address: PO Box 2475
Clareinch
7740

Street address: 1st Floor
Block E
Greenford Office Estate
Punters Way
Kenilworth
7700

Telephone Number: 021- 670 6920
Fax Number: 021- 670 6930
E-mail: dbaard@soma-i.co.za

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

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

The South African Human Rights Commission:

PAIA Unit
The Research and Document 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

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act
No. 130 of 1993
Debtor Collectors Act No. 114 of 1998
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993

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

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

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

Marketing Brochure

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classes:

Administration:

- Minutes of staff meetings
- Minutes of operational meetings
- General correspondence

Human Resources:

- Employment Contracts
- Remuneration records

Operations:

- Sales records
- Client contracts
- Medical certificates and absentee records supplied by clients
- Monthly reports submitted to clients

Finances:

- Monthly management accounts
- Vouchers
- Fixed assets register
- Sales invoices
- Monthly statutory returns

- iii. The request procedure

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.

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

The manual is also available for inspection at our offices as above and copies are available with the SAHRC and in the Government Gazette.

WREN PROPERTY COMPANY (Pty) Ltd**SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company is a property owning and renting company.

1. CONTACT DETAILS

Head of the Corporation:	R G Batson
Registration Number:	92/07047/07
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY WREN PROPERTY COMPANY (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

THE WREN GROUP (Pty) Ltd**SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company specializes in the separation of solids, liquids and gases and embarks on research and development

1. CONTACT DETAILS

Head of the Corporation: R G Batson
Registration Number: 81/04374/07
Postal Address: P.O. Box 13111, Northmead 1511
Physical Address: 25 Moore Ave , Benoni Ext 7
Telephone Number: (011) 421 4873/4/5/6/7
Fax Number: (011) 422 1696
E-mail: info@wren.co.za
Website: [www/wren.co.za](http://www.wren.co.za)

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY THE WREN GROUP (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

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

**ERF 1319 SEDGEFIELD 123 (PTY) LTD
SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company is a property renting company.

1. CONTACT DETAILS

Head of the Corporation:	R G Batson
Registration Number:	98/24005/07
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967;

4. RECORDS HELD BY ERF 1319 SEDGEFIELD 123 (PTY) LTD

Incorporation documents; financial information including records and books of account; and taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

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

**PRO DIRECT INVESTMENTS 206 (PTY) LTD
SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company is a property owning and renting company.

1. CONTACT DETAILS

Head of the Corporation:	SL Zipp
Registration Number:	2002/024078/07
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave, Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967;

4. RECORDS HELD BY PRO DIRECT INVESTMENTS 206 (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

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:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			
Postage is payable.			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

**SNOWY OWL PROPERTIES 198 (PTY) LTD
SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company is a property renting company.

1. CONTACT DETAILS

Head of the Corporation:	SL Zipp
Registration Number:	2002/007331/07
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967;

4. RECORDS HELD BY SNOWY OWL PROPERTIES 198 (PTY) LTD

Incorporation documents; financial information including records and books of account; and taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

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:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			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

THE BUTTS ASH TRUST**SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Trust is a discretionary trust holding assets and shares in various companies

1. CONTACT DETAILS

Trustees of Trust:	RG Batson; JM Batson; SL Zipp; GJ Zipp and TE Hewan
Registration Number:	6461/95
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Trust Property Control Act 1988, Act 57 of 1988; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Pension Funds Act No 24 of 1956; Income Tax Act No 95 of 1967.

4. RECORDS HELD BY THE BUTTS ASH TRUST

Trust Deed Documents, financial information including records and books of account and taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

THE BUTTS ASH TRUST**SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Trust is a discretionary trust holding assets and shares in various companies

1. CONTACT DETAILS

Trustees of Trust:	RG Batson; JM Batson; SL Zipp; GJ Zipp and TE Hewan
Registration Number:	6461/95
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Trust Property Control Act 1988, Act 57 of 1988; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Pension Funds Act No 24 of 1956; Income Tax Act No 95 of 1967.

4. RECORDS HELD BY THE BUTTS ASH TRUST

Trust Deed Documents, financial information including records and books of account and taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

**ERF 1318 SEDGEFIELD (PTY) LTD
SECTION 51 MANUAL**

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Company is a property renting company.

1. CONTACT DETAILS

Head of the Corporation:	R G Batson
Registration Number:	98/23911/07
Postal Address:	P.O. Box 13111, Northmead 1511
Physical Address:	25 Moore Ave , Benoni Ext 7
Telephone Number:	(011) 421 4873/4/5/6/7
Fax Number:	(011) 422 1696

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act act 61 of 1973 amended to Act No 35 of 2001; Income Tax Act No 95 of 1967;

4. RECORDS HELD BY ERF 1318 SEDGEFIELD (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

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:

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

2. If record consists of visual images

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

<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
--------------------------	---	--------------------------	--

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

<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable.

YES

NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

Steers Kwa-zulu Natal Provident Fund ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr A Naidoo
Registrar of Pension Funds PF Number of the Fund	2025/0000/24
The registered address of the Fund	2 Dawnhill Rd, Maxmead, Pinetown 3600
The postal address of the Fund	P.O. Box 15810, Ashwood, 3605
The contact telephone number for the Fund	031 – 7093555
The contact facsimile number for the Fund	031 – 7093553
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:
- Address: 446 Rigel Avenue Pretoria
- Telephone (012) 428 8000
- Facsimile: (012) 3470221
- Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews -correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

Flan Motors cc Provident Fund ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr P Flanagan
Registrar of Pension Funds PF Number of the Fund	18/20/4/36454
The registered address of the Fund	20 Aloefield Crescent, Springfield Park, 4091
The postal address of the Fund	20 Aloefield Crescent, Springfield Park, 4091
The contact telephone number for the Fund	031 – 5793890
The contact facsimile number for the Fund	031 – 5793899
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria

Telephone: (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews -correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

Shipping Consolidated Provident Fund ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr W R E BENSON
Registrar of Pension Funds PF Number of the Fund	57/02788/06
The registered address of the Fund	49 FENNIS CLOSE, UMBILO DURBAN 4000
The postal address of the Fund	P.O. Box 590, WESTVILLE 3630
The contact telephone number for the Fund	031 – 2056262
The contact facsimile number for the Fund	031 – 2058732
The e-mail address of the Chairman of the board of Trustees	N/a

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address: 446 Rigel Avenue Pretoria

Telephone (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Application (where applicable) • Tax Directive (where applicable) • IT 88 notifications • Tax Certificate (Duplicate -where applicable) • Client / broker payment instruction (where applicable). • Section 37D- deduction instruction (where applicable). • Copy of any other court order against benefits • Payment letter • Copy of cheque (or cheque/EFT payment reference) • Beneficiary nomination form (death only) • Potential beneficiary schedule (if completed by member) • Potential beneficiary data affidavits (where applicable) • Insurance received -statement by insurer (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only) • Acceptance / Declination Letter (disability only)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable) • Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations	<ul style="list-style-type: none"> • Calculations • Option forms (where applicable) • Tax application forms (where applicable) • Tax directives (where applicable) • Tax certificates (duplicate -where applicable) • Payment letter (liquidations only) • Copy of Section 14 application lodged (transferor fund) • Copy of Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • Medical Reviews -correspondence (where applicable) • Certificate of continued disability • Payment/Benefit confirmation • EFT payment reference • Recovery Documentation • Letter of Suspension/Reinstatement from underwriter
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank • General Ledgers. • Trial Balances • Annual financial statements • Audit files with working papers • Bank statements of fund bank accounts • EFT files (ACB whilst still applied) • Deposit slips (where applicable) • Trustees' annual reports
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held (if applicable secretarial services are performed) • Investment manager mandates or policies of insurance depending on the nature of the investment • Copies of statements detailing the asset values for a fund • Copies of communication sent to members of the fund • Copy of service agreement between fund and Administrator and any other service provider • Correspondence to the trustees in respect of fund matters • Correspondence to members/beneficiaries/pensioners, where applicable • Fund statutory valuation reports, where applicable • Copies of Pension Funds Adjudicator complaints lodged • Certain communication with the Adjudicator, SARS and FSB • Copy of investment strategy • Original or copy of fidelity and professional indemnity policy (where applicable) • Housing loan documents (where applicable) including any suretyship granted to a bank

AM WENTZEL PROKUREURS

POSBUS 2889, 86 PARK STRAAT, KLERKSDORP

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

1.

INDEKS	BLADSY
1. INLEIDING	1
2. KONTAKBESONDERHEDE	1
3. RIGLYN IN TERME VAN ARTIKEL 10 VAN DIE WET	1
4. KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET	2
5. INLIGTING/DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING	2
6. INLIGTING/ DOKUMENTE GEHOU DEUR AM WENTZEL IN TERME VAN DIE WET	2
7. ANDER INLIGTING	
8. BESKIKBAARHEID VAN HANDLEIDING.	

1. INLEIDING

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

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

'n Versoeker kan mev Wentzel 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 AM WENTZEL.

Woorde gebruik in hierdie handleiding se betekenis is soos volg:-

"die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting no 2 van 2000 sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van AM WENTZEL.
"AM WENTZEL"	beteken die AM Wentzel prokureurs, 'n eenmanspraktyk welke firma regsadvies gee asook regsverteenvoording aan individuele kliente en besighede
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampste"	beteken AM Wentzel aan wie alle versoeke vir inligting gerig moet word.

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

Naam van liggaam	AM WENTZEL PROKUREURS
Vennoot en inligtingsbeampste	Mev AM Wentzel
Adres:	86 Park Straat, Klerksdorp
Posadres:	Posbus 2889 Klerksdorp
Telefoon	(018) 4623579 faks: (018) 4644645

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

In terme van die bepalings van art 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:

PAIA Eenheid,
Navorsing en dokumentasieafdeling
Privaatsak 2700
HOUGHTON 2041

Tel: +27 11 484 8300
Faks: +27 11 484 0582/1360
Webblad: www.sahrc.org.za
Epos: PAIA@sahrc.org.za

-2-

4. KENNISGEWINGS IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Art 51(1)(c) van die Wet)

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie

5. INLIGTING/DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Art 51(1)(d))

AM WENTZEL hou inligting/dokumente ingevolge die volgende wetgewing:

- DIE WET OP PROKUREURS, NO 53 VAN 1979
- WET OP STREEKSDIENSTERADE, NO 109 VAN 1985
- WET OP BELASTING OP TOEGEVOEGDE WAARDE NO 89 VAN 1991 (ART 65)
- WET OP ARBEIDSVERHOUDINGE, NO 66 VAN 1995;
- WET OP BASIESE DIENSVORWAARDES, NO 75 VAN 1997 (ART 31)
- EMPLOYMENT EQUITY ACT, NO 55 VAN 1998 (ART 26)
- SKILLS DEVELOPMENT ACT, NO 97 VAN 1998
- WERKLOOSHEIDSVERSKERINGSWET, NO 63 VAN 2001

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

6. INLIGTING/DOKUMENTE GEHOU DEUR AM WENTZEL ITV WET (Art 51(1)(e))

AM WENTZEL hou inligting / dokumente soos hierna aangedui:

- Inligting tov die operasionele, handles- en finansiële belange van AM WENTZEL
- Kontrakte
- Klien databasis (persoonlike inligting, inligting tav voorgenome, bestaande en afgehandelde litigasie, ooreenkomste, voorstelle en intellektuele goedere van sodanige kliente)
- Standaard indiensnemingskontrakte
- AM WENTZEL personeel verslae
- Menslike hulpbronne
- Versekeringspolis

Enige ander 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 AM WENTZEL gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet en moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van voorgeskrewe tariewe.

7. ANDER INLIGTING (Art 51(1)(f))

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

8. BESKIKBAARHEID VAN DIE HANDLEIDING

- 8.5. Die handleiding is gratis beskikbaar vir inspeksie by die kantore van AM WENTZEL
- 8.6. Afskrifte van die handleiding kan verkry word by die kantore van AM WENTZEL, onderhewig aan die 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 van bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-estruktuur nie. Die vorms en fooi-estruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations")

Promotion of Access to Information Act Manual

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

Introduction to P S J Dynes & Associates cc

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

The Head of / Information Officer: (Pierce S J Dynes)

Physical address: 40 Le Morne Street Woodlands 6070

Postal address: P O Box 19437 Linton Grange 6015

Tel number: 041:368:7685 **Fax number** 041:367:2365

Email address percyd@absamail.co.za **Web Addresssss**

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300; Fax no. 011 484 7146;
www.sahrc.org.za

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

Basic Conditions of Employment Act, No. 97 of 1997

Unemployment Contributions Act, No. 4 of 2002

Unemployment Insurance Act, No. 63 of 2001

Skills Development Act, No. 97 of 1998

Skills Development Levies Act, No. 9 of 1999

Value Added Tax Act, No. 89 of 1991

Long Term Insurance Act, No. 52 of 1998

Financial Advisory and Intermediary Services Act, No. 37 of 2002

Financial Intelligence Centre Act, No. 38 of 2002

4. Access to the records held by P S J Dynes & Ass. cc [Sections 51(1)(c) and 51(1)(e)]

- i. Client Financial Needs Analysis, Client Risk Profile, Client Financial Products and Services Summary [Section 51(1)(c)]
- ii. Human Resources : [Section 51(1)(e)]
 - Employment contracts
 - Disciplinary and Grievance Procedure records
 - Internal correspondence
- iii. The request procedures:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of P S J Dynes & Associates cc. This request must be made to the address, fax number or electronic mail address mentioned above. [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of P S J Dynes & Associates cc to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of 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 P S J Dynes & Associates cc will 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 the brokerage is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 4(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at the offices of the head of P S J Dynes & Associates cc free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette.

OCEANA GROUP LIMITED

Reg no 1939 / 001730 / 06

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (Section 51(1)(a)).

Head of Company:	Mr AB Marshall (Managing Director) alternatively Mr JD Cole (Company Secretary) to deal with requests
Postal address:	PO Box 7206, Roggebaai, 8012
Street address:	16 th Floor, Metlife Centre, 7 Coen Steytler Avenue, Cape Town, 8001
Telephone number:	(021) 419 5911
Fax number:	(021) 419 5979
E-mail address of authorised body:	jcole@oceana.co.za
Website:	www.oceana.co.za

The South African Human Rights Commission Guide to the PAIA (Section 51(1)(b)).

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. As yet not compiled, but it will form part of the Manual, once published.

Latest notice in terms of Section 52(2) regarding records that are automatically available (Section 51(1)(c)).

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (Section 51(1)(d)).

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books and registers, books of account, accounting records and statements, supporting documents and vouchers, in material and electronic format.
- Stock Exchanges Control Act 1 of 1985 – Correspondence with JSE, annual returns, circulars and Rule Book.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, appointment of public officer, and correspondence with revenue authorities.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Currency and Exchanges Act 9 of 1933 – Returns to and correspondence with SA Reserve Bank and its agents.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- Basic Conditions of Employment Act 75 of 1997 – Returns, statutory records, correspondence.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.
- Skills Development Act 97 of 1998 – Workplace skills plan and report.

- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.

Records held as a matter of standard practice (Section 51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, minutes of meetings, correspondence, directives, contracts, employees records, requisitions, applications, memoranda, project evaluations, approvals, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette number 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, in Government Gazette number 23119.

LAMBERTS BAY FISHING CO LIMITED

Reg no 1952 / 000568 / 06

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information, Act 2 of 2000 (PAIA)

Details of the head of the company (Section 51(1)(a)).

Head of Company:	Mr G Neveling, alternatively Mr JD Cole to deal with requests
Postal address:	PO Box 7206, Roggebaai, 8012
Street address:	16 th Floor, Metlife Centre, 7 Coen Steytler Avenue, Cape Town, 8001
Telephone number:	(021) 419 5911
Fax number:	(021) 419 5979
E-mail address of authorised body:	jcole@oceana.co.za

The South African Human Rights Commission Guide to the PAIA (Section 51(1)(b)).

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. Not yet compiled, but once published, will form part of this Manual.

Latest notice in terms of Section 52(2) regarding records that are automatically available (Section 51(1)(c)).

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (Section 51(1)(d)).

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books and registers, books of account, accounting records and statements, supporting documents and vouchers, in material and electronic format.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Currency and Exchanges Act 9 of 1933 – Returns to and correspondence with SA Reserve Bank and its agents.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, correspondence.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- Basic Conditions of Employment Act 75 of 1997 – Statutory records, personnel records, terms and conditions of employment, pay records, retirement fund contributions.
- Ship Registration Act 58 of 1998 – Vessel registrations, vessels sales and transfers, correspondence, marine safety circulars, inspection reports.

- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.
- Skills Development Act 97 of 1998 – Workplace skills plan and report.
- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.

Records held as a matter of standard practice (Section 51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, correspondence, directives, contracts, employees records, requisitions, applications, approval, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette number 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

COAST TRADING CO (PTY) LIMITED

Reg no 1949 / 035011 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (S51(1)(a))

Head of Company: Mr ND Brink, alternatively Mr JD Cole to deal with requests
 Postal address: PO Box 7206, Roggebaai, 8012
 Street address: 16th Floor, Metlife Centre, 7 Coen Steytler Avenue,
 Cape Town, 8001
 Telephone number: (021) 419 5911
 Fax number: (021) 419 5979
 E-mail address of authorised body: jcole@oceana.co.za

The South African Human Rights Commission Guide to the PAIA (S51(1)(b))

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. As yet not compiled, but it will form part of the Manual once published.

Latest notice in terms of S52 (2) regarding records that are automatically available (S51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of S52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (S51(1)(d))

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act, 61 of 1973 – *founding documents, statutory records, CM forms, minute books, books of account & supporting vouchers, financial statements.*
- Income Tax Act, 58 of 1962 – *returns of income, assessments, receipts, appointment of public officer, correspondence.*
- Value Added Tax Act, 89 of 1991 – *VAT invoices, returns, calculations, assessments, receipts, correspondence.*
- Regional Services Councils Act, 109 of 1985 – *returns, statements, receipts.*
- Marine Living Resources Act, 18 of 1998 – *access right applications, returns of landings & production, correspondence, vessel registration.*
- Ship Registration, 58 of 1998 – *vessel registration certificates, vessel sale & transfer forms.*
- Occupational Health and Safety Act, 85 of 1993 – *returns, practices & procedures, safety records, minutes of meetings.*
- Compensation for Occupational Injuries and Diseases Act, 190 of 1993 – *returns, assessments, receipts.*

Records held as a matter of standard practice (S51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, operating statistics, correspondence, directives, contracts, requisitions, applications, approval, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette number 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.
Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette No. 23119

TRT SHIPPING SERVICES (PTY) LIMITED

Reg no 1980 / 011194 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (Section 51(1)(a)).

Head of Company:	Mr J Heynemann, alternatively Mr PAC Stephenson to deal with requests
Postal address:	PO Box 7200, Roggebaai, 8012
Street address:	5 th Floor FNB Building Heerengracht, Cape Town, 8001
Telephone number:	(021) 440 9200
Fax number:	(021) 419 2848
E-mail address of authorised body:	pstephenson@trt.co.za

The South African Human Rights Commission Guide to the PAIA (Section 51(1)(b)).

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. As yet not compiled, but it will form part of the Manual, once published.

Latest notice in terms of Section 52(2) regarding records that are automatically available (Section 51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (Section 51(1)(d)).

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books, books of account, accounting records and statements, supporting documents and vouchers, in material and electronic format.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Currency and Exchanges Act 9 of 1933 – Returns to and correspondence with SA Reserve Bank and its agents.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- Basic Conditions of Employment Act 75 of 1997 – Statutory records, personnel records, terms and conditions of employment, pay records, retirement fund contributions.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.
- Skills Development Act 97 of 1998 – Workplace skills plan and report.

- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.

Records held as a matter of standard practice (Section 51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, stock records, price lists, correspondence, directives, contracts, terms and conditions of contract, employees records, requisitions, applications, approvals, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette, number 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

ST HELENA BAY FISHING INDUSTRIES LIMITED
t / a Oceana Operations, St Helena Bay Fishing, Federal Marine
 Reg no 1946 / 022718 / 06

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (Section 51(1)(a)).

Head of Company:	Mr HA Carelse, alternatively Messrs D Easom or JD Cole to deal with requests
Postal address:	PO Box 4405, Cape Town 8001
Street address:	8 th Floor, 44 Hertzog Blvd, Cape Town, 8001
Telephone number:	(021) 415 8600
Fax number:	(021) 415 8601
E-mail address of authorised body:	deasom@oceana.co.za or jcole@oceana.co.za

The South African Human Rights Commission Guide to the PAIA (Section 51(1)(b)).

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. The guide will form part of the Manual as soon as it becomes available.

Latest notice in terms of Section 52(2) regarding records that are automatically available (Section 51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (Section 51(1)(d)).

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books, books of account, accounting records and statements, financial statements, supporting documents and vouchers, in material and electronic format.
- Customs & Excise Act 91 of 1964 – returns, declarations, receipts, vouchers and correspondence.
- Trade Marks Act 194 of 1993 – Registration of trademarks, applications for renewal, receipts and correspondence.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Currency and Exchanges Act 9 of 1933 – Returns to and correspondence with SA Reserve Bank and its agents.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.

- Basic Conditions of Employment Act 75 of 1997 – Statutory records, personnel records, terms and conditions of employment, pay records, retirement fund contributions.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.
- Skills Development Act 97 of 1998 – Workplace skills plan and report.
- National Water Act 36 of 1998 – Permits, registration, returns, correspondence.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, correspondence.
- Admiralty Jurisdiction Regulation Act 105 of 1983 – Vessel operating procedures.
- Telecommunications Act 103 of 1996 – Vessel to shore radio licences.
- Ship Registration Act 58 of 1998 – Vessel registrations, alienations and acquisitions.
- Merchant Shipping Act 57 of 1951 – Operating procedures.
- Atmospheric Pollution Act 45 of 1965 – Permits, authorisations, correspondence.
- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.
- Govt Notice R358 – 10/03/72 – documentation on HACCP on vessels.
- Fertilisers, Farm Feeds Agricultural Remedies & Stock Remedies Act 36 of 1947 – registration in terms of Act.
- Environment Conservation Act 73 of 1989 – registrations, applications, correspondence.
- Road Traffic Act 29 Of 1989 – vehicle registrations and licensing.

Records held as a matter of standard practice (Section 51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its businesses, including: internal telephone & address lists, production, manufacturing, sales and marketing records, company policies, correspondence, directives, contracts, employees records, title deeds, requisitions, applications, approvals, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette number 23119.

Fees:

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

MAYDON WHARF COLD STORAGE (PTY) LIMITED

Reg no 1967 / 012479 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (Section 51(1)(a)).

Head of Company:	Mr AWS Visagie, alternatively Mr JS Stegmann to deal with requests
Postal address:	PO Box 686, Cape Town, 8000
Street address:	Port of Cape Town, Duncan Road, Cape Town, 8000
Telephone number:	(021) 418 3380
Fax number:	(021) 421 6000
E-mail address of authorised body:	jstegmann@comcold.co.za

The South African Human Rights Commission Guide to the PAIA (Section 51(1)(b)).

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. Not as yet compiled, but when published will form part of this Manual.

Latest notice in terms of Section 52(2) regarding records that are automatically available (Section 51(1)(c)).

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (Section 51(1)(d)).

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 - Founding documents, statutory records, minute books, CM forms, books of account, financial records, financial statements, supporting vouchers, correspondence.
- Income Tax Act 58 of 1962 - Returns of Income, assessments, objections, appointment of public officer, records and supporting vouchers, and correspondence with revenue authorities.
- Value Added Tax Act 89 of 1991 - Returns, assessments, receipts and correspondence.
- Regional Services Councils Act 109 of 1985 - Returns, assessments, receipts, correspondence.

Records held as a matter of standard practice (Section 51(1)(e)).

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, correspondence, directives, contracts, employees records, product storage, movement and handling data, customers records, requisitions, applications, approval, consent and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette number 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

COMMERCIAL COLD STORAGE (DUNCAN DOCK) (PTY) LIMITED

Reg no 1991 / 005142 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (S52 (1)(a))

Head of Company:	Mr AWS Visagie, alternatively Mr JS Stegmann to deal with requests
Postal address:	PO Box 686, Cape Town, 8000
Street address:	Port of Cape Town, Duncan Road, Cape Town, 8001
Telephone number:	(021) 418 3380
Fax number:	(021) 421 6000
E-mail address of authorised body:	jstegmann@comcold.co.za

The South African Human Rights Commission Guide to the PAIA (S52(1)(b))

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. Not yet compiled, but when published will form part of this Manual.

Latest notice in terms of S52(2) regarding records that are automatically available (S51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (S51(1)(d))

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books, books of account, accounting records and statements, supporting documents and vouchers, in material and electronic format.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, correspondence.
- Customs and Excise Act 91 of 1964 – Declarations, returns, duty paid receipts, bond documents, correspondence.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- Basic Conditions of Employment Act 75 of 1997 – Statutory records, personnel records, terms and conditions of employment, pay records, retirement fund contributions.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.

- Skills Development Act 97 of 1998 – Workplace skills plan and report.
- Food Safety Act, 2000 – records of inspection and corrective actions taken.
- Perishable Foods Act, 1983 – record of certification of facilities.
- Govt Notice 20318 of 30 July 1999 – certificate of acceptability.
- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.

Records held as a matter of standard practice (S51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its business, including internal telephone & address lists, company policies, correspondence, directives, product receipt and storage, handling and release documentation, conditions of storage, stevedoring, records and permits, technical and operating manuals and procedures, contracts, employees records, requisitions, applications, approvals, consent and general administrative information.

Requests for access to records (Chapter 3 of PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette, no 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette no 23119.

COMMERCIAL COLD STORAGE GROUP LIMITED

Reg no 1946 / 021714 / 06

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head of the company (S51(1)(a))

Head of Company: Mr AWS Visagie, alternatively Mr JS Stegmann to deal with requests
Postal address: PO Box 686, Cape Town, 8000
Street address: Port of Cape Town, Duncan Road, Cape Town, 8001
Telephone number: (021) 418 3380
Fax number: (021) 421 6000
E-mail address of authorised body: jstegmann@comcold.co.za

The South African Human Rights Commission Guide to the PAIA (S51(1)(b))

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. The guide has not yet been compiled, but once published will form part of this Manual.

Latest notice in terms of S52(2) regarding records that are automatically available (S51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of S52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (S51(1)(d))

Records of the company which are available in accordance with legislation other than the PAIA are:

Companies Act, 61 of 1973 – *founding documents, statutory records, minute books, CM forms, books of account & supporting vouchers, financial statements.*

Income Tax Act, 58 of 1962 – *returns of income, assessments, receipts, public officer appointment, and correspondence.*

Records held as a matter of standard practice (S52(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its businesses, and subsidiaries where applicable. For instance: internal telephone & address lists, company policies, correspondence, directives, contracts, employees records, requisitions, applications, approval, consent and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette, no 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.
Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette no 23119.

COMMERCIAL COLD STORAGE (PTY) LIMITED

Reg no 1971 / 008523 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

Details of the head the company (S52(1)(a))

Head of Company:	Mr AWS Visagie, alternatively Mr JS Stegmann to deal with requests
Postal address:	PO Box 686, Cape Town, 8000
Street address:	Port of Cape Town, Duncan Road, Cape Town, 8001
Telephone number:	(021) 418 3380
Fax number:	(021) 421 6000
E-mail address of authorised body:	jstegmann@comcold.co.za

The South African Human Rights Commission Guide to the PAIA (S52(1)(b))

The guide on how to use the Act, as compiled and published by The South African Human Rights Commission, can be obtained from The Human Rights Commission, Private Bag 2700, Houghton, 2041, tel (011) 484 8300, website www.sahrc.org.za. Not yet compiled, but when published shall form part of this Manual

Latest notice in terms of S52(2) regarding records that are automatically available (S51(1)(c))

Descriptions of categories of records have not been submitted to the Minister in terms of S52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation (S51(1)(d))

Records of the company which are available in accordance with legislation other than the PAIA are:

- Companies Act 61 of 1973 – Founding documents, statutory records and returns, minute books and registers, books of account, accounting records and statements, supporting documents and vouchers, in material and electronic format.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, correspondence.
- Customs and Excise Act 91 of 1964 – Declarations, returns, valuations, bond records, receipts, correspondence.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- Basic Conditions of Employment Act 75 of 1997 – Statutory records, personnel records, terms and conditions of employment, pay records, retirement fund contributions.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.

- Skills Development Act 97 of 1998 – Workplace skills plan and report.
- Food Safety Act, 2000 – records of inspection and corrective action taken.
- Perishable Foods Act, 1983 – record of certification of facilities.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- Govt Notice 20318 of 30 July 1999 – certificate of acceptability.
- Skills Development Levies Act 9 of 1999 – Returns for payment of levy.
- Unemployment Insurance Fund Contributions Act 4 of 2002 – Returns for payment of contributions.
- Unemployment Insurance Fund Act 63 of 2001 – Returns for payment of contributions.
- Occupational Health and Safety Act 85 of 1993 – Appointments and designations of committees and persons, health and safety policies. Minutes of meetings, reports, risk assessments, correspondence.
- Compensation for Occupational Injuries and Diseases Act 190 of 1993 – Accident register and reports, returns.

Records held as matter of standard practice (S51(1)(e))

In addition to information available in terms of the above statutes, the company has such information as is required for the daily running of its businesses, including internal telephone & address lists, company policies, product storage, movement, handling & distribution details, technical management & procedures, correspondence, directives, contracts, employees records, requisitions, applications, approvals, consent and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

Requests for access to records of this company must be made in the prescribed manner, i.e. must correspond substantially with Form C of Annexure B to Regulations R187 of 15 February 2002 published in the Government Gazette, no 23119.

Fees

The head of the company will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee.

Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette no 23119.

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

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

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

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

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

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

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

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

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

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