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MANUALS

IN ACCORDANCE WITH

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



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

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TUNA MARINE (PROPRIETARY) LIMITED

Reg no 1975 / 0255 / 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 R Oktober, alternatively Messrs D Larry or D Cupido to deal with requests
Postal address:	PO Box 705, Hermanus, 7200
Street address:	New Harbour, Hermanus, 7200
Telephone number:	(028) 312 1930
Fax number:	(028) 312 2619
E-mail address of authorised body:	ROktober@bluecon.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, 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 factory.
- 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.

SUNGLADE HOLDINGS (PTY) LIMITED

Reg no 1963 / 002910 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 (AIA)

Details of the head of the company (S51(1)(a))

Head of Company:	Mr RG Nicol, 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
Website:	www.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. Not yet 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 AIA 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.

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, contracts, requisitions, applications, approval, consents and general administrative information.

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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.

STEPHAN ROCK LOBSTER PACKERS LIMITED

Reg no 1958 / 000926 / 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 ND Brink, 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. 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.
- Income Tax Act 58 of 1962 – Returns of Income, assessments, objections, records and supporting vouchers, and correspondence with revenue authorities, appointment of public officer.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, correspondence.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- 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.

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, requisitions, applications, production and sales records, technical procedures, 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

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Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

SOUTH AFRICAN SEA PRODUCTS LIMITED

Reg no 1944 / 018288 / 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 GA Rhodes-Harrison 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)).

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- 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.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, 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.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- 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, title deeds, contracts, employees records, requisitions, applications, production and sales records, technical procedures, approvals, consents and general administrative information.

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Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette number 23119.

SANDY POINT CANNING CO LIMITED

Reg no 1952 / 000879 / 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 HA Carelse, 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

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- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and correspondence.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- 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.

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, contracts, requisitions, applications, approval, consents and general administrative information.

Requests for access to records (Chapter 3 of the PAIA)

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Fees

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Fees are set out in the Regulations R187 of 15 February 2002, Government Gazette no 23119.

SALBURG (PTY) LIMITED

Reg no 1989 / 004135 / 07

ACCESS TO INFORMATION MANUAL

Compiled in terms of S51 of the Promotion of Access to Information Act, 2 of 2000 of (PAIA)

Details of the head of the company (S51(1)(a))

Head of Company: Mr HA Carelse, 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))

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- 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.
- Marine Living Resources Act 18 of 1998 – Access right applications, permits, returns to Marine and Coastal Management, vessel registrations, 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.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- 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.

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 businesses, and subsidiaries where applicable. For instance: 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, 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.

OCFISH HOLDING COMPANY

Reg no 1994 / 007846 / 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, 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
Website:	www.oceana.co.za

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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, records and supporting vouchers, and correspondence with revenue authorities.
- Value Added Tax Act 89 of 1991 – Returns, assessments, receipts and 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, 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.

NORTH BAY FISHING CO LIMITED

Reg no 1913 / 001273 / 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 ND Brink, 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)).

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- 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.
- 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.
- Employment Equity Act 55 of 1998 – Plan, annual reports and income differentials.
- Skills Development Act 97 of 1998 – Workplace skills plan and report.

- Ship Registration Act 58 of 1998 – Vessel registrations, vessels sales and transfers, correspondence, marine safety circulars, inspection reports.
- 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, production and sales statistics, technical procedures, 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, Gazette number 23119.

NAMAQUA FISHING CO LIMITED

Reg no 1925 / 002776 / 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 ND Brink, 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 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 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.
- 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.
- Ship Registration Act 58 of 1998 – Vessel registrations, vessels sales and transfers, correspondence, marine safety circulars, inspection reports.

- 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, production and sales data, technical procedures, 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.

LAMBERTS BAY FOODS (PTY) LIMITED

Reg no 1995 / 004296 / 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 R Olbrich, 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. 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.
- 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.
- Ship Registration Act 58 of 1998 – Vessel registration certificate, vessel sales and transfers, marine safety circulars, inspection reports, 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.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.
- 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, production, distribution and sales data, price lists, customers' records, suppliers' records, technical procedures and operating manuals, contracts, employee 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.

IKAMVA LETHU FISHING (PTY) LIMITED

Reg no 1999 / 017588 / 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:	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 (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. Not yet 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 Section 52(1) and therefore no notice has been published in the Government Gazette.

Records held in terms of other applicable legislation

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.
- 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.
- 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.
- Labour Relations Act 66 of 1995 – Recruitment records, disciplinary records, wage agreements, recognition agreements.

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, production, processing, handling and storage data, sales, technical procedures, correspondence, directives, contracts, 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, 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.

HICKSONS FISHING CO LIMITED

Reg no 1930 / 002686 / 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 ND Brink, 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 (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. Not yet published, but once available 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 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.
- Ship Registration Act 58 of 1998 – Vessel registrations, vessels sales and transfers, correspondence, marine safety circulars, inspection reports.
- Regional Services Councils Act 109 of 1985 – Returns, assessments, receipts, correspondence.
- 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.

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, contracts, employees records, production & sales records, technical procedures, requisitions, applications, approvals, consents 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.

LOGTEK PAID UP PENSION FUND ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr WE Delpont
Registrar of Pension Funds PF Number of the Fund	12/8/13794
The registered address of the Fund	309 15 th Road, Ranjiespark, Midrand, 1685
The postal address of the Fund	P.O. Box 1300, Halfway House, 1685
The contact telephone number for the Fund	011 – 238 2600
The contact facsimile number for the Fund	011 – 314 1595
The e-mail address of the Chairman of the board of Trustees	

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	f subject to audit: <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

PRIMA TOY AND LEISURE TRADING (PTY) LTD
(“Prima”)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
(“the Act”)

PART I

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

Name of Body: Prima Toy and Leisure Trading (Pty) Ltd

Head of Body: Solomon Diamond (Chairman) who has delegated this power to Ian Morris.

Postal Address: PO Box 30
EppingIndust
7475

Street Address: 5 Hawkins Avenue
Epping Industria 1
Cape Town
7460

Telephone No: +27 21 530 2700

Telefax No: +27 21 530 2777

E-mail Address: ian@primatoy.co.za

PART II

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

Section 51(1)(b) of the Act requires the South African Human Rights Commission (“SAHRC”) to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act. The guide will describe the objects of the Act and generally how to go about making use of the provisions in the Act. To date, this guide had not been compiled and the SAHRC is unsure when it will be available. As soon as it is available, it will form part of this manual.

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PART III

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

Not Applicable

PART IV

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

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

The Compensation for Occupational Injuries and Diseases Act 130 of 1993

The Income Tax Act 58 of 1962

The Occupational Health and Safety Act 85 of 1993

The Value-Added Tax Act 89 of 1991

The Unemployment Insurance Act 30 of 1966

The Skills Development Act 97 of 1998

PART V

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

Company Documents:

These relate to Company administration.

Share Registration Documents:

These relate to shares and dividends.

Agreements and Related Correspondence:

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These relate to contracts, agreements, indemnities and guarantees.

Employment Records:

These relate to records kept in recruitment and salary management.

Donation and Subscription Records**Pension Records****Patent and Trademark Records**

The full version of this manual can be found at the office of the Information Officer.

20 February 2003

SEARDEL GROUP TRADING (PTY) LTD
(“Seardel”)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
(“the Act”)

PART I

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

Name of Body: Seardel Group Trading (Pty) Limited

The body has the following trading divisions for which records are kept:

- 1.1 Balu Design Centre
- 1.2 Balu Handpainting
- 1.3 Bibette
- 1.4 Bonwit (dormant)
- 1.5 Brits Textiles
- 1.6 Cape Underwear Manufacturers
- 1.7 Charmfit
- 1.8 Cygnet Manufacturing Company
- 1.9 Dermal Design Centre
- 1.10 Desiree Quilted Products
- 1.11 Durban Clothing Manufacturers
- 1.12 Fibre Art (dormant)
- 1.13 Frame Textile Group
- 1.14 Little Number
- 1.15 M M Keller & Company
- 1.16 Monviso Knitwear
- 1.17 Prestige Clothing Manufacturers

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- 1.18 SeardeI Group Properties
- 1.19 SeardeI Management Services
- 1.20 South African Clothing (Ladieswear)
- 1.21 South African Clothing (Menswear)

Head of Body: Aaron Searll (Chief Executive Officer) who has delegated this power to Arthur Jacobson (Financial Director).

Postal Address: Private Bag X8
CONSTANTIA
7848

Street Address: 2nd Floor SeardeI House
Alphen Park
Main Road
CONSTANTIA
7800

Telephone No: +27 21 794 3600

Telefax No: +27 21 794 2009

E-mail Address: Aj@seardeI.co.za

PART II

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

Section 51(1)(b) of the Act requires the South African Human Rights Commission ("SAHRC") to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act. The guide will describe the objects of the Act and generally how to go about making use of the provisions in the Act. To date, this guide had not been compiled and the SAHRC is unsure when it will be available. As soon as it is available, it will form part of this manual.

PART III

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

Not applicable

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PART IV

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

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

The Compensation for Occupational Injuries and Diseases Act 130 of 1993

General Notice 2219, 31 October 1980 – Export Incentive Scheme

The Income Tax Act 58 of 1962

The Occupational Health and Safety Act 85 of 1993

The Value-Added Tax Act 89 of 1991

The Unemployment Insurance Act 30 of 1966

The Skills Development Act 97 of 1998

PART V

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

Company Documents:

These relate to Company administration.

Share Registration Documents:

These relate to shares and dividends.

Agreements and Related Correspondence:

These relate to contracts, agreements, indemnities and guarantees.

Employment Records:

These relate to records kept in recruitment and salary management.

Donation and Subscription Records

Pension Records

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Patent and Trademark Records**Property Records**

The complete version of this manual may be obtained from the office of the Information Officer.

20 February 2003

SEARDEL INVESTMENT CORPORATION LIMITED
(“Seardel Investment”)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
(“the Act”)

PART I

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

Name of Body: Seardel Investment Corporation Limited

Head of Body: Aaron Searll (Chief Executive Officer) who has delegated
this power to Arthur Jacobson (Financial Director).

Postal Address: Private Bag X8
CONSTANTIA
7848

Street Address: Second Floor Seardel House
Alphen Park
Main Road
CONSTANTIA
7800

Telephone No: +27 21 794 3600

Telefax No: +27 21 794 2009

E-mail Address: aj@seardel.co.za

Website: <http://www.seardel.co.za>

PART II

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

Section 51(1)(b) of the Act requires the South African Human Rights Commission (“SAHRC”) to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act. The guide will describe the objects of the Act and generally how to go about making use of the provisions in the Act. To date, this guide had not been compiled and the SAHRC is unsure when it will be available. As soon as it is available, it will form part of this manual.

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PART III

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

The entire annual report may be accessed from the Seardel Website without a formal request being made.

PART IV

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

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

The Compensation for Occupational Injuries and Diseases Act 130 of 1993

General Notice 2219, 31 October 1980 – Export Incentive Scheme

The Income Tax Act 58 of 1962

The Occupational Health and Safety Act 85 of 1993

The Value-Added Tax Act 89 of 1991

The Unemployment Insurance Act 30 of 1966

The Skills Development Act 97 of 1998

PART V

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

Company Documents:

These relate to Company administration.

Share Registration Documents:

These relate to shares and dividends.

Agreements and Related Correspondence:

These relate to contracts, agreements, indemnities and guarantees.

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Employment Records:

These relate to records kept in recruitment and salary management.

Donation and Subscription Records:

These relate to amounts paid in respect of donations and subscriptions.

Pension Records:

These relate to all records of pensions and participants in the group pension and registered fund schemes and are controlled by the administrators, Alexander Forbes Consultants and Actuaries.

Patent and Trademark Records:

These relate to the patent and trademark records owned or operated under license by the group.

Property Records:

These relate to properties owned by the Group.

The full version of this manual can be found on the Searcel Investment website.

20 February 2003

SEARTEC INDUSTRIES (PTY) LTD

("Seartec")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000
("the Act")****PART I****[Information required under section 51(1)(a) of the Act]**

Name of Body: Seartec Industries (Pty) Limited with the following trading divisions;

2.1 Sharp Electronics

2.2 Scripto

Head of Body: Guustaaf de Bruin (Divisional Chairman) who has delegated this power to Tim Atkinson

Postal Address: PO Box 3987
Cape Town
8000

Street Address: Sharp House
Cnr of Browning Street and Main Road
Observatory
7925

Telephone No: +27 21 448 4171

Telefax No: +27 21 447 0396

E-mail Address: Tima@seartec.co.za

PART II**[Information required under section 51(1)(b) of the Act]**

Section 51(1)(b) of the Act requires the South African Human Rights Commission ("SAHRC") to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act. The guide will describe the objects of the Act and generally how to go about making use of the provisions in the Act. To date, this guide had not been compiled and the SAHRC is unsure when it will be available. As soon as it is available, it will form part of this manual.

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PART III

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

Not applicable

PART IV

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

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

The Compensation for Occupational Injuries and Diseases Act 130 of 1993

General Notice 2219, 31 October 1980 – Export Incentive Scheme

The Income Tax Act 58 of 1962

The Occupational Health and Safety Act 85 of 1993

The Value-Added Tax Act 89 of 1991

The Unemployment Insurance Act 30 of 1966

The Skills Development Act 97 of 1998

PART V

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

Company Documents:

These relate to Company administration.

Share Registration Documents:

These relate to shares and dividends.

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Agreements and Related Correspondence:

These relate to contracts, agreements, indemnities and guarantees.

Employment Records:

These relate to records kept in recruitment and salary management.

Donation and Subscription Records**Pension Records****Patent and Trademark Records****Property Records**

The full version of this manual can be found at the office of the Information Officer.

20 February 2003

SECTION 51 MANUAL FOR CARR PATTISON CONSULTING CC**A: CONTENTS**

Particulars in terms of the Section 51 Manual	page
Introduction	1
Contact details	2
The Section 10 Guide on how to use this Act	2
Records available in terms of any other legislation	3
Access to records held by the private body in question	3
Availability of the Manual	3
Prescribed fees for private bodies	Addendum 1
Prescribed forms	Addendum 2

B: PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**INTRODUCTION**

This Manual has been prepared in accordance with the requirements of Section 51 of the Promotion of Access of Information Act (2/2000), using the format recommended by the South African Human Rights Commission (SAHRC).

CONTACT DETAILS

Registered name of private body	Carr Pattison Consulting CC
Trading names of private body	Profitable Training Outcomes; PTO
Postal address	Box 443, Laezonia, 0026
Street address	16 Boundary Road, Laezonia, Tshwane, Gauteng, 0026
Telephone	+27 12 669 0881
Facsimile	+27 12 669 0881
Email	outcomes@netdial.co.za
Website	N/a
Contact person	Mrs E H Pattison

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

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records in terms of the following are available:

Basic Conditions of Employment Act (75/1997)
Close Corporations Act (69/1984)
Copyright Act (98/1978)
Employment Equity Act (55/1998)
Income Tax Act (95/1967)
Intellectual Property Laws Amendments Act (38/1997)
Labour Relations Act (66/1995)
Occupational Health and Safety Act (85/1993)
Regional Services Councils Act (109/1985)
Skills Development Levies Act (9/1999)
Skills Development Act (97/1998)
Unemployment Contributions Act (4/2002)
Unemployment Insurance Act (63/2001)
Value Added Tax Act (89/1991)

ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

The following is available in response to a postal, emailed, faxed or telephonic request which clearly identifies, and gives contact details of, the person or entity making the request, and the reason(s) for the request:

Corporate Profile (including names of CC Members)

AVAILABILITY OF THE MANUAL

This Manual can be inspected by arrangement at the premises of the private body in question, free of charge. Copies are also available with the SAHRC, and in the Gazette.

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 Noel Lang Insurance Brokers

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

The Head of / Information Officer	: Godfrey Lang..
Physical address	: 8 Lauth Road, Pinetown
Postal address	: P O Box 1325, Pinetown, 3600
Tel number:	031-702 0742
Fax number:	031-702 6472
Email address:	info@langbrokers.co.za
Web address:	n/a

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)]

Short Term Insurance Act, No. 53 of 1998

4. Access to the records held by Noel Lang Insurance 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 Noel Lang Insurance Brokers. 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 Noel Lang Insurance 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 Noel Lang Insurance 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 Noel Lang Insurance Brokers free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette.

**Manual
in terms of the
Promotion of Access to Information Act (PAIA) 2 of 2000**

New Era Learning cc

(Registration Number : CK 961718923)

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

Introduction

New Era Learning is a close corporation consisting of 2 members (Directors). It is an HR Consultancy with a major focus on Management Development.

1. Section 51 (1) (a)

Business Name :	New Era Learning cc
Registered Office:	20 Westminster Drive, Craighall Park, Johannesburg
Postal Address:	PO Box 411119 Craighall 2024
Directors:	JP Jacobs, MV Jacobs
Contact Person /s:	JP Jacobs / MV Jacobs
Telephone number of Contact Person/s:	011 325 4771
Fax number of Contact Person/s:	011 325 4848
Email address of Contact Person/s:	newera@yebo.co.za

2. Section 51 (1) (b) (Section 10 Guide)

The South African Human Rights Commission (SAHRC) Guide to the Act in terms of Section 10 (1) [Section 51 (1) (b)] will be available from the SAHRC not later than August 2003. Please direct any enquiries to :

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

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

3. Section 51 (1) (d)

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

- a) Close Corporation Act No 69 of 1984
- b) Electronic Communications & Transactions Act No 25 of 2002
- c) Income Tax Act No 58 of 1962
- d) Promotion of Access to Information Act No 2 of 2002
- e) Skills Development Levies Act No 9 of 1999
- f) Unemployment Insurance Act No 30 of 1966
- g) Value-Added Tax Act No 89 of 1991

4. Access to the Records held by New Era Learning cc

NELcc has the following records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act).

4.i Section 51 (1) (c)

Not applicable

4.ii Section 51 (1) (e)

- a) Company Documentation / Accounting and Taxation records: availability to be determined upon receipt of request
- b) Members Data Base : availability to be determined upon receipt of request

4 iii Fees in Respect of Requests for Information Section 54 (1) (3) (6)

Structure of Fees in Respect of Private Bodies to be found at www.sahrc.org.za or www.doj.za

Request Procedures in terms of Section 53 (1) (2)

Form for Application of Information (Request for access to record of private body) to be found at www.sahrc.org.za or www.doj.za

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. Section 51 (3)

The Manual is available for inspection at the offices of New Era Learning as stated in the contact details. Further copies are available with the SAHRC (see details Page 1) and published in the Government Gazette.

CGP INVESTMENTS (PROPRIETARY) LIMITED

REGISTRATION NUMBER: 1924 - 001196 - 07

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

Name of the company:	CGP INVESTMENTS (PROPRIETARY) LIMITED
Introduction:	The company, a wholly owned subsidiary of HL&H Corporate Services (Proprietary) Limited, is an investment company.
1. Contact details:	
Street address:	First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146
Postal address	P O Box 47, Johannesburg, 2000
Telephone No:	(011) 883 4120
Fax No:	(011) 883 4267
Contact person:	The company secretary.
Auditors:	Deloitte & Touche
2. Section 10 guide on how to use the Act	
The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.	
The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at:	
Postal address: Private Bag 2700, Houghton, 2041	
Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za	
Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.	
3. Records of the company which are available in accordance with other legislation.	
We set out the categories of records of CGP INVESTMENTS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:	
1. Companies Act (No 61 of 1973)	
4(i) Latest notice in terms of section 52(2) of the Act.	
We set out the categories of records of CGP INVESTMENTS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:	
Annual Financial Statements	Available at the company's office detailed in (1) above.
Memorandum and Articles of Association	Available at the Registrar of Companies' (Cipro's offices)
Contents of the register of directors	Available at the Registrar of Companies' (Cipro's offices)

4(ii) Records that may be requested

We set out below the categories of company records which CGP INVESTMENTS (PROPRIETARY) LIMITED holds:

Accounting and Finance,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, CGP INVESTMENTS (PROPRIETARY) LIMITED,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

Copies of this manual are available for inspection at the reception desk of CGP INVESTMENTS (PROPRIETARY) LIMITED and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works.

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

HL & H CORPORATE SERVICES (PROPRIETARY) LIMITED

REGISTRATION NUMBER: 1946 - 020803 - 07

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

Name of company:	HL&H CORPORATE SERVICES (PTY) LIMITED
Introduction:	The company is the corporate administrative and financing office of Hunt Leuchars & Hepburn Holdings Limited, of which it is a wholly owned subsidiary.
1. Contact details: Street address: First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146 Postal address: P O Box 47, Johannesburg, 2000 Telephone No: (011) 883 4120 Fax No: (011) 883 4267 Contact person: The company secretary. Auditors: Deloitte & Touche	
2. Section 10 guide on how to use the Act The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at: Postal address: Private Bag 2700, Houghton, 2041 Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.	
3. Records of the company which are available in accordance with other legislation. We set out the categories of records of HL&H Corporate Services (Pty) Limited which are already publicly available without the need to request access in terms of the Act: <ol style="list-style-type: none"> 1. Companies Act (No 61 of 1973) 2. Income Tax Act (No 58 of 1962) 3. Value Added Tax Act (No 89 of 1991) 4. Unemployment Insurance Act (No 63 of 2001) 5. Workman's Compensation Act (No 30 of 1941) 6. Skills Development Levies Act (No 9 of 1999) 7. Basic Conditions of Employment Act (No 75 of 1997) 8. Labour Relations Act (No 66 of 1995) 9. Pension Funds Act (No 24 of 1956) 10. Medical Schemes Act (No 131 of 1998) 	
4(i) Latest notice in terms of section 52(2) of the Act. Categories of records which are already publicly available without the need to request access in terms of the Act:	

Annual Financial Statements	Available at the company's office detailed in (1) above.
Memorandum and Articles of Association	Available at the Registrar of Companies' (Cipro's offices)
Contents of the register of directors	Available at the Registrar of Companies' (Cipro's offices)
4(ii) Records that may be requested Categories of company records which HL&H Corporate Services (Pty) Limited holds: Accounting and Finance, Human Resources, Operational, Directors, Company secretarial and administration.	
4(iii) The request procedure. Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known. <ol style="list-style-type: none"> 1. Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester. 2. Indicate the form of access required. 3. Specify a postal address or fax number in South Africa, or an e-mail address. 4. Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose. 5. Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars. 6. Give proof of the capacity in which you are acting, if requesting access on behalf of another. Once complete, you can mail it to: The Company Secretary, HL&H Corporate Services (Pty) Limited, P O Box 47, Johannesburg, 2000. Or, you can fax it to (011) 883 4267. The request for access to records will be deemed to have been made once the form has been received by our offices. Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language: <ul style="list-style-type: none"> • what the objects of this Act are; • the details of each private body (where possible); • the process that needs to be followed in order to make a request; • how to get copies of the guide at no charge; • how to get access to the manual of a private body; • all the remedies available in law to you. 	
5. Other information as may be prescribed. Not Applicable	
6. Availability of the manual. Copies of this manual are available for inspection at the reception desk of HL&H Corporate Services (Pty) Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.	

HUNT LEUCHARS & HEPBURN HOLDINGS LIMITED

REGISTRATION NUMBER: 1924 - 001164 - 06

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT - ACT NO 2 OF 2000 ("THE ACT")**

Name of the company:	HUNT LEUCHARS & HEPBURN HOLDINGS LIMITED
Introduction:	The company is an investment holding company in the food industry. It is a wholly owned subsidiary of Industrial Partnership Investments Limited, a company in the Remgro Limited group.
1. Contact details:	
Street address:	First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146
Postal address	P O Box 47, Johannesburg, 2000
Telephone No:	(011) 883 4120
Fax No:	(011) 883 4267
Contact person:	The company secretary.
Auditors:	Deloitte & Touche and PricewaterhouseCoopers
2. Section 10 guide on how to use the Act	
The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.	
The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at:	
Postal address: Private Bag 2700, Houghton, 2041	
Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za	
Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.	
3. Records of the company which are available in accordance with other legislation.	
We set out the categories of records of Hunt Leuchars & Hepburn Holdings Limited which are already publicly available without the need to request access in terms of the Act:	
1. Companies Act (No 61 of 1973)	
4(i) Latest notice in terms of section 52(2) of the Act.	
We set out the categories of records of Hunt Leuchars & Hepburn Holdings Limited which are already publicly available without the need to request access in terms of the Act:	
Annual Financial Statements	Available at the company's office detailed in (1) above.
Memorandum and Articles of Association	Available at the Registrar of Companies' (Cipro's offices)
Contents of the register of directors	Available at the Registrar of Companies' (Cipro's offices)

4(ii) Records that may be requested

We set out below the categories of company records which Hunt Leuchars & Hepburn Holdings Limited holds:

Accounting and Finance,
Operational,
Directors,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, Hunt Leuchars & Hepburn Holdings Limited,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

Copies of this manual are available for inspection at the reception desk of Hunt Leuchars & Hepburn Holdings Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works.

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

HL&H INVESTMENTS (PROPRIETARY) LIMITED

REGISTRATION NUMBER: 1994 - 002412 - 07

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

Name of the company:	HL&H INVESTMENTS (PROPRIETARY) LIMITED
Introduction:	The company, a wholly owned subsidiary of Hunt Leuchars & Hepburn Holdings Limited, is a financing company.
1. Contact details: Street address: First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146 Postal address: P O Box 47, Johannesburg, 2000 Telephone No: (011) 883 4120 Fax No: (011) 883 4267 Contact person: The company secretary. Auditors: PricewaterhouseCoopers	
2. Section 10 guide on how to use the Act The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at: Postal address: Private Bag 2700, Houghton, 2041 Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.	
3. Records of the company which are available in accordance with other legislation. We set out the categories of records of HL&H INVESTMENTS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act: 1. Companies Act (No 61 of 1973)	
4(i) Latest notice in terms of section 52(2) of the Act. We set out the categories of records of HL&H INVESTMENTS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act: Annual Financial Statements Available at the company's office detailed in (1) above. Memorandum and Articles of Association Available at the Registrar of Companies' (Cipro's offices) Contents of the register of directors Available at the Registrar of Companies' (Cipro's offices)	

4(ii) Records that may be requested

We set out below the categories of company records which HL&H INVESTMENTS (PROPRIETARY) LIMITED holds:

Accounting and Finance,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, HL&H INVESTMENTS (PROPRIETARY) LIMITED ,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

Copies of this manual are available for inspection at the reception desk of HL&H INVESTMENTS (PROPRIETARY) LIMITED and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works.

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

HUNT LEUCHARS & HEPBURN LIMITED

REGISTRATION NUMBER: 1903 - 000616 - 06

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT - ACT NO 2 OF 2000 ("THE ACT")**

Name of the company:	HUNT LEUCHARS & HEPBURN LIMITED
Introduction:	The company, a wholly owned subsidiary of Hunt Leuchars & Hepburn Holdings Limited, is an investment company.
1. Contact details: Street address: First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146 Postal address: P O Box 47, Johannesburg, 2000 Telephone No: (011) 883 4120 Fax No: (011) 883 4267 Contact person: The company secretary. Auditors: Deloitte & Touche	
2. Section 10 guide on how to use the Act The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at: Postal address: Private Bag 2700, Houghton, 2041 Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.	
3. Records of the company which are available in accordance with other legislation. We set out the categories of records of Hunt Leuchars & Hepburn Limited which are already publicly available without the need to request access in terms of the Act: 1. Companies Act (No 61 of 1973)	
4(i) Latest notice in terms of section 52(2) of the Act. We set out the categories of records of Hunt Leuchars & Hepburn Limited which are already publicly available without the need to request access in terms of the Act: Annual Financial Statements Available at the company's office detailed in (1) above. Memorandum and Articles of Association Available at the Registrar of Companies' (Cipro's offices) Contents of the register of directors Available at the Registrar of Companies' (Cipro's offices)	

4(ii) Records that may be requested

We set out below the categories of company records which Hunt Leuchars & Hepburn Limited holds:

Accounting and Finance,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, Hunt Leuchars & Hepburn Limited,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

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

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

TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED

REGISTRATION NUMBER: 1967 - 004974 - 07

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT - ACT NO 2 OF 2000 ("THE ACT")**

Name of the company:	TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED
Introduction:	The company, a wholly owned subsidiary of Hunt Leuchars & Hepburn Holdings Limited, is an investment holding company.
1. Contact details:	
Street address:	First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146
Postal address	P O Box 47, Johannesburg, 2000
Telephone No:	(011) 883 4120
Fax No:	(011) 883 4267
Contact person:	The company secretary.
Auditors:	PricewaterhouseCoopers
2. Section 10 guide on how to use the Act	
<p>The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.</p> <p>The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at:</p> <p>Postal address: Private Bag 2700, Houghton, 2041 Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za</p> <p>Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.</p>	
3. Records of the company which are available in accordance with other legislation.	
<p>We set out the categories of records of TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:</p> <p>1. Companies Act (No 61 of 1973)</p>	
4(i) Latest notice in terms of section 52(2) of the Act.	
<p>We set out the categories of records of TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:</p> <p>Annual Financial Statements Available at the company's office detailed in (1) above.</p> <p>Memorandum and Articles of Association Available at the Registrar of Companies' (Cipro's offices)</p> <p>Contents of the register of directors Available at the Registrar of Companies' (Cipro's offices)</p>	

4(ii) Records that may be requested

We set out below the categories of company records which TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED holds:

Accounting and Finance,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

Copies of this manual are available for inspection at the reception desk of TRANSVAAL SUGAR HOLDINGS (PROPRIETARY) LIMITED and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works.

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

HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED

REGISTRATION NUMBER: 1966 - 011443 - 07

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT - ACT NO 2 OF 2000 ("THE ACT")**

Name of the company:	HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED
Introduction:	The company is an investment holding company.
1. Contact details:	
Street address:	First Floor, Kohler House, 4 Pybus Road, Wierda Valley, Sandton, 2146
Postal address	P O Box 47, Johannesburg, 2000
Telephone No:	(011) 883 4120
Fax No:	(011) 883 4267
Contact person:	The company secretary.
Auditors:	Deloitte & Touche
2. Section 10 guide on how to use the Act	
<p>The guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.</p> <p>The guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Enquiries should be directed to the Human Rights Commission at:</p> <p>Postal address: Private Bag 2700, Houghton, 2041 Telephone: (011) 484 8300 Fax: (011) 484 0582 Website: www.sarhc.org.za</p> <p>Once the Human Rights Commission has produced the guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission as detailed above.</p>	
3. Records of the company which are available in accordance with other legislation.	
<p>We set out the categories of records of HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:</p> <p>1. Companies Act (No 61 of 1973)</p>	
4(i) Latest notice in terms of section 52(2) of the Act.	
<p>We set out the categories of records of HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED which are already publicly available without the need to request access in terms of the Act:</p> <p>Annual Financial Statements Available at the company's office detailed in (1) above.</p> <p>Memorandum and Articles of Association Available at the Registrar of Companies' (Cipro's offices)</p> <p>Contents of the register of directors Available at the Registrar of Companies' (Cipro's offices)</p>	

4(ii) Records that may be requested

We set out below the categories of company records which HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED holds:

Accounting and Finance,
Company secretarial and administration.

4(iii) The request procedure.

Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form. The company secretary has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the record, if known.

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

Once complete, you can mail it to:

The Company Secretary, HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED,
P O Box 47, Johannesburg, 2000.

Or, you can fax it to (011) 883 4267. The request for access to records will deem to have been made once the form has been received by our offices.

Should you require greater clarity, we refer you to the guide which will be published by the Human Rights Commission. It will describe in each official language:

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

5. Other information as may be prescribed.

Not Applicable

6. Availability of the manual.

Copies of this manual are available for inspection at the reception desk of HL&H TIMBER PROCESSORS (PROPRIETARY) LIMITED and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission and the Government Printing Works.

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

F.G KNIGHTS & SON PENSION FUND ("Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("Act")**

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

A. CONTACT DETAILS

Chairman of the Board of Trustees	Mr RB Ferguson
Registrar of Pension Funds PF Number of the Fund	12/8/5731/2
The registered address of the Fund	236 Rinaldo Road, Glen Anil, 4051
The postal address of the Fund	P.O. Box 2082, Durban, 4000
The contact telephone number for the Fund	031 – 5729400
The contact facsimile number for the Fund	031 – 5724861
The e-mail address of the Chairman of the board of Trustees	bferguson@fgknights.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

Address Private Bag 2700 Houghton 2041,

Telephone: (011) 484 8300

Facsimile: (011) 484 0582

Website: www.sahrc.org.za.

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

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

Address: 446 Rigel Avenue Pretoria

Telephone: (012) 428 8000

Facsimile: (012) 3470221

Website: www.fsb.co.za.

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

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

E. AVAILABILITY OF THE MANUAL

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

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	f subject to audit: <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

BJ VAN DER WALT & SCHOEMAN INCORPORATED

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

A. CONTENTS

1. Introduction to the private body in question
2. Contact details [Section 51(1)(a) of the Act]
3. Guide in terms of Section 10 of Act [Section 51(1)(b) of the Act]
4. Notice(s) in terms of Section 52(2) of the Act [Section 51(1)(c) of the Act]
5. Information/Documents available in accordance with other legislation (Section 51(1)(d) of the Act]
6. Documents/Information held by BJ van der Walt & Schoeman Incorporated in terms of the Act [Section 51(1)(e) of the Act]
7. Other information as may be prescribed [Section 51(1)(f) of the Act]
8. Availability of the manual [Section 51(3) of the Act]

1. INTRODUCTION

- 1.1 The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from BJ van der Walt & Schoeman Incorporated as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr Gerhard Schoeman should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from BJ van der Walt & Schoeman Incorporated.

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

“the Act”	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
“the / this manual”	shall mean this manual together with all annexures thereto as available at the offices of BJ van der Walt & Schoeman Incorporated from time to time;
“BJ VAN DER WALT & SCHOEMAN INCORPORATED”	shall mean BJ van der Walt & Schoeman Incorporated Attorneys, structured as a incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;

“SAHRC”	shall mean the South African Human Rights Commission;
“Information Officer”	The director of BJ van der Walt & Schoeman Incorporated has been appointed as the Information Officer of BJ van der Walt & Schoeman Incorporated, to which requestes for information in terms of the Act, should be addressed.

1.3 **Contact details [Section 51(1)(a) of the Act]:**

Name of body:	BJ van der Walt & Schoeman Incorporated Attorneys
Director and appointed Information Officer:	Mr Gerhard Schoeman
Deputy Information Officer:	Barend Johannes van der Walt
Physical Address:	4 du Plessis Street Florentia Alberton 1449
Postal Address:	P O Box 1261 Alberton 1450
Telephone:	+27 11 907 2329/2359/2957/8636 & 2661
Telefax:	+27 11 907 1975 / 907 8592
E-mail:	bjschoem@icon.co.za

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

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

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

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

Telephone: +27 11 484-8300

Telefax: +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 [Sections 51(1)(d) of the Act]**

B J van der Walt & Schoeman Incorporated keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Attorneys Act 53 of 1979
- Income Tax Act 58 of 1962 (Section 75)
- Unemployment Insurance Act 63 of 2001
- Value-Added Tax Act 89 of 1991 (Section 65)
- Magistrate's Court Act 23 of 1944
- Companies Act 61 of 1973
- Close Corporations Act 69 of 1984
- Deeds Registries Act 47 of 1937
- Sectional Titles Act 95 of 1986
- Transfer Duty Act 40 of 1949
- Insolvency Act, 24 of 1936 (Sections 134 and 155)
- Regional Services Councils Act, Nr. 109 of 1985
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999

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 AT BJ VAN DER WALT & SCHOEMAN INCORPORATED IN TERMS OF THE ACT [Section 51(1)(e) of the Act]**

BJ van der Walt & Schoeman Incorporated holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of BJ van der Walt & Schoeman Incorporated;

- 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
- BJ van der Walt & Schoeman Incorporated's Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)

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

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

7. Other information as may be prescribed [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 BJ van der Walt & Schoeman Incorporated free of charge
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of BJ van der Walt & Schoeman Incorporated;
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette;
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

THE BÉ COLLECTION PTY LTD.

Reg. No. 2000/02021/07

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from **The Bé Collection Pty. Ltd.** as contemplated in terms of the Act.

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

Any requestor is advised to contact Mrs. Gail Reith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from **The Bé Collection Pty. Ltd.**

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of The Bé Collection Pty. Ltd. from time to time;
The Bé Collection	shall mean The Bé Collection Pty. Ltd. , structured as a propriety limited, which distributes cosmetic products through salons and direct selling agents;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The managing director, Mrs. Gail Reith has been appointed as the Information Officer of The Bé Collection Pty Ltd. to which requests for information in terms of the Act, should be addressed.

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

Name of body:	The Bé Collection Pty. Ltd.
Partner and appointed Information Officer:	Mrs. Gail Reith
Address:	32 Evelyn Ave., Bordeaux, RANDBURG
Postal Address:	P O Box 131324 BRYANSTON 2074
Telephone:	(011) 326-2226
Fax:	(011) 789-1102
E-mail:	greith@yebo.co.za
Website address:	nil

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

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

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

PAIA Unit
The Research and Documentation Department
Private Bag 2700

HOUGHTON

2041

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

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

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

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

The Bé Collection Pty. Ltd. Keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

6. **DOCUMENTS / INFORMATION HELD BY THE BÉ COLLECTION PTY. LTD. IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

The Bé Collection Pty. Ltd. holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of The Bé Collection Pty. Ltd.
- 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
- Personnel Records
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

The Bé Collection Pty. Ltd. does not have a website address.

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

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

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

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

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

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

WESKUS DISTRIKSMUNISIPALITEIT

HANDLEIDING

**INGEVOLGE ARTIKEL 14 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING, WET 2
VAN 2000 ("DIE WET")**

A. INHOUD

1. **Hoofstuk 1 - Funksies en Struktuur van
 Weskus Distriksmunisipaliteit**
 - 1.1 Funksies
 - 1.2 Skematiese voorstelling van struktuur
2. **Hoofstuk 2 - Kontakbesonderhede van Inligtingsbeamptes**
 - 2.1 Kontakbesonderhede
3. **Hoofstuk 3 - Artikel 10: Riglyne oor toepassing van die Wet**
4. **Hoofstuk 4 - Toegang tot rekords**
 - 4.1 Outomatiese openbaarmaking
 - 4.2 Rekords wat formeel aangevra moet word
 - 4.3 Aanvraagprosedure
 - 4.4 Regsmiddele vir nie-nakoming van die Wet
5. **Hoofstuk 5 - Beskikbare dienste**
 - 5.1 Aard van die dienste
 - 5.2 Hoe om toegang tot hierdie dienste te verkry
6. **Hoofstuk 6 - Varia**
 - 6.1 Bywerking van die Handleiding
 - 6.2 Besikikbaarheid van die Handleiding
7. **Skedule 1 - Voorgeskrewe fooie**
8. **Skedule 2 - Voorgeskrewe vorms vir toegang tot rekords**

WESKUS DISTRIKSMUNISIPALITEIT

TOEGANG TOT INLIGTING

Hierdie handleiding is saamgestel in gevolge die Wet op die Bevordering van Toegang tot Inligting (Wet 2 van 2000).

Hierdie handleiding is saamgestel vir:

- * die vestiging van 'n kultuur van deursigtigheid en verantwoordelikheid en om elke persoon die reg tot toegang tot inligting te kan gee;
- * aktiewe bevordering van 'n gemeenskap waarin die inwoners van die Weskus Distriksmunisipale Gebied toegang tot inligting kan hê om hulle instaat te stel vir die effektiewe bevordering en beskerming van al hul regte.

HOOFSTUK 1

WESKUS DISTRIKSMUNISIPALITEIT: BESKRYWING VAN STRUKTURE EN FUNKSIES (DC1)

Die Weskus Distriksmunisipaliteit is ingestel op 5 Desember 2000 ingevolge 'n Artikel 12 Kennisgewing Provinsiale Kennisgewing nr. PK 666 dateer 4 Desember 2000 soos gewysig en bestaan uit die Voormalige Rade van Weskus Distrikraad, Bitterfontein/Nuwerus Oorgangsraad, Rietpoort Oorgangsraad.

1.1 FUNKSIES

Finansies

Inkomste

Uitgawe

Finansiële Kontrole en Beheer

Korporatiewe Dienste

Raadsadministrasie en korrespondensie

Menslike Hulpbronbestuur

Regsdienste

Bestuursinligting en Tegnologie

Paaië

Padkonstruksie en –instandhouding

Meganiese werkswinkel

Munisipale paaië*

Vloedwaterbestuurstelsels*
Omheinings en heinings*

Gesondheid

Primêre Gesondheid
Omgewingsgesondheid
Varsproduktemarkte en abbatoirs
Begraafplase en krematoria
Bouregulasies*
Handelsregulasies*
Kindersorggeriewe*
Lugbesoedeling*
Munisipale gesondheidsdienste*
Begraafplase, lykdienstlokale en krematoriums*
Beheer oor ondernemings wat drank aan die publiek verkoop*
Geraasbesoedeling*

Geriewe vir die huisvesting, versorging en begrawe van diere*
Lisensiering van en beheer oor ondernemings wat voedsel aan die publiek verkoop*
Markte*
Munisipale abbatoirs*
Straathandel*

Ingenieursdienste

Grootmaatwatervoorsiening
Grootmaat voorsiening van elektrisiteit
Sanitasie
Vaste-afval
Behuising
Geboue en gemeenskapsfasiliteite onderhoud
Openbare werke
Elektrisiteitsvoorsieningstelsels*
Munisipale openbare werke*
Water en sanitasiedienste*
Munisipale parke*
Openbare plekke*
Plaaslike geriewe*
Plaaslike sportgeriewe*
Reiniging*
Straatbeligting*
Vullisverwydering, vullishope en die wegdoen van vaste afvalstowwe*

Gemeenskapsdienste en Ontwikkeling

Geïntegreerde Ontwikkelingsbeplanning en Implementering
Plaaslike Ekonomiese Ontwikkeling
Toerisme
Streeksbeplanning
Stadsbeplanning/Grondgebruikbeheer

Oorde
Brandweerdienste
Rampbestuur
Kus- en Binnelandse Waterbeheer en Wetstoepassing
Regulering van passasiersvervoerdienste
Brandbestrydingsdienste*
Munisipale beplanning*
Munisipale lughawens*
Munisipale openbare vervoer*
Plaaslike toerisme*
Ponte, veerbote, hawe hoofde, piere en hawens*
Beheer oor openbare steurnisse*
Lisensiëring van honde*
Reklameborde en die vertoon van advertensies op openbare plekke*
Skutte*
Strande en vermaaklikheidsgeriewe*
Verkeer en parkering*

* **Munisipale dienste, soos omskryf in Bylae 4 Deel B en Bylae 5 Deel B van die Grondwet, 1996, om deur die Distriksmunisipaliteit uitgevoer te word binne die grense van die Distriksbestuursgebied.**

NOTA:

Die Distriksbestuursgebied (WCDMA 01)

Bestaan uit 3 gebiede naamlik:

1. Weskus Nasionale Park
2. Bitterfontein/Nuwerus, Rietpoort, Kliprand omgewing (noordelike gebied)
3. Algeria asook Hexberg

1.2 STRUKTUUR**SKEMATIESE VOORSTELLING****ORGANOGRAM EN DEPARTEMENTE**

RAAD

RAADSKOMITEES

**MUNISIPALE
BESTUURDER**

KORPORATIEWE DIENSTE	FINANSIES	GESOND- HEID	PAAIE AFDELING	INGENIEURS- DIENSTE	GEMEENSKAPS DIENS EN ONTWIKKELING
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HOOFSTUK 2

KONTRAKBESONDERHEDE VAN INLIGTINGSBEAMPTES

2.1 KONTRAKBESONDERHEDE

2.1.1 Inligtingsbeampte

Mnr W P Rabbets
wprabbets@wcdm.co.za

2.1.2 Assistent Inligtingsbeampte

2.1.2.2 Mnr W Markus
wmarkus@wcdm.co.za

2.1.2.2 Me C Thomas
cethomas@wcdm.co.za

2.1.3 Straatadres

Langstraat 58
MOORREESBURG
7310

2.1.4 Posadres

Posbus 242
MOORREESBURG
7310

2.1.5 Tel.nr.: 022 – 4332380

2.1.6 Faksnr.: 022 – 4332172

HOOFSTUK 3

ARTIKEL 10 RIGLYNE OOR TOEPASSING VAN DIE WET

Hierdie Gids sal nie later as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie verkrygbaar wees nie.

Enige navrae hieroor moet gerig word aan:

Die Departement Navorsing en Dokumentasie
Suid-Afrikaanse Menseregtekommissie
PAIA-eenheid
Privaatsak 2700
HOUGHTON
2041

Tel.nr.: +27 11 484 8300
Faksnr.: +27 11 484 1360
Webwerf: www.sahrc.org.za
E-pos: PAIA@sahrc.org.za

HOOFSTUK 4

REKORDS EN KATEGORIË VAN ONDERWERPE WAT DIE MUNISIPALITEITE HOU

1. ONDERWERPE

Die volgende onderwerpe van rekords word deur die Munisipaliteit gehou. Die verskillende kategorië rekords van hierdie onderwerpe volg daarna:

1. Wetgewing
2. Organisasie en beheer
3. Politieke stelsel
4. Beleid
5. Akkommodasie en onroerende eiendom
6. Finansiële
7. Huishoudelike goedere en dienste
8. Tenders en kontrakte
9. Personeel
10. Regsaangeleenthede
11. Dienste
12. Gemeenskapsdienste
13. Beskermingsdienste
14. Stadsbeplanning, bou-beheer en advertering
15. Lisensies en permitte
16. Verslae, opgawes en statistiek
17. Publikasies

2. KATEGORIË VAN REKORDS

Die volgende kategorië van rekords word deur die Munisipaliteit gehou:

2.1 Wetgewing

1. Nasionale wette van toepassing op plaaslike regering.
2. Provinsiale wette van toepassing op plaaslike regering.
3. Verordeninge van die munisipaliteit en sy regsvoorgangers.
4. Regulasies, kennisgewings en proklamasies van toepassing op plaaslike regering en die munisipaliteit, uitgereik deur die president, nasionale ministers en LUR'e.

2.17 Publikasies

1. Pers en ander media bekendmakings
2. Advertensies deur die Munisipaliteit
3. Brosjures en nuusbriewe
4. Departementele telefoongids
5. Kaarte en toerisme gidse
6. Toesprake deur politieke ampsbekleërs

HOOFSTUK 5**KATEGORIË REKORDS WAT OUTOMATIES BESKIKBAAR IS****5.1. Sake-besonderhede**

Die naam, standplaas, adres, telefoonnommers, kontakpersone, ure van besigheid ensovoorts van alle munisipale kantore, depots, installasies, fasiliteite en geriewe.

5.2. Agendas en notules

Die agendas en notules van alle vergaderings van die Raad, sy strukture asook formele personeelvergaderings en die van sy voorgangers, uitgesluit agendas en notules wat vertroulik gemerk is.

5.3. Raadslede

(Ingesluit burgemeester, onder-burgemeester, speaker en ander ampsdraers)

Inligting aangaande iedere raadslid se

- * naam, adres, telefoonnommers
- * wyk/proporsioneel, politieke party en verkiesingsbesonderhede
- * amp in Raad, bv. lid van komitee A en indien ampsdraer voltyds is, aldan nie
- * verteenwoordiging op ander liggame
- * salaris, toelaes ensovoorts
- * besonderhede van reise buite die munisipale gebied
- * verklaring van belange volgens item 7 van die gedragskode

5.4 Strukture

(Ingesluit Raad, uitvoerende komitee, ander komitees)

- * samestelling, name van lede, ampsdraers, politieke affiliasie
- * tyd en plek van vergaderings

5.5 Munisipale wetgewing, verordeninge en beleid

Alle sodanige dokumente

5.6 Delegasies

Delegasies aan:

- * politieke ampsbeksleërs
- * raadslede
- * personeel
- * strukture (uitvoerende komitee, komitees)

5.7 Magtiging verleen aan politieke ampsbeksleërs, raadslede en personeel

Magtiging om –

- * kontrakte te sluit
- * regsdokumente, tjeks ensovoorts te teken

5.8 Besluite deur individue

Besluite deur enige politieke ampsbeksleërs, raadslid of personeellid kragtens 'n bevoegdheid of plig wat aan hom/haar delegeer of sub-delegeer is.

5.9 Begroting

Alle dokumente in verband met –

- * GOP
- * kapitaalebegroting
- * bedryfsbegroting
- * begrotingsbeheer
- * besigheidsplanne

5.10 Finansiële rekords

- * jaarstate
- * agterstallige gelde (uitgesluit persoonlike besonderhede)

5.11 Registers

Registers in verband met –

- * bates (roerend en onroerend)
- * ooreenkomste
- * kontrakteurs, diensverskaffers
- * tenders toegeken

5.12 Tariewe, fooie, heffings, ensovoorts

- * Alle tariewe, fooie, heffings, ensovoorts deur die Raad goedgekeur vir die huidige finansiële jaar.
- * Alle tariewe, fooie, heffings, ensovoorts deur die Raad goedgekeur vir vorige finansiële jare.

5.13 Persoonlike inligting oor personeel

Persoonlike inligting oor personeel ingevolge Artikel 34(2)(f) met betrekking tot

- * die feit dat 'n persoon 'n amptenaar is of was
- * die titel, werksadres, werkstelefoonnommer, e-posadres van 'n amptenaar
- * die posvlak, salarisskaal en toelaes van 'n amptenaar
- * verantwoordelikhede verbonde aan 'n amptenaar se pos

5.14 Statistiek

(Uitgesluit persoonlike besonderhede van individue)

- * statistiek bygehou vir departementele gebruik in die formaat waarin beskikbaar
- * statistiek in die formaat wat by wet voorgeskryf word

5.15 Persoonlike inligting van persoonlike aanvrer

Persoonlike inligting aangevra deur 'n persoonlike aanvrer vir toegang tot 'n rekord wat persoonlike inligting van die aanvrer bevat by positiewe identifikasie.

5.16 Navorsing

Inligting in verband met navorsing deur of namens die Munisipaliteit op voorwaarde dat sodanige navorsings-resultate reeds aan die Raad op enige van sy strukture voorgelê is en dat geen kopiereg deur persone of instansies, wat nie met die Munisipaliteit verbind is nie, gehou word.

5.17 Publikasies

Alle publikasies deur of namens die Munisipaliteit en wat reeds publiek gemaak is of wat reeds aan die Raad voorgelê is en ten opsigte waarvan geen kopiereg deur persone of instansies, wat nie met die munisipaliteit verbind is nie, gehou word.

5.18 Behuising

Rekords in verband met

- * besonderhede op behuisingswaglys
- * huise en grond beskikbaar vir behuising

5.19 Tenders

Tenders en ontwikkelingsvoorstelle na opmaak in publiek (uitgesluit beoordeling en aanbevelings aan die Raad voor voorlegging aan die Raad)

5.20 Diensverskaffers

Besonderhede van diensverskaffers van die Raad.

5.21 Beplanning

- * sonering- en struktuurplanne
- * individuele sonerings en voorwaardes
- * register van goedgekeurde afwykende gebruike en spesiale goedkeurings

5.22 Grond

Slegs enkel rekords van eienaars van grond.

5.23 Organisasie struktuur

- * organogramme
- * personeelstruktuur

HOOFSTUK 6

KATEGORIË VAN INLIGTING WAT FORMEEL AANGEVRA MOET WORD

6.1 Inligting wat formeel aangevra moet word

Weskus Distriksmunisipaliteit hou sekere inligting met betrekking tot die volgende onderwerpe wat formeel aangevra moet word ingevolge die voorwaardes van klousule

6.1.1 Persoonlike besonderhede van individue (mediese verslae, dissiplinêre optredes, salaris aftrekkings)

6.1.2 In-komitee notules (gemerk vertroulik)

Aanvraagprosedures

6.2.1 Toegang tot inligting hierbo genoem sal aangevra word deur:

6.2.1.1 Die voorgeskrewe Vorm A ("aanvraagvorm") te voltooi; en

6.2.1.2 Die voorgeskrewe fooi soos vermeld in Skedules 1 en 2 van hierdie handleiding, te betaal. Daar word egter nie van 'n aansoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor die aansoeker bevat, verwag om die aansoekfooie te betaal nie.

- 6.2.2 Nadat die Inligtingsbeampte 'n besluit geneem het oor die aanvraag, moet die aansoeker oor sodanige besluit in kennis gestel word op die manier waarop die aansoeker in kennis gestel wil word.
- 6.2.3 Die aansoeker moet aandui of die aanvraag vir 'n afskrif van die rekord is en of die aansoeker die rekords by die kantore van Weskus Distriksmunisipaliteit wil nagaan.
- 6.2.4 Toegang tot bogenoemde inligting sal slegs aan die aansoeker toegestaan word soos versoek, tensy sodanige wyse onredelik inbreuk sal maak op die bestuur en bedryf van Weskus Distriksmunisipaliteit, of die rekords sal beskadig of die kopiereg sal oortree.
- 6.2.5 Indien dit om praktiese redes nie moontlik is om toegang te gee soos wat versoek is nie, maar op 'n alternatiewe manier, sal die fooi vir toegang bereken word in ooreenstemming met die manier wat deur die aansoeker aangevra is.
- 6.2.6 As die aansoeker nie kan lees of skryf nie, of gestrem is, kan hulle die aanvraag vir die rekord mondelings doen, in welke geval die Inligtingsbeampte die vorm namens sodanige aansoeker sal voltooi en die voltooië vorm aan die aansoeker sal lewer.
- 6.2.7 Die aansoeker moet die volgende duidelik op die aanvraagvorm aandui:-
- 6.2.7.1 of hulle graag telefonies ingelig wil word oor hoe geslaagd hulle aanvraag was, of op enige ander manier.
 - 6.2.7.2 die kapasiteit waarin die aanvraag gedoen word, in geval die inligting namens iemand anders aangevra word.

6.3 Appel teen weiering van toegang tot inligting

- 6.3.1 Indien, na voldoening aan die vereistes vir die prosedure wat gevolg moet word soos vermeld in 6.2 hierbo:
- 6.3.1.1 die Assistent Inligtingsbeampte weier om toegang tot inligting toe te staan; en
 - 6.3.1.2 sodanige weiering nie gebaseer is op enige gronde vir weiering wat in die Wet vermeld word nie;
- Mag die aansoeker appel aanteken by die Inligtingsbeampte teen die besluit van sodanige Assistent Inligtingsbeampte.
- 6.3.2 As die aansoeker nie tevrede is met die besluit van die Inligtingsbeampte soos vermeld in 6.3.1 hierbo nie, mag appel aangeteken word by die Burgemeester van die Weskus Distriksmunisipaliteit.
- 6.3.3 Die aansoeker mag 'n Hofaansoek indien vir verdere hulp as die appelbesluit van die Burgemeester nie bevredigend is nie.

HOOFSTUK 7**ALLERLEI****7.1 Hierdie handleiding sal:**

7.1.1 Jaarliks bygewerk word

7.1.2 Op die volgende plekke beskikbaar wees:

7.1.2.1 Elke sub kantoor van Weskus Distriksmunisipaliteit

7.1.2.2 Die Suid-Afrikaanse Menseregtekommissie

7.1.2.3 Weskus Distriksmunisipaliteit biblioteke

SKEDULE 1**Skaal van voorgeskrewe fooie****DEEL II VAN KENNISGEWING 187 IN DIE STAATSKOERANT VAN 15
FEBRUARIE 2002 FOOIE MET BETREKKING TOT OPENBARE LIGGAME**

1. Die fooi vir 'n afskrif van die handleiding soos uiteengesit in regulasie 5(c) is R0.60 vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan.
2. Die fooie vir reproduksie waarna verwys word in regulasie 7(1) is soos volg:

	R
(a) Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan	0.60
(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan wat in 'n rekenaar of in elektroniese of masjienleesbare formaat gestoor word	0.40
(c) Vir 'n afskrif in 'n rekenaar-leesbare formaat op –	
(i) starskyf	5.00
(ii) laserskyf	40.00
(d) (i) Vir 'n transkripsie van visuele beelde, vir 'n A4 grootte bladsy of gedeelte daarvan	22.00
(ii) Vir 'n afskrif van visuele beelde	60.00
(e) (i) Vir 'n transkripsie van 'n oudio-rekord vir 'n A4-grootte bladsy of gedeelte daarvan	12.00

- | | | |
|------|----------------------------------|-------|
| (ii) | Vir 'n kopie van 'n oudio-rekord | 17.00 |
|------|----------------------------------|-------|
3. Die aanvraagfooi wat deur elke aansoeker buiten 'n persoonlike aansoeker betaalbaar is en waarna verwys word in regulasie 7(2), is R35.00.
4. Die toegangsfooi wat deur 'n aansoeker betaalbaar is en waarna verwys word in regulasie 7(3), is soos volg:
- | | | |
|------|--|-------|
| | | R |
| (a) | Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan | 0.60 |
| (b) | Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan wat in 'n rekenaar of in elektroniese of masjienleesbare formaat gestoor word | 0.40 |
| (c) | Vir 'n afskrif in 'n rekenaar-leesbare formaat op – | |
| (i) | starskyf | 5.00 |
| (ii) | laserskyf | 40.00 |
| (d) | (i) Vir 'n transkripsie van visuele beelde, vir 'n A4 grootte bladsy of gedeelte daarvan | 22.00 |
| (ii) | Vir 'n afskrif van visuele beelde | 60.00 |
| (e) | (i) Vir 'n transkripsie van 'n oudio-rekord vir 'n A4-grootte bladsy of gedeelte daarvan | 12.00 |
| (ii) | Vir 'n kopie van 'n oudio-rekord | 17.00 |
| (f) | Om te soek na, en die rekords voor te berei vir openbaarmaking, R15.00 vir elke uur of gedeelte van 'n uur, uitsluitende die eerste uur, wat redelikerwys nodig vir sodanige soektog en voorbereiding. | |
- (2) Vir die doel van Artikel 22(2) van die Wet, is die volgende van toepassing:
- | | |
|-----|--|
| (a) | Ses ure sal die ure wees wat oorskry moet word voordat 'n deposito betaalbaar is; en |
| (b) | een derde van die toegangsfooi is as 'n deposito deur die aansoeker betaalbaar. |
- (3) Die korrekte posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n aansoeker gepos moet word.

SKEDULE 2**VOORGESKREWE FORMS VIR TOEGANG TOT REKORDS**

Die voorgeskrewe forms vir toegang tot 'n rekord is gepubliseer in

**BYLAAG B VAN KENNISGEWING 187 IN DIE STAATSKOERANT VAN
15 FEBRUARIE 2002**

'n Afskrif van die vorm is 'n bylaag hiertoe gemerk "RAI".

**BYLAAG B VAN KENNISGEWING 187 IN DIE STAATSKOERANT
VAN 15 FEBRUARIE 2002**

VORM A**AANSOEK OM TOEGANG TOT REKORD VAN OPENBARE
LIGGAAM**

(Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000)
(Wet nr 2 van 2000)

(Bepaling 2)

VIR DEPARTEMENTELE GEBRUIK

Verwysnommer:

Aansoek ontvang deur (vul rang, naam en van van die inligtingsbeampte/tweede inligtingsbeampte in) op (datum) te (plek).

Aansoekfooi (indien enige): R : Kwit.nr:

Deposito (indien enige): R : Kwit.nr:

Toegangsfooi: R

HANDTEKENING VAN INLIGTINGSBEAMPTE/ASSISTENT
INLIGTINGSBEAMPTE

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Assistent Inligtingsbeampte:

B. Besonderhede van persoon wat toegang tot die rekord verlang

- (a) Die besonderhede van die persoon wat toegang tot die rekord verlang moet onder aangeteken word.
- (b) Verstrek 'n adres en/of faksnommer in die Republiek waarheen die inligting gestuur moet word.
- (c) Bewys van die hoedanigheid waarin die aansoek gemaak word, moet aangeheg word indien van toepassing.

Volledige name en van: Identiteitsnommer: Posadres:

Faksnommer: Telefoonnommer: E-pos-adres:

Hoedanigheid waarin die aansoek gemaak word, indien namens 'n ander persoon gemaak:

C. Besonderhede van persoon namens wie die versoek gemaak word

Hierdie gedeelte moet slegs ingevul word indien 'n inligtingsnavraag namens 'n ander persoon gemaak word.

Identiteitsnommer:

D. Besonderhede van rekord

- (a) Verstrek volledige besonderhede van die rekord waartoe toegang verlang word, insluitende die verwysingsnommer indien u dit ken, sodat die rekord gevind kan word.
- (b) Indien daar te min plek is, gaan asseblief op 'n aparte folio voort en heg dit aan hierdie vorm. **Die aansoeker moet alle addisionele folio's onderteken.**

1. Beskrywing van rekord of relevante deel van die rekord:
2. Verwysingsnommer, indien beskikbaar:
3. Enige verdere besonderhede van rekord:

E. Fooie

- (a) 'n Aansoek om toegang tot 'n rekord ander as 'n rekord wat persoonlike inligting oor uself bevat, sal slegs verwerk word nadat 'n aansoekfooie betaal is.
- (b) U sal in kennis gestel word van die bedrag wat as aansoekfooie betaalbaar is.
- (c) Die fooie wat betaalbaar is vir toegang tot 'n rekord hang van die vorm af waarin toegang verlang word en die redelike tyd wat nodig is om 'n rekord te soek en voor te berei.
- (d) Indien u vir vrystelling van die fooie kwalifiseer, dui asseblief die redes hiervoor aan.

F. Vorm van toegang tot rekord

Indien u deur 'n liggaamsgebrek daarvan weerhou word om die rekord in die toegangsvorm soos in 1 tot 4 hieronder aangedui te lees, daarna te kyk of daarna te luister, dui asseblief u liggaamsgebrek aan, asook die vorm waarin die rekord verlang word.

Liggaamsgebrek:		Vorm waarin rekord verlang word:	
Merk die toepaslike kassie met 'n "X"			
NOTAS:			
(a) U aanduiding van die verlangde toegangsvorm hang van die vorm af waarin die rekord beskikbaar is.			
(b) Toegang in die verlangde vorm kan onder sekere omstandighede geweier word. In so 'n geval sal u ingelig word indien toegang op 'n ander manier toegelaat word.			
(c) Die fooie wat vir toegang tot die rekord betaalbaar is, indien enige, sal gedeeltelik bepaal word deur die vorm waarin toegang verlang word.			
1. Indien die rekord in handgeskrewe of gedrukte vorm is:			
Kopie van rekord		Inspeksie van rekord	
2. Indien die rekord uit visuele beelde bestaan: (dit sluit foto's, skyfies, video-opnames, rekenaar-gegenereerde beelde, sketse, ens. in)			
Kyk na beelde	Kopie van die beelde*	Transkripsie van die beelde*	
3. Indien die rekord uit 'n klankopname bestaan of uit inligting wat deur middel van klank oorgedra kan word:			
Luister na die opname (oudiokasset)		Transkripsie van opname* (handgeskrewe of gedrukte dokument)	

4. Indien 'n rekord op 'n rekenaar of in 'n elektroniese of masjien-leesbare formaat gehou word:						
	Gedrukte kopie van rekord*		Gedrukte kopie van inligting wat uit die rekord verkry word*		Kopie in rekenaar-leesbare vorm* ("stiffie-" of kompakdisket)	
*Indien u 'n kopie of transkripsie van 'n rekord (bo) aangevra het, wil u hê dat die kopie of transkripsie aan u gepos word?					JA	NEE
'n Posfooi is betaalbaar.						
Let asseblief daarop dat indien die rekord nie in u taalvoorkeur beskikbaar is nie, toegang toegelaat kan word in die taal waarin die rekord beskikbaar is.						
In watter taal sou u die rekord verkies?						

G. Kennisgewing van besluit ten opsigte van aansoek om toegang

U sal skriftelik in kennis gestel word of u aansoek goedgekeur/geweier is. Indien u op enige ander manier hieroor in kennis gestel wil word, dui asseblief die manier aan en voorsien die nodige besonderhede sodat daar aan u versoek voldoen kan word.

Hoe sou u verkies om oor die besluit rakende u aansoek om toegang tot die rekord in kennis gestel te word?

Geteken op 200

HANDTEKENING VAN AANSOEKER/PERSOON NAMENS WIE DIE AANSOEK INGEDIEN WORD.

Asla Groep Pensioenfonds

("Fund")

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

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

A. CONTACT DETAILS

1. Head of the Fund:

Johannes Lodewicus Evert

2. Registrar of Pension Funds PF Number of the Fund:

12/8/19020

The registered address of the Fund:

Broadlands Road, Strand, 7140

3. The postal address of the Fund:

P.O. Box 118, Gordons Bay, 7151

4. The contact telephone number for the Fund:

021-8458335

5. The contact facsimile number for the Fund:

021-8458552

6. The e-mail address of the Head of the Fund:

bokkie@asla.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

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

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

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

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

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

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

E. AVAILABILITY OF THE MANUAL

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

F. DESCRIPTION OF RECORDS HELD BY THE FUND

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

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate -where applicable)
- Client / broker payment instruction (where applicable).
- Section 37D- deduction instruction (where applicable).
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- Insurance received -statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

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

Section 14 Transfers / Liquidations

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

Pensioners (where applicable):

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

Disability (if applicable):

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

Accounting records**If audit exempt:**

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

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

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the fund
- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000
(the Act) FOR **RJ SOUTHEY (PROPRIETARY) LIMITED**

Company Overview:

RJ SOUTHEY, founded in 1939, originally to offer an industrial painting service to the mines and to heavy industry, has now become the largest industrial painting and thermal insulation contracting company in South Africa. The company has also a number of interests in a range of diverse industrial companies ranging from ship repair to polystyrene packaging.

PART I

Name of Body: RJ SOUTHEY (PROPRIETARY) LIMITED including subsidiaries and associated companies, namely:-

DORMAC MARINE & ENGINEERING (PROPRIETARY) LIMITED
ISOLITE HOLDINGS (PROPRIETARY) LIMITED
PARKHOME MANUFACTURING (PROPRIETARY) LIMITED
XPANDA SECURITY (PROPRIETARY) LIMITED

Physical Address: 5 Clydebank Road, Bayhead, Durban,
KwaZulu-Natal, South Africa, 4001
Postal Address: P O Box 17070, Congella, 4013
Head of Body: Mr Barry John Roper Wickins
Telephone No: (+27) 031 205 13111
Fax No: (+27) 031 205 4450
E-mail: natal@southey.co.za

PART II

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

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PART III

Currently not applicable

PART IV

Records are kept in accordance with such other legislation as is applicable to **RJ SOUTHEY (PROPRIETARY) LIMITED**, which includes but is 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
Employment Equity Act 55 of 1998
Skills Development Levies Act 9 of 1999

PART V

Not Applicable.

A: Records that may be Requested**i. Operational Information**

Such information as is required for the day to day running of **RJ SOUTHEY (PROPRIETARY) LIMITED**. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

ii. Communications

Correspondence between persons within and without **RJ SOUTHEY (PROPRIETARY) LIMITED**.

iii. Website

RJ SOUTHEY (PROPRIETARY) LIMITED's Website address is www.southey.co.za and is accessible to anyone who has access to the Internet. The subsidiary website addresses are as follows:-

DORMAC MARINE & ENGINEERING (PTY) LTD - www.dormac.net
ISOLITE HOLDINGS (PTY) LTD - www.isolite.co.za
XPANDA SECURITY (PTY) LTD - www.xpanda.co.za

The Website(s) contain various categories of information relating to the company.

iv. Other Sources of Information

Not Applicable.

B: The Request Procedures

i. Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required 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 head of the private body.

ii. 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 require 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.

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- 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

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

PART VII

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **RJ SOUTHEY (PROPRIETARY) LIMITED**. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*. The manual is also published on **RJ SOUTHEY (PROPRIETARY) LIMITED'S** website referred to above.

PART VIII

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.

ZEBBIES ELECTRICAL (PTY) LTD
(Reg. No. 1962/000254/07)

**B. PARTICULARS IN TERMS OF
THE SECTION 51 MANUAL**

1. CONTACT DETAILS

Zebbies Electrical (Pty) Ltd.
 Shop 7
 Springfield Value Center
 Springfield Park
 Durban
 4001

Zebbies Electrical (Pty) Ltd.
 P.O. Box 2922
 Durban
 4000

Tel : 031 2630071
 Fax : 031 2630076
 Email : zebbies@sao1.com

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 4848300
 Fax: +27 11 4840582
 Website: www.sahrc.org.za
 Email: 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
- 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
- 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) Not applicable

(ii) Administration

- SABS Test reports
- Minutes of statutory meetings

Human Resources

- Employment contracts
- Remuneration records & policies
- Personnel files

Operations

- Operations manual
- Sales records

Finance

- Annual Financial Statements
- Vouchers
- Inventory records
- Fixed assets register

4 (iii) Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of 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 to pay the request fee. Every other requester, who is not a personal requester must pay the required request fee.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)]
- The fee that the requester must pay to the private body is R50. the requester may lodge an application to the court against the tender or payment of the request fee[s 54(3)(b)]
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

The manual is available for inspection at the offices of Zebbies Electrical (Pty) Ltd. free of charge and copies are available with the SAHRC and in the Government Gazette. The forms and fee structure can be obtained from the following websites www.sahrc.org.za or www.doj.gov.za

SECTION 51 MANUAL FOR WESTERN ICON 100 CC TRADING AS DEIMOS INFORMATION ENGINEERING

Introduction

This Company does computer systems and related systems consulting.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1 Contact Details

Physical Address: D23 Edingicht Duke Road Rondebosch 7700
Telephone: +27 21 6868631
Fax: NIL

2 The section 10 Guide on how to use the Act

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 4848300
Fax: +27 11 4840582
E-mail: PAIA@sahrc.org.za

3 Records available in terms of any other legislation

Client contact details are available.

Employee contracts and remuneration details are available for seven years.

Financial details of the Business are available for seven years.

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

- i No records of the practice are available without a person having to request access in terms of Act in terms of section 52(2) [Section 51 (1) (c)]
- ii Records listed in paragraph 3 may be requested .[Section 51 (1) (e)]
- iii The request procedures

Form of request:

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

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

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

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

Fees:

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

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

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

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

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

5 Other information as may be prescribed

6 Availability of the manual

The manual is available for the inspection at the offices of the practice free of charge; and copies are available with the SAHRC, and in the Government Gazette

SECTION 51 MANUAL FOR LIBRA SHELF CC**Introduction**

This Company deals in various aspects of the music industry.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1 Contact Details**

Postal Address: P.O. Box 714 Durbanville 7551
Telephone: +27 21 9762288
Fax: NIL

2 The section 10 Guide on how to use the Act

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 4848300
Fax: +27 11 4840582
E-mail: PAIA@sahrc.org.za

3 Records available in terms of any other legislation

Client contact details are available.

Employee contracts and remuneration details are available for seven years.

Financial details of the Business are available for seven years.

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

- i No records of the practice are available without a person having to request access in terms of Act in terms of section 52(2) [Section 51 (1) (c)]
- ii Records listed in paragraph 3 may be requested .[Section 51 (1) (e)]
- iii The request procedures

Form of request:

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

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

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

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

Fees:

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

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

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

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

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

5 Other information as may be prescribed

6 Availability of the manual

The manual is available for the inspection at the offices of the practice free of charge; and copies are available with the SAHRC, and in the Government Gazette

**SECTION 51 MANUAL FOR DRS E.L. BOUWER, D.M. VAN DER MERWE,
R.D. SHUTTLEWORTH**

Introduction

These registered General Surgeons practice in Association.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1 Contact Details

Physical Address: 201 Mediclinic Panorama 7500
Telephone: +27 21 9304413
Fax: +27 21 9305605

2 The section 10 Guide on how to use the Act

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 4848300
Fax: +27 11 4840582
E-mail: PAIA@sahrc.org.za

3 Records available in terms of any other legislation

Personal Patient records are available for Insurance purposes and inquiry.
Employee contracts and remuneration details are available for seven years.
Financial details of the Practice are available for seven years.

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

- i No records of the practice are available without a person having to request access in terms of Act in terms of section 52(2) *[Section 51 (1) (c)]*
- ii Records listed in paragraph 3 may be requested *.[Section 51 (1) (e)]*
- iii The request procedures

Form of request:

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

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

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

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

Fees:

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

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

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

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

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

5 Other information as may be prescribed

6 Availability of the manual

The manual is available for the inspection at the offices of the practice free of charge; and copies are available with the SAHRC, and in the Government Gazette

MANUAL OF PSG GROUP LIMITED

Registration no: 1970/008484/06

**(INCLUDING WHOLLY OWNED
SUBSIDIARIES PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 (“the Act”)**

**VERSION
NORTHERN SOTHO**

Tšebišo mabapi le boikopantšho

1. Ka moo o ka ikopanyago le CEO ya sehlopha sa PSG Limited
 - 1.1 Lepokoso la poso
P.O. Box 7403
Stellenbosch
7599
 - 1.2 Aterese ya mmila
1st Floor
Ou Kollege
35 Kerk Street
Stellenbosch
7600
 - 1.3 Nomoro ya mogala ya kgwebo
(021) 887-9602
 - 1.4 Nomoro ya fakese: (021) 887-9619
 - 1.5 Aterese ya e.mail:

Hle ikopanye le Morena Attie Swanepoel ge o ka ba le mathata mabapi le temana ya 7.

2. Go ya ka karolo ya lesome ya molao, tactši e tlo lokišwa ke ba SAHRC yeo e swerego tsebišo bjalo ka ge e ka nyakwa ke motho yoo a ratago go šomiša molao.
3. Tsebišo ye mpsha yeo e gatišitšwego go ya ka mareo a karolo ya 52 go dipego tša boithaopo tšeo di lego gona.
 - Tona ya Toka le molaotheo wa tšweletšopele, ga bjale ga se ya gatiša ye nngwe ya melawana go ya ka mareo a karolo ye.
4. Dipego tše di latelago tša sehlopha sa PSG le makalana ka moka a a thušago di gona go ya ka tumelelano ya hlabamelao ya maleba (go akaretša le molao wa mekgatlo, Molao wa nomoro ya 6 was 1973, Molao wa ditšeno tša motšhelo, Molao wa nomoro ya 58 was 1962, motšhelo wa mohola wo o okeditšwego, Molao wa nomoro ya 91 was 1964 – lenaneo le ga se la phetšo.
 - 4.1 Tokumente ya molao wa mekgatlo
 - 4.1.1 Memorantamo le diatekele tša lekgotla la PSG le mekgatlo ye mennyane yeo e swaraganego le PSG.
 - 4.1.2 Tokumente ya diphetšo le molaotheo wa mekgatlo.
 - 4.1.3 Ditefikeiti tša dišere tšeo di laetšago baswaradišere mo makalaneng.

4.2 Pego ya tša matlotlo/ditšhelete

- 4.2.1 Pego ya ditšhelete ya ngwaga, go tloga ka 1995.
- 4.2.2 Pego ya balaodi.
- 4.2.3 Pušetšo ya VAT.
- 4.2.4 Dipušetšo tša motšhelo wa ditseno le ditekanyetšo.
- 4.2.5 Lenaneotheo.
- 4.2.6 Ditšhupatefo.
- 4.2.7 Mangwalwana a morekišetšadikabelo therišano mabapi le dikabelo tše di ngwadilwego.
- 4.2.8 Dipušetšo tša madirelo lekgotla la Tikologo.
- 4.2.9 Rekoto ya tšhušumetšo ya trasete.
- 4.2.10 Dipušetšo tša SETA.
- 4.2.11 Dipušetšo tša ditšheke.

4.3 Methopo ya thušo ya botho

- 4.3.1 Tokumente yeo e amanago le thapišo le maemo a tša go thapiwa.
- 4.3.2 Keletšo ya mepušo.
- 4.3.3 Direkoto tša matsatši a go khutša, go khutša ka bolwetsi, go khutša ka boimana le go khutša go gongwe go go kgethegilego.
- 4.3.4 Dipušetšo tsa UIF.

4.4 Tekenolotši

- 4.4.1 Dingwalo tša khomputara.
- 4.4.2 Laesense ya software

4.5 Materiale wa papatšo

- 4.5.1 Matlakalana a tshedimošo.
- 4.5.2 Materiale wo mongwe wa papatšo.

5. Ditumelelano

- 5.1 Ditumelelano tša maleba tša kgwebo le ditšhelete tša sehlopha sa PSG.
- 5.2 Ditumelelano tša thwalo/go thapiwa.
- 5.3 Kwano ya kamogetšano le thekišo.

6. Lenaneothušo

- 6.1 Ga bjale sehlopha sa PSG se na le tokumente ya tše dingwe tšeo se di laolago bjalo ka:
 - Tirelo ya tša ditšhelete ya PSG Limited.
 - Tirelo ya tša tirišano ya PSG Limited.
 - Tirišano ya tša go gweba ya PSG Limited.

- PSG Channel Holdings Limited.
- Maitekelo a kgwebo ka dipeeletšo.

6.2 Mokgwa wa go ikopanya le makalana ao a ka godimo o swana le wo o lego go 1.

7. Kgopelo ya ditsebišo

7.1 Hle ela hloko gore tsebišo ye nngwe o ka ba le tokelo go yona bjalo ka ge e boletšwe molaong, gomme dikgopelo di swanetše go sepedišana le tefo ye e kgethetšwego molao.

7.2 Gape o dumeletše go ka ikopanya le SAHRC ka ditsebišo tše dingwe mo nomorong ye ya mogala: (011) 484-8300 goba o ka etela wepesite go www.sahrc.org.za.

7.2.1 Go letefatša tšwelopele, o kgopelwa go diriša www.sahrc.org.co.za goba ka molawana wa www.doj.gov.za

7.2.2 O kgopelwa go neelana ka tshedimošetšo ye e kgodišago ka botlalo gore mokgatlo wa PSG o kgone go bonagatša:

- Direkoto tše o di kgopetšego.
- Mokgopedi (ge e ba ke morekišetsi yo a beago kgopelo, go nyakega bohlatse bja boteng).
- Mokgwa wa go ikopanya le wena ka botlalo.
- Tokelo yeo o nyakago go e šomiša goba go šireletša hlalošo ya rekoto.

HANDLEIDING VAN PSG GROEP BEPERK
Registrasienuommer : 1970/008484/06
(INGESLUIT VOLFILIALE)
PRIVAATLIGGAAM

OPGESTEL IN TERME VAN ARTIKEL 51
VAN DIE WET OP BEVORDERING VAN TOEGANG
TOT INLIGTING, WET 2 VAN 2000
("die Wet")

Uitgereik op 14 Mei 2002

INLIGTING AANGAANDE KONTAKBESONDERHEDE

1. Kontakbesonderhede van die Uitvoerende Beampte van PSG Groep Beperk ("PSG Groep")
 - 1.1 Posadres:
Posbus 7403
Stellenbosch
7599
 - 1.2 Straatadres:
1^{ste} Vloer
Ou Kollege
35 Kerkstraat
Stellenbosch
7600
 - 1.3 Besigheidstelefoonnomer: (021) 887-9602
 - 1.4 Besigheidsfaksnommer: (021) 887-9619
 - 1.5 Eposadres: atties@psg.co.za
2. In terme van Artikel 10 van die Wet sal 'n handleiding / gids deur die Suid-Afrikaanse Menseregterkommissie opgestel word wat sodanige inligting bevat as wat 'n persoon benodig wat die Wet mag gebruik.
3. Tot op datum is daar nog nie enige regulasies deur die Minister van Justisie en Konstitusionele Ontwikkeling gepubliseer nie.
4. Die volgende rekords van PSG Groep en sy volfiliale is beskikbaar in terme van die relevante wetgewing (ingesluit die Maatskappywet, Wet 6 van 1973, die Inkomstebelastingwet, Wet 58 van 1962, die Wet op Belasting op Toegevoegde Waarde, Wet 91 van 1964 – die lys is nie onbeperk nie):
 - 4.1 Statutêre Dokumentasie:
 - 4.1.1 Memorandum en Akte van oprigting van PSG Groep en al sy volfiliale;
 - 4.1.2 Maatskappyresolusies en statutêre dokumentasie;
 - 4.1.3 Aandelesertifikate wat aandeelhouding in filiale aandui;
 - 4.2 Finansiële rekords:
 - 4.2.1 Jaarlikse finansiële verslae vanaf 1995;
 - 4.2.2 Bestuursverslae;
 - 4.2.3 BTW opgawes;
 - 4.2.4 Inkomstebelastingopgawes en aanslae;
 - 4.2.5 Fakture;
 - 4.2.6 Kwitansies;

- 4.2.7 Makelaarsnotas in verband met transaksies in genoteerde aandele;
- 4.2.8 Streeksdiensterade opgawes;
- 4.2.9 Aandeleaansporingskemas;
- 4.2.10 SETA opgawes;
- 4.2.11 Tjekteenblaaië;
- 4.3 Menslike Hulpbronne
 - 4.3.1 Dokumentasie met betrekking tot dissiplinere kodes en diensvoorwaardes van werknemers;
 - 4.3.2 Salarisadviesstrokie;
 - 4.3.3 Rekords aangaande verlof, siekverlof, kraamverlof en spesiale verlof;
 - 4.3.4 Werkloosheidsversekeringsfondsrekords;
- 4.4 Tegnologie:
 - 4.4.1 Rekenaarliteratuur;
 - 4.4.2 Sagtewarelisensies;
- 4.5 Bemarkingsmateriaal:
 - 4.5.1 Brosjures en inligtingstukke;
 - 4.5.2 Ander bemarkingsmateriaal.
- 5. Ooreenkomste
 - 5.1 Ooreenkomste wat van toepassing is op PSG Groep besigheid en die finansiering daarvan;
 - 5.2 Dienskontrakte;
 - 5.3 Koop-en verkoopooreenkomste.
- 6. Volfilliale
 - 6.1 Huidiglik het PSG Groep die volgende volfilliale welke maatskappye se dokumentasie in PSG Groep se besit of onder hulle beheer is soos onder andere aangedui hierbo en bestaan uit:
 - PSG Financial Services Beperk;
 - PSG Corporate Services (Edms) Beperk;
 - PSG Corporate Trading (Edms) Beperk;
 - PSG Channel Holdings Beperk;
 - Business Venture Investments No 366 (Edms) Beperk.

Die PSG Groep mag van tyd tot tyd die inligting op sy webtuiste opdateer en daar word aanbeveel dat u dit nagaan of PSG Groep kontak indien u enige iets wil bevestig.

6.2 Die kontakbesonderhede van die boegenoemde volfiliale is dieselfde as 1 hierbo.

7. Versoek tot verdere inligting

7.1 Let asseblief daarop dat sommige inligting vertroulik mag wees soos uiteengesit in die Wet en enige versoek moet vergesel gaan van die voorgeskrewe fooi soos per die Wet.

7.2 U kan te enige tyd die SAHRC kontak vir verdere inligting by Tel : 011 – 484 8300 of Faks 011 – 484 0582 of besoek hulle webtuiste by www.doj.gov.za.

7.2.1 Ten einde die aansoek te fasiliteer gebruik asseblief die voorgeskrewe vorm by www.sahrc.org.co.za of onder regulasies by www.doj.gov.za

7.2.2 Verskaf asseblief voldoende besonderhede ten einde PSG Groep instaat te stel om die volgende te identifiseer:

- die rekords wat u verlang;
- die aansoeker (indien 'n agent dit indien, bewys van kapasiteit);
- u persoonlike kontak besonderhede;
- die reg wat u wil uitoefen of beskerm met 'n verduideliking van die redes hoekom die inligting verlang word om die reg te oefen of te beskerm.

MANUAL OF ROSE AVENUE MOTORS (PTY) LTD.

(TRADING AS LENASIA SHELL)

REG. NO. 82/02734/07

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

1. CONTACT DETAILS OF THE PRIVATE BODY

- 1.1 Name of Body: Rose Avenue Motors (trading as Lenasia Shell)
- 1.2 Physical Address: 262 Rose Avenue, Lenasia, Ext. 5
- 1.3 Telephone: 011 854 1005 Facsimile: 011 854 1005
- 1.4 Head of Body: Mr. Abdool Aziz Gani
- 1.5 Designated Information Officer: Mr. Abdool Aziz Gani

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-
 - 2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 how to lodge a court application against a decision of a head of a private body;
 - 2.1.3 what fees are payable for accessing documentation; and
 - 2.1.4 information that has been voluntarily disclosed by the private body.
- 2.2 The contact details of the South African Human Rights Commission are as follows:
 - PAIA Unit
 - The Research and Documentation Department
 - Postal Address: Private Bag 2700, Houghton, 2041
 - Telephone: +27 11 484-8300
 - Facsimile: +27 11 484-0582
 - Website: www.sahrc.org.za
 - E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

- 4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may also request information which is available in terms of other legislation such as the following:-

- 4.1.1 The Motor Industry Main Agreement (in terms of The Labour Relations Act 66 of 1995);
- 4.1.2 The Companies Act 61 of 1973;
- 4.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.4 Employment Equity Act 55 of 1998;
- 4.1.5 The Income Tax Act 58 of 1962;
- 4.1.6 Value Added Tax Act 89 of 1991;
- 4.1.7 Occupational Health and Safety Act 85 of 1993;
- 4.1.8 Regional Services Councils Act 109 of 1985;
- 4.1.9 Skills Development Levies Act 9 of 1999;
- 4.1.10 Unemployment Insurance Act 63 of 2001.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

- 5.1 The subject matter on which the private body holds records is the following:-
 - 5.1.1 Financial related documents;
 - 5.1.2 Regional Services Council records;
 - 5.1.3 Shareholder Agreement;
 - 5.1.4 Annual Financial Statements;
 - 5.1.5 Industrial Council's records;
 - 5.1.6 Training records;
 - 5.1.7 Software program;
 - 5.1.8 Software applications.
- 5.2 The body also has the following subjects of information:-
 - 5.2.1 Personnel records;
 - 5.2.2 Operational Information.

**MANUAL OF SWEETPINE TRADING CC.
(TRADING AS SOUTH WEST MOTORS)**

REG. NO. 2001/014400/23

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

1. CONTACT DETAILS OF THE PRIVATE BODY

- 1.1 Name of Body: Sweetpine Trading CC (trading as South West Motors)
- 1.2 Physical Address: Banglore Street, Lenasia, Ext 11A
- 1.3 Telephone: 011 854 9733 Facsimile: 011 854 1005
- 1.4 Head of Body: Mohamed Zuneid Gani
- 1.5 Designated Information Officer: Abdool Aziz Gani

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-

- 2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
- 2.1.2 how to lodge a court application against a decision of a head of a private body;
- 2.1.3 what fees are payable for accessing documentation; and
- 2.1.4 information that has been voluntarily disclosed by the private body.

- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Facsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may also request information which is available in terms of other legislation such as the following:-

- 4.1.1 The Motor Industry Main Agreement (in terms of The Labour Relations Act 66 of 1995);
- 4.1.2 The Companies Act 61 of 1973;
- 4.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.4 Employment Equity Act 55 of 1998;
- 4.1.5 The Income Tax Act 58 of 1962;
- 4.1.6 Value Added Tax Act 89 of 1991;
- 4.1.7 Occupational Health and Safety Act 85 of 1993;
- 4.1.8 Regional Services Councils Act 109 of 1985;
- 4.1.9 Skills Development Levies Act 9 of 1999;
- 4.1.10 Unemployment Insurance Act 63 of 2001.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

5.1 The subject matter on which the private body holds records is the following:-

- 5.1.1 Financial related documents;
- 5.1.2 Regional Services Council records;
- 5.1.3 Documents of Incorporation;
- 5.1.4 Annual Financial Statements;
- 5.1.5 Industrial Council's records;
- 5.1.6 Training records;
- 5.1.7 Software program;
- 5.1.8 Software applications.

5.2 The body also has the following subjects of information:-

- 5.2.1 Employment records;
- 5.2.2 Operational Information.

MANUAL OF AYESHA GANI

(TRADING AS NAZIA'S)

ID. NO. 451208 0078 082

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

1. CONTACT DETAILS OF THE PRIVATE BODY

- 1.1 Name of Body: Ayesha Gani (trading as Nazia's)
- 1.2 Physical Address: 262 Rose Avenue, Lenasia, Ext. 5
- 1.3 Telephone: 011 854 1005 Facsimile: 011 854 1005
- 1.4 Head of Body: Ayesha Gani
- 1.5 Designated Information Officer: Ayesha Gani

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-

- 2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
- 2.1.2 how to lodge a court application against a decision of a head of a private body;
- 2.1.3 what fees are payable for accessing documentation; and
- 2.1.4 information that has been voluntarily disclosed by the private body.

- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Facsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may also request information which is available in terms of other legislation such as the following:-

- 4.1.1 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.2 The Income Tax Act 58 of 1962;
- 4.1.3 Value Added Tax Act 89 of 1991;
- 4.1.4 Occupational Health and Safety Act 85 of 1993;
- 4.1.5 Regional Services Councils Act 109 of 1985;
- 4.1.6 Unemployment Insurance Act 63 of 2001.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

5.1 The subject matter on which the private body holds records is the following:-

- 5.1.1 Financial related documents;
- 5.1.2 Annual Financial Statements;
- 5.1.3 Software program;
- 5.1.4 Software applications.

5.2 The body also has the following subjects of information:-

- 5.2.1 Personnel records;
- 5.2.2 Operational Information.

HK van Dillen t/a van Dillen Safaris

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

Activities undertaken by this private body include provision of accommodation, sale of game and general farming.

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.

Our details

Full Name	:	HK van Dillen t/a van Dillen Safaris
Registration Number	:	Sole proprietary
Address	:	14 William Road Charlo, Port Elizabeth, 6070
Telephone Number	:	041 3672609
Head/CEO	:	HK van Dillen

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. Please direct any queries to

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

Information available in terms of the Act

1. Categories of Information

(a) ACCOUNTING RECORDS

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

(b) STATUTORY EMPLOYEE RECORDS

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

(c) FIXED PROPERTY

(i) Title Deeds;

(d) TAXATION

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

(e) INSURANCE

(i) Insurance policies;

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

2. Procedure for requesting access to the above information

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

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

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

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

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

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
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991

Information automatically available

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

1. Pamphlets / Brochures.

UNIVERSITY OF CAPE TOWN
RETIREMENT FUND

**MANUAL PREPARED IN TERMS OF
SECTION 51 OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT, 2000**

February 2003

The following information is provided by the University of Cape Town Retirement Fund ("the UCTRF") in compliance with Section 51 of the Promotion of Access to Information Act, 2000 ("the Act").

The UCTRF is a pension fund as defined in the Pension Funds Act 24 of 1956. The Fund is a private body as defined in the Promotion of Access to Information Act, 2000.

1. Contact Details of the Fund

University of Cape Town Retirement Fund

Registration Number in terms of the Pension Funds Act: 12/8/31582/2

Head of the Fund: Principal Officer Mrs M Tainton

Registered/Postal Address Bremner Building, University of Cape Town, Private Bag, Rondebosch, 7701

Telephone Number: (021) 650 3028

Telefax Number: (021) 650 4778

E-mail Address: permt@bremner.uct.ac.za

2. South African Human Rights Commission guide to the Act

In terms of section 10 of the Act, the Human Rights Commission is required, before August 2003, to issue a guide to assist a person wishing to exercise any right contemplated in the Act.

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

Human Rights Commission

Postal Address: Private Bag 2700 Houghton 2041

Telephone Number: (011) 484 8300

Telefax Number: (011) 484 0582

Website: www.sahrc.org.za

3. Records available in terms of the Pension Funds Act, 1956 without a person having to request access in terms of the Act

- (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 1 above) at no charge:

- (i) the documents referred to in (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 contact details are as follows:

Registrar of Pension Funds

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

4. Description of Records held by the Fund

(a) Fund Records

- (i) Rules of the Fund
- (ii) Financial Service Board registration and SARS approval certificates
- (iii) Investment documents including strategy, mandates and manager contracts
- (iv) Re-insurance contracts and fidelity and indemnity cover contract
- (v) Contracts with service providers: Administrator, Actuary and Auditor
- (vi) Agendas and minutes of Trustee and sub-committee meetings
- (vii) Register of Trustees
- (viii) Accounting records including annual financial statements
- (ix) Statutory valuation reports
- (x) Correspondence with members and external parties

(b) Member Records

- (i) Member communications including member explanatory booklets
- (ii) Member personal details including (but not necessarily limited to): date of birth, gender, marital status, medical information, pensionable remuneration, contribution history, Fund credit, housing loan details, beneficiary nomination form, claim form, tax directive, death certificate,

Some of the above records, especially those containing personal information relating to individual members of the Fund, may be subject to a confidentiality agreement between the Fund and the sponsoring Employers of the Fund.

5. Availability of the manual

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see 1. above). A copy is also available from the Human Rights Commission (see 2. above).

PROMOTION OF ACCESS TO INFORMATION ACT

- **Prescribed form for requesting information**
- **Prescribed fees for the provision of information**

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))

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:					
<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**

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.

SECTION 51 MANUAL FOR LDS CONSULTING SERVICES CC

4. CONTENTS

1. Contents
2. Introduction to dormant LDS CONSULTING SERVICES CC
3. Particulars in terms of section 14
 - A. Contact Details (Section 14(1)(b))
 - B. The section 10 Guide on how to use the Act
 - C. Voluntary Disclosures Notice in terms of Section 52
 - F. Description of Records of the CC which are available in accordance with other Legislation (Section 14(1)(i))
 - G. Access to the Records held by the CC (Section 14(1)(d))

5. INTRODUCTION TO ERF 27238 WEST BEACH CC

The business of the CC pertains to Quality Assurance and work offered by a Quality Control Consultant but has been dormant since registration with the Registrar of Close Corporations.

6. PARTICULARS IN TERMS OF SECTION 14

F. Contact Details (Section 14(1)(b))

Public Officer:	Mr Derrick Walter Douglass (Member)
Accounting Officer:	Mrs Lynn Douglass
General Information:	
Address:	19 Balmoral Road West Beach 7441
Postal Address:	PO Box 60858 Flamingo Square 7439
Telephone:	+27 21 554-0182
General Enquiries:	lynn_douglass@yahoo.com

G. 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.

H. Voluntary Disclosures Notice in terms of Section 52

Founding Statement and Annual Financial Statements comprising a Balance Sheet and relevant notes.

I. Description of Records of the CC which are available in accordance with other Legislation (Section 14(1)(i))

Founding Statement and Annual Financial Statements comprising a Balance Sheet and relevant notes.

J. Access to the Records held by the CC

The Public Officer –

- ◆ Will during office hours and upon request, make available for public inspection a copy of the manual.
- ◆ May, in respect of a request for a copy of the manual or part thereof which is made available at the physical address of the CC, charge the relevant fee as prescribed in the Act.

Form of Request

- ◆ A requester must use the form that has been printed in the Government Gazette (Govt. Notice R187 – 15 February 2002 Form A) as contemplated in section 53(1) of the Act.

SECTION 51 MANUAL FOR ERF 27238 WEST BEACH CC

1. CONTENTS

1. Contents
2. Introduction to dormant ERF 27238 WEST BEACH CC
3. Particulars in terms of section 14
 - A. Contact Details (Section 14(1)(b))
 - B. The section 10 Guide on how to use the Act
 - C. Voluntary Disclosures Notice in terms of Section 52
 - D. Description of Records of the CC which are available in accordance with other Legislation (Section 14(1)(i))
 - E. Access to the Records held by the CC (Section 14(1)(d))

2. INTRODUCTION TO ERF 27238 WEST BEACH CC

This CC pertains to the primary residence of its members and is dormant.

3. PARTICULARS IN TERMS OF SECTION 14

A. Contact Details (Section 14(1)(b))

Public Officer:	Mr Derrick Walter Douglass (Member)
Accounting Officer:	Mrs Lynn Douglass (Member)
General Information:	
Address:	19 Balmoral Road West Beach 7441
Postal Address:	PO Box 60858 Flamingo Square 7439
Telephone:	+27 21 554-0182
General Enquiries:	lynn_douglass@yahoo.com

B. 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.

C. Voluntary Disclosures Notice in terms of Section 52

Founding Statement and Annual Financial Statements comprising a Balance Sheet and relevant notes.

D. Description of Records of the CC which are available in accordance with other Legislation (Section 14(1)(i))

Founding Statement and Annual Financial Statements comprising a Balance Sheet and relevant notes.

E. Access to the Records held by the CC

The Public Officer –

- ♦ Will during office hours and upon request, make available for public inspection a copy of the manual.
- ♦ May, in respect of a request for a copy of the manual or part thereof which is made available at the physical address of the CC, charge the relevant fee as prescribed in the Act.

Form of Request

- ♦ A requester must use the form that has been printed in the Government Gazette (Govt. Notice R187 – 15 February 2002 Form A) as contemplated in section 53(1) of the Act.

AVENTIS PHARMA (PTY) LTD

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

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

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

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

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

MIDRAND.

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

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

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

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

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

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

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

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

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

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

Records are kept in accordance with the following legislation:

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

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

- Any request for access to records held by the Company must be addressed to the head of the Company at the address, telefax or e-mail address stated above.
- Such request must contain sufficient particulars to enable the head of the Company to identify the requestor and identify the record or the records being requested. The requestor must indicate the form of access which is required as well as the contact details of the requestor.
- The request must specifically detail the right the requestor is seeking to exercise or protect in terms of section 50(1)(a) and provide an explanation as to why the requested record is required for the exercise or protection of such right.
- Where the request is made on behalf of another individual, the requestor must submit proof to the reasonable satisfaction of the head of the Company that he or she has capacity to make such request.
- The prescribed fee will be charged for every request for access to records. In addition, the prescribed fees for copying will be charged.

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

The Company has the following records:

- **Company Secretarial Records**
Memorandum and Articles of Association;
Company policy statements;
Company resolutions;
Registers;
Minutes of Board Meetings; and
Share Certificates.
- **Human Resources Records**

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20/2/2003

Employment and independent contractor contracts;
Policies, Procedures and Forms;
Personnel files;
Payslip records (5 years);
Recon of all ledgers and Employee Benefit Remittances and company levies;
Employment Equity Plan; and
Retirement Fund Rules.

- **Operational Records**

Client information;
Client agreements;
Client reports; and
Products and services information.

- **Financial Records**

Financial Statements;
Monthly trial balances and reconciliations;
Books of accounts;
Budgets and forecasts;
Bank account statements;
Invoices, statements and credit notes; and
Creditors statements and invoices.

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

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

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

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

MANUAL OF
COCA-COLA SOUTHERN AND EAST AFRICA (PTY)
LIMITED
(REGISTRATION NUMBER 1986/003669/07)

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MANUAL OF COCA-COLA SOUTHERN AND EAST AFRICA (PROPRIETARY) LIMITED**1. INTERPRETATION**

In this Document –

- 1.1 Clause headings are for convenience only and shall not be used in its interpretation;
- 1.2 Unless the context clearly indicates a contrary intention, an expression which denotes any gender includes the other genders, a natural person includes an artificial or juristic person and vice versa and the singular includes the plural and vice versa;
- 1.3 The following expressions shall unless the context clearly indicates a contrary intention, bear the meanings assigned to them below and related expressions bear corresponding meanings -
 - 1.3.1 **"this/the Document"** - this document together with all its annexures, as amended from time to time and "Manual" shall have a corresponding meaning;
 - 1.3.2 **"Act"** - the Promotion of Access to Information Act No 2 of 2000, as amended from time to time including, the regulations promulgated in terms thereof;
 - 1.3.3 **"Business Day"** - any day which is not a Saturday, Sunday or official public holiday in the Republic of South Africa;
 - 1.3.4 **"CCSEA"** - Coca-Cola Southern and East Africa (Proprietary) Limited (Registration Number 1986/003669/07), a private limited liability company duly incorporated and registered in accordance with the laws of the Republic of South Africa;
 - 1.3.5 **"Information Officer"** – the person appointed by CCSEA and duly authorised by the Head of CCSEA to facilitate or assist the Head of CCSEA with any request for access in terms of the Act, whose name and contact details appear in paragraph 3.2;
 - 1.3.6 **"Requester"** – any person making a request for access to a record of CCSEA. The requester may be a personal requester making a request for access to a record relating to such person or a person requesting access to a record on behalf of another person as contemplated in section 1 of the Act.
- 1.4 Any reference to any legislation or regulation shall be a reference to such legislation or regulation as at the date of publication of this Manual in the Government Gazette and as amended or re-enacted from time to time.
- 1.5 When any number of days is prescribed such number shall exclude the first and include the last day unless the last day falls on a Saturday, Sunday or public holiday in the Republic of South Africa, in which case the last day shall be the next succeeding Business Day.
- 1.6 Should there be a conflict in the interpretation or application of any provision of this Document and the Act, the Act shall prevail.
- 1.7 This Document does not purport to be exhaustive of or comprehensively deal with every procedure provided for the Act. A Requester is advised to familiarise himself with the provisions of the Act before lodging any request for access to a record with CCSEA.

2. PURPOSE

This Manual is intended to assist in facilitating requests for access to records of CCSEA, in order to give effect to transparency and the constitutional right of access to information held by CCSEA as provided for in the Act.

3. DETAILS AND CONTACT INFORMATION OF CCSEA**3.1 Contact details of the Head of CCSEA**

Mr Douglas Jackson (Chief Executive Officer)

Physical Address: 9 Junction Avenue,
Parktown, 2193
Postal Address: P O Box 9999
Johannesburg 2000

Telephone: (011) 644-0666
 Fax: (011) 644-0711

3.2 Contact details of the Information Officer

Mr Alexander Maditsi

Physical Address: 9 Junction Avenue,
 Parktown, 2193
 Postal Address: P O Box 9999
 Johannesburg 2000
 Telephone: (011) 644-0666
 Fax: (011) 644-0711
 E-mail: amaditsi@afriko.com

4. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE

4.1 The SAHRC is required to compile a guide in terms of section 10 of the Act, which guide shall contain information to assist any person who wishes to exercise any right as contemplated in the Act.

4.2 The SAHRC guide will be available from the offices of the SAHRC by not later than August 2003. Any enquiries relating to the SAHRC guide must be directed to:

Promotion of Access to information Unit
 SAHRC
 Private Bag 2700
 Houghton 2041

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

5. THE LATEST NOTICE IN TERMS OF SECTION 52(2) OF THE ACT RELATING TO RECORDS THAT ARE AUTOMATICALLY AVAILABLE AND WHICH NEED NOT BE FORMALLY REQUESTED IN TERMS OF THE ACT

As at the date of this Manual the Minister of Justice and Constitutional Development has not yet published any regulations in terms of this section.

6. RECORDS THAT ARE AVAILABLE TO ALL EMPLOYEES OF CCSEA ONLY AND THE GENERAL PUBLIC

6.1 The following records are automatically available to all employees of CCSEA (hereinafter referred to as the "employees") –

6.1.1 Personal records of the employees (including, but not limited to, employment history and health records) are available to the employee to whom the file relates.

6.1.2 Records of disciplinary hearings and related matters are available to the employees to whom they relate.

6.1.3 Internal Policies and Procedures are available to all employees.

6.1.4 Disciplinary Rules and Procedures of CCSEA are available to all employees.

6.1.5 The Code of Business Conduct booklet is available to all employees from the Human Resources Department.

6.2 The following records are automatically available to the general public and all employees, and may be viewed on request at the offices of CCSEA without following the formal procedure outlined in paragraph 10 below –

6.2.1 The Procurement Policy and Procedure of CCSEA.

6.2.2 The Coca-Cola Company Supplier Guiding Principles.

6.3 Information of a general nature relating to products of The Coca-Cola Company in South Africa can be obtained on the Consumer Centre information hotline at 0860112526.

- 6.4 Interested parties are requested to make arrangements with the Information Officer during office hours to view any aspect of the records referred to in paragraph 6.2.

7. RECORDS HELD BY CCSEA IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d)

The following records are held by CCSEA in terms of relevant legislation (including, but not limited to, the Companies Act 61 of 1973 ("Companies Act"), the Basic Conditions of Employment Act 75 of 1997, the Income Tax Act 58 of 1962, the Unemployment Insurance Act 30 of 1966, the Value-Added Tax Act 89 of 1991, the Basic Conditions of Employment Act 75 of 1997, the Compensation for Occupational Diseases Act 130 of 1993, the Employment Equity Act 55 of 1998 and the Skills Development Act 97 of 1998).

7.1 Statutory Company records

7.1.1 Memorandum and articles of association of CCSEA.

7.1.2 Documents of incorporation and registration, and related company secretarial documents.

7.2 Human Resources Records

7.2.1 Information relating to employee training and development.

7.2.2 Skills Development Plan of CCSEA

7.2.3 Records relating to employee recruitment and information on selection process, appointment and employee remuneration and benefits.

7.2.4 The Employment Equity Policy of CCSEA.

7.2.5 Returns on UIF and Skills development levy.

7.2.6 Employee contracts and conditions of employment relating to the employees.

7.3 Financial Records

7.4 Technical Records and Statutory Intellectual Property Records

7.4.1 Product records.

7.4.2 Statutory product approval records.

7.4.3 Trade mark and other intellectual property registration records.

7.5 Marketing Records

7.6 Public Affairs Records

7.7 Information Technology Records

7.8 Records relating to compliance by CCSEA (to the extent necessary) with statutory obligations in terms of relevant legislation (including, but not limited to, the Companies Act, the Occupational Health and Safety Act 85 of 1993, the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and any other applicable environmental legislation).

8. RECORDS OF THIRD PARTIES

All records held by CCSEA relating, inter alia, to CCSEA's business relationship and dealings with third parties including, correspondence, business and contractual records.

9. FEES

9.1 The Act prescribes the following fees –

9.1.1 For a copy of the Manual, R1,10 is payable for every photocopy of an A4 size page or part thereof.

9.1.2 Where the Requester is requesting a record on behalf of another person (i.e. any person other than a personal requester), a request fee of R50,00 is payable.

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9.1.3 Reproduction costs.

9.1.4 Access fees, which must be calculated by taking into account the cost of searching and preparation, reproduction and postal costs.

9.2 The fees for reproduction are as follows -

9.2.1	For every photocopy of an A4 size page or part thereof	R1,10
9.2.2	For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	R0,75
9.2.3	For a copy in a computer-readable form -	
	(i) stiffy disc	R7,50
	(ii) compact disc	R70,00
9.2.4	A transcription of visual images, for an A4 size page or part thereof	R40,00
9.2.5	For a copy of visual images	R60,00
9.2.6	For a transcription of an audio record, for an A4 size page or part thereof	R20,00
9.2.7	For a copy of an audio record	R30,00

9.3 If the Head of CCSEA grants the Requester access as requested, the Requester is required in terms of the Act to pay an access fee (set out below), the fees for reproduction set out in paragraph 9.2, the fees for searching and preparation and the cost for reasonable time spent in searching and preparation of the record, in excess of the prescribes hours in terms of the Act. The following are the applicable access fees -

9.3.1	For every photocopy of an A4 size page or part thereof	R1,10
9.3.2	For every printed copy of an A4 size or part thereof held on a computer or in electronic or machine readable form	R0,75
9.3.3	For a copy in a computer-readable form on -	
9.3.3.1	stiffy disc	R7,50
9.3.3.2	compact disc	R70,00
9.3.3.3	for a transcription of visual images, for an A4 size page or part thereof	R40,00
9.3.3.4	for a copy of visual images	R60,00
9.3.3.5	for a transcription of an audio record, for an A4 size or part thereof	R20,00
9.3.3.6	for a copy of an audio record	R30,00

9.4 If the Requester requires a copy of the record to be posted, the actual postal cost or fee is payable.

9.5 If CCSEA is required to search for and prepare the record for disclosure, R30,00 is payable for each hour or part of an hour reasonably required for such search and preparation.

Note: Please note that in terms of regulation 13 to the Act, Value-Added Tax in terms of the Value-Added Tax Act 89 of 1991 must be added to the above fees.

10. PROCEDURE FOR REQUESTING INFORMATION OR RECORD NOT AUTOMATICALLY AVAILABLE

10.1 A request for access must be made on the Request Form. A copy of the Request Form is attached hereto marked annexure "A" (the "Request Form")

- 10.2 The Request Form should be submitted to the Information Officer at the address and contact details set out in paragraph 3.2 and must be completed with sufficient particularity to enable the Information Officer to identify –
- 10.2.1 the record required by the Requester;
 - 10.2.2 the identity and contact details (including, the postal address, telephone and fax numbers) of the Requester;
 - 10.2.3 the form of access which is required.
- 10.3 The Requester must also state clearly in the Request Form the nature of the right to be exercised or protected, and why the record is necessary for the exercise or protection of such right.
- 10.4 The same procedure as set out in paragraph 10.1 to 10.3 applies if the Requester is requesting information on behalf of another person.
- 10.5 The following fees should accompany the Request Form when it is submitted to the Information Officer –
- 10.5.1 R50,00 (where the request is made on behalf of another person);
 - 10.5.2 If the Head of CCSEA or the Information Officer is of the opinion that six (6) hours will be exceeded to search, reproduce and/or prepare the information or record requested, a deposit equal to one-third of an amount of R30,00 for each hour or part thereof exceeding the aforementioned six (6) hours is payable.
- 10.6 The Head of CCSEA shall as soon as reasonably possible, but within thirty (30) days after the request for access has been received, decide whether or not to grant access to the requested record.
- 10.7 The Requester will be notified of the decision of CCSEA in the manner indicated by the Requester in the Request Form.
- 10.8 If the request for access is granted, the Requester will be informed accordingly by the Information Officer who will also advise the Requester in the manner stipulated by the Requester in the Request Form, of –
- 10.8.1 the access fee to be paid for the information or record (in accordance with paragraph 9.3); and
 - 10.8.2 the format and manner in which access will be granted.
- 10.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 10.10 If a request for access to a record is refused on any ground other than as provided for in the Act and in paragraph 12 below, the Head of CCSEA or the Information Officer will advise the Requester in writing in a notice of refusal. The notice of refusal shall state –
- 10.10.1 the reasons for the refusal;
 - 10.10.2 that the Requester may lodge an appeal with the High Court of South Africa against the refusal for access including, the period for lodging of such an appeal.
- 10.11 If access to a record has been refused by the Head of CCSEA, the deposit paid by the Requester will be refunded to the Requester.
- 10.12 If the Head of CCSEA or the Information Officer fails to respond within thirty (30) days after a request for access has been received, it shall be deemed in terms of section 58 read together with section 56(1) of the Act that the Head of CCSEA or the Information Officer has refused the request for access.
- 10.13 The Head of CCSEA may decide to extend the period of thirty (30) days referred to in paragraph 10.6 ("original period") for another period of not more than thirty (30) days if –
- 10.13.1 the request for access is for a large number of records; and/or
 - 10.13.2 the search for the record is to be conducted at premises not situated in the same town or city as the head office of CCSEA; and/or

10.13.3 consultation among divisions or departments of CCSEA is required to locate the record; and/or

10.13.4 the Requester consents to such an extension in writing; and/or

10.13.5 the parties agree in any other manner to such an extension.

10.14 Should CCSEA require an extension of time, the Requester shall be informed in the manner stipulated in Request Form of the reasons for the extension.

10.15 Please note that the decision of the Head of CCSEA is final and CCSEA does not have internal appeal procedures. In the event of access being refused by the Head of CCSEA, a Requester must pursue the appeal procedures in terms of the Act.

10.16 The Requester may lodge an appeal with the High Court of South Africa against any extension or against any procedure set out in this paragraph 10.

11. INFORMATION OR RECORD NOT FOUND

11.1 If a requested record cannot be found or if a record does not exist, the Head of CCSEA or the Information Officer will by way of an affidavit or affirmation, notify the Requester that it is not possible to give access to the requested record.

11.2 The notice to the Requester referred to in paragraph 11.1 will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.

11.3 If the record in question is subsequently found, the Head of CCSEA or the Information Officer shall, unless access is refused, grant the Requester access to the record in the manner stipulated by the Requester in the Request Form.

11.4 The attention of the Requester is drawn to the provisions of Chapter 4 of the Act which sets out grounds for refusal of access to a record in terms of which CCSEA may refuse to provide information to a Requester on certain specified grounds detailed in paragraph 12 below.

12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

12.1 The Act entitles the Head of CCSEA to refuse requests for access to records on certain grounds specified in the Act.

12.2 CCSEA may refuse a request for access to records on *inter alia*, the following grounds –

12.2.1 Mandatory protection of confidential information of a third party pursuant to a confidentiality undertaking given by CCSEA.

12.2.2 Protection of commercial information of CCSEA which include, *inter alia* –

12.2.2.1 trade secrets of CCSEA; and/or

12.2.2.2 financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interest of CCSEA; and/or

12.2.2.3 information, which if disclosed could put CCSEA at a disadvantage in negotiations or prejudice CCSEA in commercial competition; and/or

12.2.2.4 application systems and software programmes developed by CCSEA and protected under Copyright laws.

12.2.3 Mandatory protection of research information of CCSEA, and of a third party.

12.2.4 Mandatory protection of commercial information of a third party, if the record contains –

12.2.4.1 trade secrets of a third party;

12.2.4.2 financial, commercial, scientific or technical information, the disclosure of which could cause harm to the commercial or financial interests of such third party;

12.2.4.3 confidential information, the disclosure of which could put the third party at a disadvantage in negotiations or prejudice the third party in commercial competition.

- 12.2.5 Mandatory protection of the privacy of a third party who is a natural person.
- 12.2.6 Mandatory protection of safety of individuals, and protection of property.
- 12.2.7 Mandatory protection of records privileged from production in legal proceedings.

13. INFORMATION REQUESTED ABOUT A THIRD PARTY

- 13.1 Section 71 of the Act makes provision for a request for information or record about a third party.
- 13.2 In considering a request for access to a record which relates to a third party, the Head of CCSEA or the Information Officer will adhere to the provisions of sections 71 to 72 of the Act. The attention of the Requester is drawn to the provisions of section 72 of the Act in terms of which, a third party may give consent or refuse consent for the disclosure of a record that relates to or concerns such third party.

14. AVAILABILITY AND UPDATING OF THE MANUAL

- 14.1 CCSEA will update this Manual annually or at such intervals as may be necessary.
- 14.2 A copy of this Manual will be available in the Government Gazette and for inspection -
 - 14.2.1 at the offices of CCSEA referred to in paragraph 3 above; and
 - 14.2.2 at the offices of the SAHRC referred to in paragraph 4 above.
- 14.3 To view this Manual at the offices of CCSEA, please contact and make arrangements with the Information Officer during office hours.

ANNEXURE "A"

PRESCRIBED FORM

FORM B

REQUEST FOR ACCESS TO A RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 4]

A. Particulars of Private Body

B. Particulars of person requesting access to the record

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

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

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a)	<i>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.</i>
(b)	<i>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.</i>

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.
- (d) 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"/>	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"/>	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 or 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 _____ 200

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE



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

VECTOR LOGISTICS (PTY) LTD
("Vector Logistics")

(Registration number: 2002/009081/07)

INTRODUCTION:

Vector Logistics is involved in third party logistic services (3PL) for the food and food-related industries within southern Africa across the retail, wholesale and food service sectors. This manual has been prepared for the purposes of requesters who seek access to information in terms of the Promotion of Access Information to Information Act ("the Act"). The manual may be amended from time to time and as soon as the latest amendments thereto have been finalised the latest version of the manual shall be made available to the public. The requester is advised to contact the information officer whose details have been provided herein for assistance in regard to information requested in terms of the provisions of the Act.

PART I**CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body: VECTOR LOGISTICS (PROPRIETARY) LIMITED

Registration No: 2002/009081/07

Physical Address: 295 Florida Road, Durban

Postal Address: P.O BOX 37083, Overport, 4067

Head of Body: D. Hood

Information officer: S.A. Moore

Telephone No: (031) 313 8400

Fax: (031) 313 8424

Email: shellym@vectorlog.com

Website: www.vectorlog.com

PART II**GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))**

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission ("SAHRC") containing such information as may be reasonably required by a person who wishes to exercise any right contemplated

in the Act. The guide will be made available by the SAHRC by no 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

PART III

**CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT THE
NECESSITY OF A REQUEST IN TERMS OF THE ACT (Section 51(1) (c) of the
Act)**

No notice in terms of section 52(2) of the Act has currently been published. Certain records are however freely available on I & J's website

PART IV

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

Vector Logistics keeps information / documents in accordance with the following legislation:

- Companies Act No. 61 of 1973
- Trade Marks Act No. 194 of 1993
- Income Tax Act, Act No. 58 of 1962
- Value – Added Tax Act No. 89 of 1991
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Occupational Health and Safety Act No. 15 of 1973
- Labour Relations Act No. 30 of 1966
- Unemployment Insurance Act No. 30 of 1966
- Unemployment Contributions Act No. 4 of 2002
- Skills Development Act No. 97 of 1998
- Skills Development Levy Act No. 9 of 1999

PART V**OTHER DOCUMENTS / INFORMATION HELD BY Vector Logistics (Section 51(1)(e) of the Act)**

Such information as is required for the day to day running of Vector Logistics and its external subsidiaries being company policies, commercial agreements, employee records, licenses, permits, insurance policies, financial accounts and records, databases, correspondence, marketing records, internal correspondence, product records, trademark records, statutory compliance records, drawings, specifications, operational records and accounts, business unit accounts and records, supplier and third party records, customer records, records held by officials of the body, including company secretarial records.

Please Note: Access to records may be refused on the grounds set out in the Act.

PART VI**AVAILABILITY OF THE MANUAL (SECTION 51(3))**

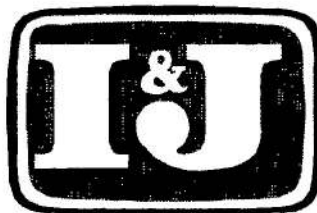
This manual is available for inspection at the offices of Vector Logistics (Pty) Ltd, 295 Florida Road, Durban upon request, during office hours and free of charge. The manual has also been submitted to the South African Human Rights Commission, and has been published in the Government Gazette.

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

**IRVIN AND JOHNSON LIMITED
("I & J")**

(and its subsidiaries)
(Registration number: 1952/001693/06)



INTRODUCTION:

I&J is involved in the procurement, processing and sale of seafood and seafood products. This manual has been prepared for the purposes of requesters who seek access to information in terms of the Promotion of Access Information to Information Act ("the Act"). The manual may be amended from time to time and as soon as the latest amendments thereto have been finalised the latest version of the manual shall be made available to the public. The requester is advised to contact the information officer whose details have been provided herein for assistance in regard to information requested in terms of the provisions of the Act.

PART I**CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body: IRVIN AND JOHNSON LIMITED

Registration No: 1952/001693/06

Physical Address: 70 Prestwitch Street, Cape Town

Postal Address: P.O BOX 1628 Cape Town 8000

Head of Body: R. C. Gordon

Information officer: Melanie Vogt

Telephone No: (021) 402 9200

Fax: (021) 402 9375

Email: melanie.vogt@ij.co.za

Website: www.ij.co.za

PART II**GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))**

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission ("SAHRC") containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no 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

PART III

**CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT THE
NECESSITY OF A REQUEST IN TERMS OF THE ACT (Section 51(1) (c) of the
Act)**

No notice in terms of section 52(2) of the Act has currently been published.
Certain records are however freely available on I & J's website.

PART IV

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

I & J keeps information / documents in accordance with the following legislation:

- Companies Act No. 61 of 1973
- Trade Marks Act No. 194 of 1993
- Income Tax Act, Act No. 58 of 1962
- Value – Added Tax Act No. 89 of 1991
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Occupational Health and Safety Act No. 15 of 1973
- Labour Relations Act No. 30 of 1966
- Unemployment Insurance Act No. 30 of 1966
- Unemployment Contributions Act No. 4 of 2002
- Merchant Shipping Act No.57 of 1951
- Marine Living Resources Act No. 18 of 1998
- Ship Registration Act No. 58 of 1998
- South African Maritime Authority Act No. 5 of 1998
- Skills Development Act No. 97 of 1998
- Skills Development Levy Act No. 9 of 1999

PART V**OTHER DOCUMENTS / INFORMATION HELD BY I & J (Section 51(1)(e) of the Act)**

Such information as is required for the day to day running of I & J and its subsidiaries being company policies, commercial agreements, employee records, licenses, permits, insurance policies, financial accounts and records, databases, external product formulations, correspondence, marketing records, internal correspondence, product records, trademark records, statutory compliance records, drawings, specifications, operational records and accounts, business unit accounts and records, supplier and third party records, customer records, records held by officials of the body, including company secretarial records.

Please Note: Access to records may be refused on the grounds set out in the Act.

PART VI**AVAILABILITY OF THE MANUAL (SECTION 51(3))**

This manual is available for inspection at the offices of I & J, 70 Prestwich Street Cape Town upon request, during office hours and free of charge. The manual has also been submitted to the South African Human Rights Commission, and has been published in the Government Gazette.

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5th DRAFT

**SECTION 51 MANUAL FOR
PHARMACIA SOUTH AFRICA (PROPRIETARY) LIMITED ("Pharmacia")
IN TERMS OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 ("the Act")**

A. CONTENTS

Introduction to Pharmacia

- 1. Contact details of head**
- 2. The Guide**
- 3. Records available in terms of other legislation**
- 4. Access to records held by Pharmacia**
 - (i) Subjects and categories of records held by Pharmacia**
 - (ii) The request procedures**
- 5. Availability of the manual**
- 6. Prescribed fees and forms for private bodies**

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**Introduction to Pharmacia**

Pharmacia is a private company engaged in research into, the manufacture of, and the supply of, medicines and related products in both the animal health and pharmaceutical fields.

Mr Ashley Mark Pearce is the Chief Executive Officer ("head") of Pharmacia, and is the person to whom requests for access to information must be made in terms of the Act.

1. Contact details of head

Mr Ashley Mark Pearce
Market Company President

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Craighall
2024
Gauteng

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Fourways
Randburg

Telephone : +27 11 516 5500
Facsimile : +27 11 516 5618
e-mail : ashley.pearce@pharmacia.com

2. The Guide

The Guide will, according to the South African Human Rights Commission, be available 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

Facsimile : +27 11 484 0582

Website : www.sahrc.org.za

E-mail : PAIA@sahrc.org.za

3. Records available in terms of other legislation

3.1 Companies Act 61 of 1973

- 3.1.1 All documents of incorporation of Pharmacia 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 Pharmacia, as well as the relevant company forms.
- 3.1.2 The register of members and registers of transfers of members, of Pharmacia are available for inspection at the registered office of Pharmacia.
- 3.1.3 Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.
- 3.1.4 A register of the directors' and officials' interests in contracts entered into by Pharmacia is kept at the registered office of Pharmacia, and is available for inspection.

3.2 Pension Funds Act 24 of 1956 – The rules of all the retirement funds used by Pharmacia, as well as the last revenue account and balance sheet of such funds, are available for inspection at the offices of the Registrar of Pension Funds.

3.3 Employment Equity Act 55 of 1998 – As a designated employer Pharmacia has lodged a copy of its employment equity report at the Department of Labour.

4. Access to records held by Pharmacia

(i) Subjects and categories of records held by Pharmacia

Note: This section of the Manual sets out the subject and categories of records held by Pharmacia. 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.

4.1 Incorporation documents

4.1.1 The memorandum and articles of association of Pharmacia.

4.1.2 The incorporation forms of Pharmacia.

4.1.3 Records of all name changes of Pharmacia.

4.2 Constitution of Pharmacia

4.2.1 The share register of Pharmacia.

4.2.2 Shareholders' agreements of Pharmacia.

4.2.3 Minutes of general meetings of the shareholders of Pharmacia.

4.2.4 Register of directors of Pharmacia.

4.2.5 Minute books and internal resolutions of Pharmacia.

4.2.6 Power of attorney agreements, and a list of persons authorised to bind Pharmacia.

4.3 Financial records of Pharmacia

- 4.3.1 Accounting records, books and documents of Pharmacia.
- 4.3.2 Invoices in respect of both suppliers and customers of Pharmacia.
- 4.3.3 Interim and annual financial reports of Pharmacia.
- 4.3.4 Details of auditors of Pharmacia.
- 4.3.5 Auditors' reports in respect of audits conducted on Pharmacia.
- 4.3.6 Details of actuaries of the retirement schemes utilised by Pharmacia.
- 4.3.7 Tax returns of Pharmacia.
- 4.3.8 Other documents and agreements relating to taxation.
- 4.3.9 Other financial records of Pharmacia.
- 4.3.10 Lease and renewal agreements for Pharmacia

4.4 Banking details of Pharmacia

- 4.4.1 Indebtedness to bankers.
- 4.4.2 Bank facilities and accounts details.
- 4.4.3 Bank statements.
- 4.4.4 Electronic payment records.
- 4.4.5 Records of cancelled cheques.
- 4.4.6 Bank overdraft facility agreements.
- 4.4.7 Guarantees given by, or in respect of, Pharmacia.
- 4.4.8 Other financial commitments of Pharmacia.
- 4.4.9 Other banking records of Pharmacia.

4.5 Human resources / employment records

- 4.5.1 List of employees.
- 4.5.2 Letters or contracts of employment with directors, officers and employees of Pharmacia, and/or documentation pertaining to arrangements with directors, officers and employees of Pharmacia.
- 4.5.3 Expenditure or reimbursement agreements with directors of Pharmacia.
- 4.5.4 Documents relating to employee benefits.
- 4.5.5 Compensation or redundancy payments.
- 4.5.6 Documents and information in respect of a share incentive scheme or trust.
- 4.5.7 Personnel files.
- 4.5.8 Records relating to Pharmacia's payroll system, including IRP5 documents.
- 4.5.9 Employment equity plan of Pharmacia.
- 4.5.10 Procedural agreements and policies of Pharmacia.
- 4.5.11 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 4.5.12 Training manuals and information pertaining to skills management.
- 4.5.13 Other information relating to employees of Pharmacia.
- 4.6 **Pension and provident funds**
 - Documentation held by Pharmacia relating to pension or provident funds.
- 4.7 **Information in respect of medical products of Pharmacia, including research and scientific or technical information**
 - 4.7.1 Product registration records and dossiers.
 - 4.7.2 Clinical trial data pertaining solely to the pharmaceutical business of Pharmacia.

- 4.7.3 Central research and post-launch studies in respect of pharmaceutical products.
- 4.7.4 Other documentation pertaining to research conducted by Pharmacia.
- 4.7.5 Research reports prepared by Pharmacia.
- 4.7.6 Other scientific and/or technical information in the possession of Pharmacia.
- 4.8 **Legislation pertaining to medical health.**
 - 4.8.1 Documentation required to be held by Pharmacia in terms of the Medicines Control Act.
 - 4.8.2 Information held in terms of other legislation pertaining to medical health.
- 4.9 **Intellectual property**
 - 4.9.1 Local Trade-marks, patents, copyrights and designs held by Pharmacia.
 - 4.9.2 Local Licences relating to intellectual property rights, including royalty agreements in respect of raw materials used by Pharmacia.
 - 4.9.3 Local Right of use agreements.
 - 4.9.4 Other agreements relating to intellectual property rights.
- 4.10 **Permits**
 - 4.10.1 Licences, material permits, consents, approvals, authorisations and certificates.
 - 4.10.2 Applications for permits, licences etc.
 - 4.10.3 Registrations and declarations of permits.
- 4.11 **Insurance records**
 - 4.11.1 Insurance policies taken out in respect of group life.
 - 4.11.2 Insurance policies taken out in respect of assets of Pharmacia.

4.12 Immovable and movable property

- 4.12.1 Agreements for the lease or sale of land and/or other immovable property by Pharmacia.
- 4.12.2 Agreements for the lease or sale of movable property by Pharmacia.
- 4.12.3 Credit sale agreements and/or hire purchase agreements.
- 4.12.4 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

4.13 Electronic databases of information held by Pharmacia

- 4.13.1 Documents pertaining to accounting records of Pharmacia.
- 4.13.2 Sales data.
- 4.13.3 Inventory of products.
- 4.13.4 Price lists for products produced by Pharmacia.
- 4.13.5 Information in respect of Pharmacia's payroll.
- 4.13.6 Adverse events reporting.

4.14 Information technology

- 4.14.1 Computer software support and maintenance agreements.
- 4.14.2 Computer software licence agreements.
- 4.14.3 Agreements in respect of computer hardware used by Pharmacia.
- 4.14.4 Agreements with Internet Service Providers, and other telecommunications entities.
- 4.14.5 Leased line agreements.
- 4.14.6 Other documentation pertaining to computer systems and computer programs held by Pharmacia.

4.15 Miscellaneous agreements of Pharmacia

- 4.15.1 Structured finance agreements, when applicable.
- 4.15.2 Loans from third parties (including banks).
- 4.15.3 Loans to third parties.
- 4.15.4 Agreements relating to the trading activities of Pharmacia.
- 4.15.5 Distribution agreements with agents in respect of both animal health and pharmaceutical products.
- 4.15.6 Marketing agreements and co-promotion agreements.
- 4.15.7 Standard conditions of business and standard-form contracts.
- 4.15.8 Agreements in terms of which Pharmacia is a member of a joint venture, consortium, partnership, incorporated or unincorporated association, and shareholders' agreements of another entity which Pharmacia is a party to.
- 4.15.9 Agreements with suppliers of Pharmacia.
- 4.15.10 Agreements with customers of Pharmacia, including medical-aid schemes and managed health care operators.
- 4.15.11 Rebate agreements with veterinary practitioners.
- 4.15.12 Confidentiality and/or non-disclosure agreements.
- 4.15.13 Any other agreements.

4.16 Overseas agreements of Pharmacia

- 4.17 Agreements with the foreign holding company of Pharmacia, or with other companies in the same group of companies to which Pharmacia belongs.
 - 4.17.1 Agreements with other foreign entities.

4.18 Correspondence

Correspondence of Pharmacia, including internal and external memoranda.

4.19 Information relating to legal proceedings

Records relating to legal proceedings involving Pharmacia.

(ii) The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Pharmacia. This request must be made to the address, fax number or electronic mail address of the head of Pharmacia.
- The requester must provide sufficient detail on the request form to enable the head of Pharmacia 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.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to 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 submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Pharmacia.

Fees:

- The head of Pharmacia must notify the requester (other than a personal requester) by notice, requiring the requester to pay the fee of R50 before further processing the request. A personal requester does not pay such fee.
- The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- The head of Pharmacia 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 had exceeded the prescribed hours to search and prepare the record for disclosure.

5. Availability of the manual

The manual is available for inspection at the offices of Pharmacia free of charge. Copies are also available with the SAHRC and in the Government Gazette.

6. Prescribed fees and forms in respect of private bodies

The prescribed forms and fees for requests to private bodies, are available on the website of the Department of Justice and Constitutional Development:

www.doj.gov.za

Introduction to Barber, Archer, Tripp cc**Importers of promotional and advertising goods for Corporate clients and Advertising Agencies****PARTICULARS IN TERMS OF THE SECTION 51 MANUAL****1. Contact details [Section 51(1)(a)]****POSTAL ADDRESS : P.O. Box 53420, Kenilworth, 7745,****STREET ADDRESS : Studio 9A, 6th Floor, Six on Pepper, Pepper Street, Cape Town, 8001.****Telephone: (021) 4225920 / 4225921****Fax: (021) 4225922****E-mail address : bats@bats.co.za****2. The section 10 Guide on how to use the Act [Section 51(1)(b)]**

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

The South African Human Rights Commission:**PAIA Unit****The Research and Documentation Department****Postal address: Private Bag 2700, Houghton, 2041****Telephone: +27 11 484-8300****Fax: +27 11 484-0582****Website: www.sahrc.org.za****E-mail: PAIA@sahrc.org.za****3. Records available in terms of any other legislation [Section 51(1)(d)]****Income Tax Act No. 95 of 1967****Regional Services Councils Act No. 109 of 1985****Skills Development Levies Act No. 9 of 1999****Unemployment Contributions Act No. 4 of 2002****Unemployment Insurance Act. No. 63 of 2001****Value Added Tax Act No. 89 of 1991****4. 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) [Section 51(1)(c)]
Not applicable

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

Importers' Licence**5. Other information as may be prescribed [Section 51(1)(f)]****The Minister of Justice and Constitutional Development has not made any regulations in this regard.****6. Availability of the manual [Section 51(3)]**

The manual is available for inspection at the offices of Barber, Archer, Tripp cc free of charge; and copies are available with the SAHRC, and in the Gazette.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

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