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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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TRANSMED MEDICAL FUND

MANUAL FOR
PROMOTION OF ACCESS TO INFORMATION
ACT, 2000

INTRODUCTION

The following information is provided by Transmed Medical Fund ("the Fund") in compliance with Section 51 of the Promotion of Access to Information Act, 2000 ("the Act").

The Fund is a medical scheme registered in terms of section 24(1) of the Medical Schemes Act, 1998. The Fund is a private body as defined in the Act.

1. Contact Details of the Fund

Transmed Medical Fund

Reference number: 376

Head of the Fund: Petrus Wassermann , Principal Officer

Registered/Postal Address: PO Box 32043, Braamfontein, South Africa
2017

Telephone Number: (011) 403-3358

Telefax Number: (011) 403-1740

E-mail Address: pwassermann@transmedfund.co.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 Medical Schemes Act, 1998 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 rules of the Fund;
 - (ii) The latest audited financial statement, returns, trustees' report and auditors report of the Fund;
 - (iii) Management accounts in respect of the Fund and all of the benefit options.
- (b) The documents referred to in (a) above are available on request by a **member** for inspection at the registered address of the Fund (see 1 above) at no charge.
- (c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Schemes any record referred to in (a) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The contact details are as follows:

Registrar of Medical Schemes

Address: 1267 Pretorius Street, Block E, Hatfield Office Park
Hatfield, Pretoria
Telephone (012) 431 0500
Facsimile: (012) 430 7644
Website: www.medicalschemes.com

4. Description of Records held by the Fund

(a) Scheme Records

- (i) Rules of the Fund
- (ii) Latest audited financial statement, returns, trustees' report and auditors report of the Fund
- (iii) Latest management accounts
- (iv) Fidelity and indemnity cover contracts
- (v) Contracts with service providers: Administrator, Managed Care organizations, investment managers and Auditor
- (vi) Agendas and minutes of Trustee and sub-committee meetings
- (vii) Register of Trustees
- (viii) 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, record of dependants, benefit option selected, contribution history
- (iii) Member medical claim details including (but not necessarily limited to): benefit amounts claimed, doctor/dentist visits, medication prescribed, hospital admissions

Some of the above records, especially those containing personal information relating to individual members of the Fund and supplier agreements, may be subject to a confidentiality agreement or to confidentiality and secrecy requirements in the Medical Schemes Act, of 1998.

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, ACT 2 OF 2000 (The Act)



ESTABLISHED 1952

SECTION 51 MANUAL

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INTRODUCTION TO ALAN H. ENGLISH & CO. (WESTVILLE)

Alan H. English & Co was formed in 1952 in Pietermaritzburg. The Westville office was established in 1990 and in 2002 separated from the Pietermaritzburg office to become an independent partnership. The partnership is a firm of public accountants and auditors which provides a wide range of accountancy and financial services to its clients. The partners of the firm are all Chartered Accountants (SA) and Registered Accountants and Auditors and are registered with the Public Accountants' and Auditors' Board.

Alan H. English & Co. (Westville)'s mission is to provide the highest standard of service to clients and to perform professional services with due care, competence and diligence. The firm has a continuing duty to maintain professional knowledge and skill at a level required to ensure that clients receive the advantage of competent professional service based on up-to-date developments in practice, legislation and techniques.

PARTICULARS IN TERMS OF SECTION 51**1. CONTACT DETAILS [Section 51(1)(a)]**

The managing partner has duly authorised Sandra Bekker to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Postal address: P.O. Box 775, Westville, 3630

Street address: Suite1 Heritage Park, 51 Norfolk Terrace, Westville

Telephone: 031-2660427

Facsimile: 031-2660430

E-mail: sandrab@alanhenglish.co.za

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

The guide will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission:

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484-0582

Website: <http://www.sahrc.org.za>

3. CATEGORIES OF RECORDS OF ALAN H. ENGLISH & CO. (WESTVILLE) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

No notice of such records has been made to the Minister.

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

Records are kept in accordance with the following legislation:

- Companies Act, 1973.
- Close Corporations Act, 1984.
- Income Tax Act, 1962.

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ALAN H. ENGLISH & CO (WESTVILLE) AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]

5.1 How to request a record [See *pro forma* request form in Section 9]

- Section 53 prescribes that 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, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if 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 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

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

The head of the private body will then make a decision on the request and notify the requester in the required form.

5.2 Categories of records held by Alan H. English & Co. (Westville)

5.2.1 Library records

Library

The firm's Library consists of a collection of works on various accounting and auditing issues. The material designation of the Library is books and journals. The library is for use by clients and staff only.

5.2.2 Other records

- *Operational information*
This information can be defined as information needed in the day-to-day running of the organization and is generally of little or no use to persons outside the organization. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).
- *Correspondence files*
- *Audit files*
- *Tax files*
- *Human resources files*
- *Trainee accountant records*
- *Financial records, including accounting records.*

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

Not applicable.

7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

This manual is available from the South African Human Rights Commission and Alan H. English & Co. (Westville) (see details above).

SECTION 51 MANUAL FOR
CAPACITY
outstaffing that works

*Prepared in terms of the requirements of the
 Promotion of Access to Information Act No 2 of 2000*

Registration Number: 1983/005350/07
Directors: M Liphosa (Chairperson), BL Carr (Managing Director)
Non-Executive Directors: LW Mbete, DNM Mokhobo

A. CONTENTS

1. Contact details [Section 51(1)(a)]
2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
3. Records available in terms of any other legislation [Section 51(1)(d)]
4. Access to the records held by Capacity Outsourcing [Section 51 (1)(c) and 51 (1)(e)]
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52 (2) [Section 51 (1) (c)]
 - ii. Records that may be requested [Section 51(1)(e)]
 - iii. The request procedures
5. Other information as may be prescribed [51 (1) (f)]
6. Availability of the manual [Section 51 (3)]
7. Prescribed fees for private bodies
8. Prescribed fees

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

INTRODUCTION TO CAPACITY OUTSOURCING (PTY) LIMITED

Capacity is a wholly owned subsidiary of ADCORP Holdings, a public company, which has been listed on the Johannesburg Stock Exchange since 1987. Capacity was established in 1983 and entered the market supplying and managing outsourced. This includes Recruitment and Selection, HR, IR, Payrolling and Contract Management and Supervision. (Company Organisational Structure – request from Company Information Officer)

C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Company Name:	Capacity Outsourcing (Pty) Limited
Managing Director	Mr Bruce Carr
Information officer	Mrs Rosemary Earp-Jones, Information Officer rosemaryej@capacity.co.za ; marketing@capacity.co.za
Street Address:	4 Pinelands Road Modderfontein
Postal address:	P O Modderfontein 1645
Telephone:	+27 11 606 7000
Fax:	+27 11 6063021
Website:	N/A

Note: Public Information on the company is available upon request.

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 11 484-1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 61 of 1973
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Act No 30 of 1966
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 95 of 1967
10. Occupational Health and Safety Act No 85 of 1993
11. Various Bargaining Council Agreements

4. Access to records held by Capacity Outsourcing (Pty) Limited [Section 51 (1) (c) & (e)]

i. Automatic disclosures [Section 51 (1) (c)]

Information that is freely available

Adcorp Holdings Annual Report
Audited Annual Financial Statements

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

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

FINANCE AND ADMINISTRATION

1. HUMAN RESOURCES
 - Policies on staff recruitment and other staff related policies
 - Employment contracts
2. PROCUREMENT
 - Asset register
 - Procurement policies
3. FINANCIAL MANAGEMENT
 - Budgets
 - Monthly actuals
 - Strategic plans
4. COMPANY SECRETARIAL
 - Company Registrations
 - Company Documentation relating to Director's appointments
 - Statutory Documentation
5. DATABASE
 - Application Forms
 - Competency Assessments
 - Disciplinary Records
 - Grievance Records

➤ Training and Development Records

iii. **The request procedures**

- A requester must use the prescribed to make the request for access to information. The request must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address as per Section 53(1) (a).
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [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 Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [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 Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [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 Capacity offices or alternative copies are available at the SAHRC or in the Gazette. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

Section 51 Manual for the National Retirement Annuity Fund in terms of the Promotion of Access to Information Act 2 of 2000.

The Charter Life Retirement Annuity Fund is a Retirement Annuity as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	The Principal Officer of the fund is:	Mr. Jonathan Bagg
2.	The Financial Services Board PF Number of the fund is:	12/8/9262/1.
3.	The Registered address of the fund is:	Charter Life 9 TH Floor, 66 Jorissen Street, Braamfontein.
4.	The postal address of the fund is:	P.O. Box 3329, JOHANNESBURG, 2000.
5.	The contact telephone number of the fund is:	(011) 408 – 5511.
6.	The contact facsimile number of the fund is:	(011) 408 – 5608.
7.	The e-mail address of the Principal Officer of the fund is:	jbagg@charterlife.co.za.

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, The Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. The guide will contain the following:-

- The objects of the Act;
- The process 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 remedies available in law to members.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission: tel: 011 484 8300; fax: 011 484 7146; www.sahrc.org.za.

C. RECORDS AVAILABLE WITHOUT A REQUEST FOR ACCESS IN TERMS OF THE ACT

1. The right of a member to inspect the registered rules of the fund without charge, at the registered office of the fund.

D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

1. Financial Institutions (Protection of Funds) Act 28 of 2001.
2. Income Tax Act, 58 of 1962.
3. Long-term Insurance Act, 52 of 1998.
4. Stamp Duties Act, 77 of 1968.
5. Tax on Retirement Funds Act, 38 of 1996.
6. Value Added Tax Act, 89 of 1991.

E. Categories of records held by the fund**Fund records**

1. Information about the Trustees and the Principal Officer.
2. Registered rules of the fund.
3. Policyholder details.
4. Trustees' Resolutions relating to disposal of death benefits with supporting documents.
5. Claims records.

VAN DE VENTER, MOJAPELO INC:**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
NR. 2 OF 2000**

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Van De Venter, Mojapelo Inc.

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

Any requestor is advised to contact Mrs Van De Venter, should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from Van De Venter, Mojapelo Inc.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of van De Venter, Mojapelo Inc from time to time;

- "VVM"** shall mean Van De Venter, Mojapelo Inc, structured as an incorporated company which renders legal and credit services including legal advice and legal representation to individual clients and businesses / organizations;
- "SAHRC"** shall mean the South African Human Rights Commission.
- "Information Officer"** The senior partner of VVM has been appointed as the Information Officer of VVM, to which requests for information in terms of the Act, should be addressed.

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

Name of body:	Van De Venter, Mojapelo Inc
Partner and appointed Information Officer	Karin Van De Venter
Address:	1st Floor 355 Kent Avenue Ferndale Randburg
Postal address:	P O Box 952 Randburg 2125
Telephone:	(011) 329 8518
Fax:	(011) 886 5296
E-mail:	legal@vvm.co.za
Website address:	www.vvm.co.za

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

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

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

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

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

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(d) 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)

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

- ◆ **Insolvency Act, Nr. 24 of 1936 (Section 134 and 155)**
- ◆ **Pension Funds Act, Nr. 24 of 1956**
- ◆ **Income Tax Act, Nr.58 of 1962 (Section 75)**
- ◆ **Companies Act, Nr. 16 of 1973**
- ◆ **Copyright Act, Nr. 98 of 1978**
- ◆ **Attorneys Act, Nr. 53 of 1979**
- ◆ **Regional Services Councils Act, Nr. 109 of 1985**
- ◆ **Value Added Tax Act, Nr. 89 of 1991 (Section 65)**
- ◆ **Occupational Health and Safety Act, Nr. 85 of 1993**
- ◆ **Compensation for Occupational injuries and Diseases Act, Nr. 130 of 1993 (Section 97)**
- ◆ **Labour Relations Act, Nr. 66 of 1995**
- ◆ **Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)**
- ◆ **Employment Equity Act, Nr. 55 of 1998 (Section 26)**
- ◆ **Skills Development Act, Nr. 97 of 1998**
- ◆ **Medical Schemes Act, Nr. 131 of 1998**
- ◆ **Skills Development Levies Act, Nr. 9 of 1999**
- ◆ **Unemployment Insurance Act, Nr. 63 of 2001**

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

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

VVM holds the information / documents listed herein below:

- ◆ Details relating to the operational, commercial and financial interest of VVM
- ◆ 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
- ◆ Human Resources (personal information of past, present and prospective employees and partners / directors)
- ◆ List of trademarks and pending applications
- ◆ Insurance policies
- ◆ Rules and regulations relating to the pension fund

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

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

STEMMETT & COETSEE
INCORPORATED - Reg. No. 93/04485/21 - INGELYF
ATTORNEYS - PROKUREURS

Directors
 Jan Petrus Stemmert B. Juris LL.B. Adv. Dip. Labour Law Dip ADR
 Johannes Jacobus Coetsee B. Juris LL.B. Adv. Dip. Labour Law
 Assisted by
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MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 ("THE ACT")

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1. INTRODUCTION

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

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the office of Stemmert & Coetsee Inc. from time to time;
"Stemmert & Coetsee Inc."	shall mean Stemmert & Coetsee Attorneys, with registration number 93/04485/21;

No amendment or variation will be allowed without the author's written approval. Stemmert & Coetsee Inc. will not be liable for any loss or damage due to unauthorised amendments or variations.

STEMMETT & COETSEE INC.

ATTORNEYS

"SAHRC"

shall mean the South African Human Rights Commission.

"Information Officer"

shall mean the Senior Partner of Stemmett & Coetsee Inc. whom has been appointed as the Information Officer of Stemmett & Coetsee Inc., to which requests for information in terms of the Act, should be addressed.

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

Stemmett & Coetsee Inc. is a professional firm practising as attorneys admitted to practice as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

Name of body:	Stemmett & Coetsee Inc.
Partner and appointed Information Officer:	Mr. Jan Stemmett
Address:	Schoeman Street 16 Polokwane 0700
Postal Address:	P.O.Box 2258 Polokwane 0700
Telephone:	+27 15 295 6402
Fax:	+27 15 295 8006
E-mail:	stemmett@mweb.co.za

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. 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.

STEMMETT & COETSEE INC.
ATTORNEYS

5. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION** (Section 51(1)(d) of the Act)
 - 5.1 Stemmett & Coetsee Inc. keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-
 - 5.1.1 Income tax Act, Act No. 58 of 1962 (Section 75);
 - 5.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);
 - 5.1.3 Unemployment Insurance Act, Act No. 63 of 2001;
 - 5.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);
 - 5.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);
 - 5.1.6 Labour Relations Act, Act No. 66 of 1995;
 - 5.1.7 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);
 - 5.1.8 Insolvency Act, Act No. 24 of 1936 (Section 134 and 155);
 - 5.1.9 Occupational Health and Safety Act, Act No. 85 of 1993;
 - 5.1.10 Attorneys Act, Act No. 53 of 1979;
 - 5.1.11 Regional Services Councils Act, Act No. 109 of 1985;
 - 5.1.12 Skills Development Act, Act No. 97 of 1998;
 - 5.1.13 Skills Development Levies Act, Act No. 9 of 1999.
 - 5.2 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 of the Act.
6. **DOCUMENTS / INFORMATION HELD BY STEMMETT & COETSEE INC. IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)
 - 6.1 Stemmett & Coetsee Inc. holds the information / documents listed herein below and pertains to the day-to-day management of business of Stemmett & Coetsee Inc.:-
 - 6.1.1 Records relating to the commercial, financial and professional interests of **Stemmett & Coetsee Inc.**, including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;
 - 6.1.2 Records of personal information of present, past and prospective **employees and management** of Stemmett & Coetsee Inc.;
 - 6.1.3 Records of clients of Stemmett & Coetsee Inc. containing personal information, commercial and financial information, information pertaining to contemplated, existing and past information on agreements, proposals and other property of such **clients**.
 - 6.2 It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act and subject to Attorney-Client Privilege.
 - 6.3 None of the information held by Stemmett & Coetsee Inc. is automatically available without a person having to request access in terms of and subject to the provisions of the Act.
 - 6.4 A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

STEMMETT & COETSEE INC.
ATTORNEYS

7. OTHER INFORMATION

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

8. GROUND FOR REFUSAL OF ACCESS

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

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

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

Grounds of refusal:-

- 8.1 Mandatory protection of the privacy of a third party who is a natural person.
- 8.2 Mandatory protection of the commercial information of a third party.
- 8.3 Mandatory protection of certain confidential information of a third party.
- 8.4 Mandatory protection of the safety of individuals and the protection of property.
- 8.5 Mandatory protection of records privileged from production in legal proceedings.
- 8.6 The commercial information of Stemmett & Coetsee Inc.
- 8.7 Mandatory protection of research information of a third party.

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

This manual is available for inspection at the offices of Stemmett & Coetsee Inc., free of charge.

Copies of the manual may be obtained, subject to the prescribed form and fees (Annexure A and B), at the offices of Stemmett & Coetsee Inc.

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

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

CHAMBER RETIREMENT 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: | Ms Beverley Mary Flagg |
| 2. Registrar of Pension Funds PF Number of the Fund: | 12/8/36320 |
| The registered address of the Fund: | 6 Greenwich Grove
Station Road
Rondebosch
7701 |
| 3. The postal address of the Fund: | P O Box 434
Rondebosch
7700 |
| 4. The contact telephone number for the Fund: | (021) 686-9190 |
| 5. The contact facsimile number for the Fund: | (021) 689-6127 |
| 6. The e-mail address of the Head of the Fund: | bev@goodsure.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

ANNEXURE A

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.

ANNEXURE B**PRESCRIBED FORMS**

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

[Regulation 10]

A. Particulars of private body

The Head: Uncover Pension Fund

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

UNICOVER PROVIDENT 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:

Ms Beverley Mary Flagg

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

12/8/24299

The registered address of the Fund:

6 Greenwich Grove
Station Road
Rondebosch
7701

3. The postal address of the Fund:

P O Box 434
Rondebosch
7700

4. The contact telephone number for the Fund:

(021) 686-9190

5. The contact facsimile number for the Fund:

(021) 689-6127

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

bev@goodsure.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

ANNEXURE A

FEEES 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. | | | |

ANNEXURE B

PRESCRIBED FORMS

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

[Regulation 10]

A. Particulars of private body

The Head: Unicover Pension Fund

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 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) 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.

10

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**

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

1 COMPANY OVERVIEW

Tarica Incorporated, Registration Number 2000/027095/21 ("Tarica Inc.") is structured as an incorporated company, which renders legal services including legal advice and legal representation to individual clients and businesses/organizations.

2 GENERAL

2.1 Contact details (Section 51(1)(a) of the Act)

Name of Body:	Tarica Inc.
Physical Address:	7 Montrose Avenue, Craighall Park, 2196
Postal Address:	P O Box 411898, Craighall Park, 2024
Information Officer:	Mr J. Tarica
Telephone No:	+27 11 787-2501
Facsimile Transmission:	+27 11 787-2541
Email:	tarica@tbt.co.za
Website:	n/a

2.2 Section 10 guide (Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be addressed to:

The South African Human Rights Commissioner:
 PAIA Unit, The Research and Documentation Department
 Postal address: Private Bag 2700, Houghton, 2070
 Telephone: +27 484-8300
 Facsimile Transmission: +27 484-0482
 Website: www.sahrc.org.za
 Email: PAIA@sahrc.org.za

2.3 Section 52(2) Notices (Section 51(1)(c) of the Act)

At this stage no notices have been published.

2.4 Information/documents available in accordance with other legislation (Sections 51(1)(d) of the Act)

Tarica Inc. keeps the following information/documents in accordance with other statutory legislation, including but not limited to:

Attorneys Act 53 of 1979;
 Copyright Act 98 of 1978;
 Basic Conditions of Employment Act 75 of 1997;
 Companies Act 61 of 1973;
 Customs and Excise Act 91 of 1964;
 Employment Equity Act 55 of 1998;
 Income Tax Act 58 of 1962;
 Labour Relations Act 66 of 1995;
 Promotion of Access to Information Act 2 of 2000;
 Regional Services Councils Act 109 of 1985;
 Skills Development Act 97 of 1998;
 Skills Development Levy Act 9 of 1999;
 Unemployment Insurance Act 63 of 2001;

Value Added Tax Act 89 of 1991;
 Workmen's Compensation Act 30 of 2001;
 Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
 Pension Fund Act, Nr. 24 of 1956
 Occupational Health and Safety Act, Nr. 85 of 1993
 Compensation for Occupational Injuries and diseases Act, Nr. 130 of 1993
 Labour Relations Act, Nr. 66 of 1995
 Medical Schemes Act, Nr. 131 of 1998

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

2.5 Information/documents available in accordance with the Act (Section 51(1)(e) of the Act)

Tarica Inc. holds the information/documents listed herein below:

- 2.5.1 Details relating to operational, commercial and financial interests of Tarica Inc.
- 2.5.2 Commercial contracts.
- 2.5.3 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).
- 2.5.4 Standard Employment Contracts, Employment Equity Report, Skills Development Report, Tarica Inc. Personnel Report and other Human Resources information (including, personal information of past, present and prospective employees and partners/directors).
- 2.5.5 List of trademarks and pending applications.
- 2.5.6 Insurance policies.
- 2.5.7 Rules and regulations relating to the pension fund.

It is recorded that any, and all, documents/information requested, pertaining to the aforesaid, shall only be made available to a requestor subject to the provision of the Act. None of the aforesaid information is automatically available, a person requesting access must do so 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.

2.6 Other information (Section 51(1)(f) of the Act)

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

2.7 Availability of the manual (Section 51(3) of the Act)

An unabridged version of this manual is available for inspection upon request, during office hours and free of charge at the office of Tarica Inc. Copies may be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces as well as from Tarica Inc offices on payment of the prescribed fee.

2.8 Prescribed form and fee structure in respect of Tarica Inc.

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ("the Act").**1 COMPANY OVERVIEW**

Bowes & Turner Incorporated Registration Number 1999/17985/21 ("Bowes & Turner Inc.") is structured as an incorporated company, which renders legal services including legal advice and legal representation to individual clients and businesses/organizations.

2 GENERAL**2.1 Contact details (Section 51(1)(a) of the Act)**

Name of Body:	Bowes & Turner Inc.
Physical Address:	7 Montrose Avenue, Craighall Park, 2196
Postal Address:	P O Box 411898, Craighall Park, 2024
Information Officer:	Mr A Turner
Telephone No:	+27 11 787-2501
Facsimile Transmission:	+27 11 787-2541
Email:	bowesturner@tbt.co.za
Website:	n/a

2.2 Section 10 guide (Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of **Section 10** of the Act by no later than August 2003. Any queries should be addressed to:

The South African Human Rights Commissioner:
PAIA Unit, The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2070
Telephone: +27 484-8300
Facsimile Transmission: +27 484-0482
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

2.3 Section 52(2) Notices (Section 51(1)(c) of the Act)

At this stage no notices have been published.

2.4 Information/documents available in accordance with other legislation (Sections 51(1)(d) of the Act)

Bowes & Turner Inc. keeps the following information/documents in accordance with other statutory legislation, including but not limited to:

Attorneys Act 53 of 1979;
Copyright Act 98 of 1978;
Basic Conditions of Employment Act 75 of 1997;
Companies Act 61 of 1973;
Customs and Excise Act 91 of 1964;
Employment Equity Act 55 of 1998;
Income Tax Act 58 of 1962;
Labour Relations Act 66 of 1995;
Promotion of Access to Information Act 2 of 2000;
Regional Services Councils Act 109 of 1985;
Skills Development Act 97 of 1998;
Skills Development Levy Act 9 of 1999;
Unemployment Insurance Act 63 of 2001;

Value Added Tax Act 89 of 1991;
Workmen's Compensation Act 30 of 2001;
Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
Pension Fund Act, Nr. 24 of 1956
Occupational Health and Safety Act, Nr. 85 of 1993
Compensation for Occupational Injuries and diseases Act, Nr. 130 of 1993
Labour Relations Act, Nr. 66 of 1995
Medical Schemes Act, Nr. 131 of 1998

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

2.5 Information/documents available in accordance with the Act (Section 51(1)(e) of the Act)

Bowes & Turner Inc. holds the information/documents listed herein below:

- 2.5.1 Details relating to operational, commercial and financial interests of Bowes & Turner Inc.
- 2.5.2 Commercial contracts.
- 2.5.3 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).
- 2.5.4 Standard Employment Contracts, Employment Equity Report, Skills Development Report, Bowes & Turner Inc. Personnel Report and other Human Resources information (including, personal information of past, present and prospective employees and partners/directors).
- 2.5.5 List of trademarks and pending applications.
- 2.5.6 Insurance policies.
- 2.5.7 Rules and regulations relating to the pension fund.

It is recorded that any, and all, documents/information requested, pertaining to the aforesaid, shall only be made available to a requestor subject to the provision of the Act. None of the aforesaid information is automatically available, a person requesting access must do so 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.

2.6 Other information (Section 51(1)(f) of the Act)

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

2.7 Availability of the manual (Section 51(3) of the Act)

An unabridged version of this manual is available for inspection upon request, during office hours and free of charge at the office of Bowes & Turner Inc. Copies may be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces as well as from Bowes & Turner Inc offices on payment of the prescribed fee.

2.8 Prescribed form and fee structure in respect of Bowes & Turner Inc.

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

under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

SECTION 51 MANUAL**Introduction to Murray Print CC trading as Village Printers**

(Closed Corporation registration number: CK1993/018899/23) General Printers, foiling and bookbinders

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51 (1) (a)]**

P.O. Box 202022 Durban North 4016
 1 Chelsea Drive Durban North 4051
 Telephone: 031 563 2766
 Fax: 031 563 4651
 Email: village@tsol.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 28 February 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)]

(Specifically but not limited to:)

Labour Relations Act
 Occupational Health & Safety Act
 Regional Services Councils Act
 Skills Development Levies Act
 Unemployment Contributions Act
 Value Added Act

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

- i. Not Applicable
- ii. Annual Financial Statements
- iii. Form of request

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

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

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

The manual is available for inspection at the registered offices of Closed Corporation free of charge; and copies are available with the SAHRC, in the Gazette.

Galsure Galsure Galsure Galsure Galsure



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

Company Name: Vettlesen Insurance Consultants cc T/As Galsure
Contact Details: The Managing Director
Postal Address: P.O. Box 2948
 Pietermaritzburg, 3200
Street Address: 227 Boom Street
 Pietermaritzburg
 3201
Telephone Number: 033 3940428/9
Fax Number: 033 3450039
E-mail Address: vettlesen@mweb.co.za
Registration Number: CK 1990/019057/23

1. REQUEST FOR INFORMATION

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

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

Contact Details

Any person who wishes to access a record from Vettlesen Insurance Consultants cc T/As Galsure may contact the Managing Director whose contact details are as set out above.

Prescribed access form

In terms of Section 53 a request for access to a record of Vettlesen Insurance Consultants cc T/As Galsure must be made in the prescribed form to Vettlesen Insurance Consultants cc T/As Galsure at the address, fax number or electronic mail address as set out above.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable Vettlesen Insurance Consultants cc T/As Galsure to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15 February 2002 (Form C).

There are two types of fees payable:

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

Vettlesen Insurance Consultants cc T/As Galsure may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February 2002.

Galsure Galsure Galsure Galsure Galsure Galsure Galsure

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

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

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

Short and long term policies

Minutes of Meetings

Company statutory records

Company Secretarial

Creditors and debtors statements and invoices

Financial and accounting records

Finance

Staff records

Human Resources

Memberships

Internal records

Regional Services Councils Act 109 of 1985

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Income Tax Act 58 of 1962

Basic Conditions of Employment Act 75 of 1997

The Companies Act 61 of 1973

Records are available in accordance with the following legislation:

Other legislation

The following are categories of records held by Veltisen Insurance Consultants cc T/As Galsure. Examples of the types of records in various categories are also listed.

4. **4. RECORDS**

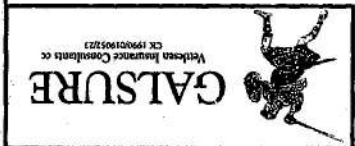
The guide will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 4848300 or fax 011 484 0582 or at www.sahro.org.za or email PALA@sahro.org.za.

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

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

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

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



MANUAL for *Merz and McLellan (Pty) Ltd*
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1 Company and Contact Details

Name of Company

Merz and McLellan (Pty) Ltd (Registration No. 1995/007360/07)

Nature of Business

Consulting Engineers

M.D. of Company

Mr R A J Frantz

Postal Address

P. O. Box 2594

Cramerview

2060

Street Address*366 Kent Avenue**Randburg**2194***Telephone Number***+27 11 886 6573***Telefax Number***+27 11 886 8735***Email Address***merz@merz.co.za***Information Officer***Mr Lyall Lloyd-Evans***Postal Address***P.O. Box 2594**Cramerview**2060***Telephone***+27 11 886 6573***Telefax Number***+27 11 886 8735***Email Address***lloyd@merz.co.za*

Note Public information on the company is available on the company's web site www.merz.co.za

Part 2 Guide to the Manual and its Access.

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any

enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the web site www.sahrc.org.za

Part 3 Records.

Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

Not applicable.

Records that are held in the Company's Head Office.

1. Personnel Records

- 1.1 *As provided by employees.*
- 1.3 *Conditions of employment and employee -related contractual records*

2. Records relating to Customers

3. Records relating to Merz and McLellan (Pty) Ltd

- 3.1 *Financial*
- 3.4 *Internal Correspondence*
- 3.7 Statutory records that at present include the following: -
 - *Basic Conditions of Employment Act. No. 75 of 1997.*
 - *Companies Act No.61 of 1973.*
 - *Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.*
 - *Employment Equity Act No.55 of 1998.*
 - *Environment Conservation Act. No.73 of 1989.*
 - *Occupational Health and Safety Act. No 85 of 1993.*

Part 4 Information Request Procedure.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the *M.D. of Merz and*

McLellan (Pty) Ltd or the Information Officer of Merz and McLellan (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of *Merz and McLellan (Pty) Ltd* must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of *Merz and McLellan (Pty) Ltd* must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of *Merz and McLellan (Pty) Ltd*. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by *Merz and McLellan (Pty) Ltd*. Access to such records will require the written permission of the third party concerned before *Merz and McLellan (Pty) Ltd* will permit access to view.

In accordance with the above mandatory refusal grounds, the *M.D.* will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

Part 5. Manual Availability.

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of *Merz and McLellan (Pty) Ltd*. Copies may also be obtained from the *Information Officer of Merz and McLellan (Pty) Ltd*. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

MANUAL for *Phambili Merz (Pty) Ltd*
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1 Company and Contact Details

Name of Company

Phambili Merz (Pty) Ltd (Registration No. 1999/019959/07)

Nature of Business

Statutory Inspection and Quality Surveillance

M.D. of Company

Mr B C Pearson

Postal Address

P. O. Box 345

Pinegowrie

2123

Street Address*366 Kent Avenue**Randburg**2194***Telephone Number***+27 11 886 6573***Telefax Number***+27 11 886 8735***Email Address***phambilimerz@merz.co.za***Information Officer***Mr Mpho Phaloane***Postal Address***P. O. Box 345**Pinegowrie**2123***Telephone***+27 11 886 6573***Telefax Number***+27 11 886 8735***Email Address***phaloanem@merz.co.za*

Note Public information on the company is available on the company's web site www.merz.co.za

Part 2 Guide to the Manual and its Access.

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the website www.sahrc.org.za

Part 3 Records.

Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

Not applicable.

Records that are held in the Company's Head Office.**1. Personnel Records**

- 1.1 *As provided by employees.*
- 1.3 *Conditions of employment and employee -related contractual records*

2. Records relating to Customers**3. Records relating to Phambili Merz (Pty) Ltd.**

- 3.1 *Financial*
- 3.4 *Internal Correspondence*
- 3.7 **Statutory records that at present include the following: -**
 - *Basic Conditions of Employment Act. No. 75 of 1997.*
 - *Companies Act No.61 of 1973.*
 - *Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.*

- *Employment Equity Act No.55 of 1998.*
- *Environment Conservation Act. No.73 of 1989.*
- *Occupational Health and Safety Act. No 85 of 1993.*

Part 4 Information Request Procedure.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the *M.D. of Phambili Merz (Pty) Ltd* or the *Information Officer of Phambili Merz (Pty) Ltd*. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of *Phambili Merz (Pty) Ltd* must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of *Phambili Merz (Pty) Ltd* must refuse a request for access to a record of the company/cc/association if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of *Phambili Merz (Pty) Ltd*. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by *Phambili Merz (Pty) Ltd*. Access to such records will require the written permission of the third party concerned before *Phambili Merz (Pty) Ltd* will permit access to view.

In accordance with the above mandatory refusal grounds, the *M.D.* will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

Part 5. Manual Availability.

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the *website* of *Phambili Merz (Pty) Ltd.* Copies may also be obtained from the *Information Officer of Phambili Merz (Pty) Ltd.*

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

SECTION 51 MANUAL FOR ABAGIBELI INSURANCE ADMINISTRATORS (PTY) LTD

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to ABAGIBELI INSURANCE ADMINISTRATORS (PTY)LTD.

Abagibeli Insurance Administrators (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Abagibeli Insurance Administrators (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
bheki@daly.co.za

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

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

All records for Abagibeli Insurance Administrators (Pty)Ltd is easily available in accordance with any other legislation

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

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Abagibeli Insurance Administrators (Pty)Ltd website.

7. 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:
- Six hours as the hours to be exceeded before a deposit is payable; and
 - 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.

8. Prescribed forms

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

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

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

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

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

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

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

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

Company name: Composite Holdings Pty Ltd

Contact Details: The Managing Director

Postal address: PO Box 1558
Benoni, 1500

Street address: 25 Railway Ave
IMI House,
Benoni,

Telephone number: 011 422 3310

Fax number: 011 422 3671

E-mail address: karen@reefinsurance.co.za

Registration No: 1995007946/07

1. REQUEST FOR INFORMATION

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

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

Contact Details

Any person who wishes to access a record from Composite Holdings may contact the Managing Director whose contact details are as set out above.

Prescribed Access Form

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

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

There are two types of fees payable:

- **Request fee:** This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
- **Access fee.** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester.

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

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

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

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

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

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

4. RECORDS

The following are the categories of records held by Composite Holdings. Examples of the types of records in the various categories are also listed.

Other legislation

Records are available in accordance with the following legislation:

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

Internal records

Insurance & Assurance Policy Schedules & client records

Human Resources

Staff records

Finance

Financial and accounting records
Creditors and debtors statements and invoices

Company Secretarial

Company statutory records
Minutes of Meetings

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

5. GROUND FOR REFUSAL OF A REQUEST

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

SECTION 51 MANUAL FOR COMPUTER SOFTWARE CONSULTANTS (PTY) LTD

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to Computer Software Consultants (Pty) Ltd

Supply, development and maintenance of credit card related hardware and software for use in the banking industry.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Telephone number: 011 789 9997
Fax Number: 011 787 1900
E Mail address: chrisl@cscrsa.com
Postal address: P O Box 1151, Gallo Manor, 1151
Physical address: 14 Burnside Island, 410 Jan Smuts Avenue, Craighall
Contact Person: Chris Leal

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

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

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

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

3. Records available in terms of any other legislation

Companies Act No. 61 of 1973

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

- i. Company profile.
- ii. Details of companies activities.
- iii. The request procedures

Form of request:

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is available for inspection at the offices of Computer Software Consultants (Pty) Ltd, in the Government Gazette and at the SAHRC.

7. Prescribed Fees

For information regarding the prescribed fees, please see the SAHRC's website (www.sahrc.org.za) or the Department of Justice and constitutional Development's website (www.doj.gov.za)

SECTION 51 MANUAL FOR World Shipping Agencies (Pty) Ltd

A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to World Shipping Agencies (Pty) Ltd Ships Agents and Brokers

1. Contact details *[Section 51(1)(a)]*
V E Morris - Director
Street address: 2805 ABSA Centre, 2 Riebeeck Street, Cape Town, 8001
Postal address: P O Box 1573, Cape Town, 8000
e-mail address: ship.all@worldshipping.co.za
2. The section 10 Guide on how to use the Act *[Section 51(1)(b)]*
3. Records available in terms of any other legislation *[Section 51(1)(d)]*
Companies Act No. 61 of 1973
Income Tax Act No. 95 of 1967
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991
4. Access to the records held by the private body in question *[Sections 51(1)(c) and 51(1)(e)]*
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)] – Brochures available on request*
 - ii. Records that may be requested *[Section 51(1)(e)] – Brochures available on request*
 - iii. The request procedures – by e-mail
5. Other information as may be prescribed *[Section 51(1)(f)] – not applicable*
6. Availability of the manual *[Section 51(3)] – available free of charge at offices of company, at SAHRC and in Gazette. No website available.*

DR.R.A. ROGERS Inc.

M.B., ChB. J.C.T.) F.C.S. (SA)
Registration number 98/20197/21

16 STELLENBERG AVENUE
KENILWORTH 7708

TEL: ROOMS: 021 797 0057
HOME : 021 797 0868
FAX : 021 761 1532

OPHTHALMOLOGIST - EYE SPECIALIST
PRACTICE NO. 2601893

DR RAYMOND ALAN ROGERS INCORPORATED

Manual to access information in terms of section 51 of the Promotion Of Access to Information Act

Introduction to the practice

This private practice is the practice of Dr Rogers, I run my practice according to the requirements set by the Health Professionals Act of 1974, and am subject to the authority of the Health Professionals Council of SA (HPCSA). My business is to practice medicine within the scope and ambit of my competence and training, as defined from time to time. I am bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court compels me to breach this duty.

SECTION A: MY DETAILS:

Full name: Dr Raymond Alan Rogers

Reg. Number: MP 0139726

Reg. Address: 16 Stellenberg Avenue, Kenilworth, Cape Town, 7708

Postal Address: as above

Tel no: 021 797 0057

Fax no: 021 761 1532

Head: Dr R A Rogers

Designated Information Officer: DR R A Rogers

SECTION C**a) Information on form of practice**

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

d) Patient records

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

(h) Property (fixed and movable)

Title Deeds: Leases; Building plans; Mortgage Bonds or servitudes to fixed property; Asset register; Finance and Lease Agreements.

i) Taxation & Vat

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

n) Insurance:

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

2. Procedure for requesting access to the above information:

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

Dr. P.J. CHAPMAN (INC) REGISTERED NUMBER 97/11633/21

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

Full Name	:PETER JOHN CHAPMAN
Registration Number	:16956
Registered Address	:28 BONAIR ROAD, RONDEBOSCH, 7700
Postal Address	:2006 VINCENT PALLOTTI MEDICAL CENTRE, PINELANDS, 7405
Telephone Number	:021- 5323964
Fax Number	:021-5320307
Head	:DR. PETER CHAPMAN
Designated Information Officer	:DR. PETER CHAPMAN

INFORMATION ON FORM OF PRACTICE.

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

INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE PRACTICE.

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

ASSETS, FINANCIAL INFORMATION AND RECORDS HELD ON TERMS OF MEDICINES CONTROL ACT OF 1965.

Annual Financial Statements including: Annual accounts; Auditors report: Supporting schedules to books of account and ancillary books of account; Accounting records; Bank statements; Stock sheets; s, invoices, statements and receipts.

PATIENTS RECORDS.

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

EMPLOYMENT RECORDS.

Employees names and occupations; Time worked by each employee; Remuneration paid to each employee; Salary and wages; IRP5's and Tax information pertaining to members etc.

HEALTH AND SAFETY.

Evacuation plan.

TAXATION AND VAT.

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

INSURANCE.

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

PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION.

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

SECTION 51 MANUAL FOR DALYS FINANCIAL BROKING (PTY) LTD

A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to DALYS FINANCIAL BROKING (PTY)LTD.]

Dalys Financial Broking (Pty) Ltd do financing of tangible an intangible assets.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Dalys Financial Broking (Pty)Ltd

22nd Floor, Cartwrights Corner
Adderley Street
Cape Town
8000

Po Box 1342
Cape Town
8000

021- 4621050 (T)
021- 4641114 (F)
pauline@daly.co.za

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

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

All records for Dalys Financial Broking (Pty)Ltd is easily available in accordance with any other legislation

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

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Dalys Financial Broking (Pty)Ltd website.

7. 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.

8. Prescribed forms

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

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

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

2. Reference number, if available:
3. Any further particulars of record

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

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

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

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

SECTION 51 MANUAL FOR DALY'S HEWLETT & ASSOCIATES (PTY) LTD

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to DALY'S HEWLETT & ASSOCIATES (PTY)LTD.

Daly's Hewlett & Associates (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Daly's Hewlett & Associates (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
martin@daly.co.za

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

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

All records for Daly's Hewlett & Associates (Pty)Ltd is easily available in accordance with any other legislation

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

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Daly's Hewlett & Associates (Pty)Ltd website.

7. 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.

8. Prescribed forms

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

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

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

2. Reference number, if available:
3. Any further particulars of record

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

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

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

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

Introduction to Mohair South Africa Ltd

The main purpose of Mohair South Africa Limited ("Mohair SA") is to advance mohair as an agricultural, industrial and fashion fibre inside and outside the Republic of South Africa.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

Name of Body:	Mohair South Africa Ltd
Contact Person:	Mr D. Saayman
Address:	4-8 Johela Road Sydenham Port Elizabeth 6001
Postal Address:	P.O. Box 2243 North End Port Elizabeth 6056
Telephone number:	(041) 4871 386
Facsimile number:	(041) 4871 336
E-mail:	info@mohair.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)]**

Basic Conditions of Employment Act 75 of 1997
Companies Act 61 of 1973
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Employment Equity Act 55 of 1998
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Marketing of Agricultural Products Act, 1996
Skills Development Levies Act 55 of 1998
Unemployment Insurance Act 30 of 1966
Value Added Tax Act 58 of 1962

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

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

Not Applicable

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

Company Secretarial

- Company Statutes
- Registers
- Minutes of meetings
- Statutory returns

Movable and Immovable Property

- Lease agreements
- Service Agreements

Insurance

- Policies
- Insurance claim files

Taxation

- Income tax files

Human Resources

- Policies and Procedures
- Employee information

- Personnel files
- Agreements
- Benefit arrangement rules and records

Finance

- Annual Financial Statements
- Reports and Returns
- Banking Details and bank account records
- Debtors / creditors statements and invoices

iii. The request procedures**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

Copies of this manual is available at the registered office of Mohair South Africa Ltd, free of charge; copies are also available from the South African Human Rights Commission; from the Government Printer and on the Mohair South Africa Website (www.mohair.co.za) Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

Introduction to the Mohair Trust

The Mohair Trust is a trust established at the discontinuance of the Mohair Scheme, published by Government Notice No. R.1304 of 15 June 1990, as amended.

The objective of the Trust shall be, inter alia, to optimise income from its assets, to be used for the advancement of the mohair industry within the Republic of South Africa.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

Name of Body:	Mohair Trust
Contact Person:	Mr D. Saayman
Address:	4-8 Johcla Road Sydenham Port Elizabeth 6001
Postal Address:	P.O. Box 2243 North End Port Elizabeth 6056
Telephone number:	(041) 4871 386
Facsimile number:	(041) 4871 336
E-mail:	info@mohair.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 58 of 1962
Marketing of Agricultural Products Act, 1996
Trust Property Control Act 57 of 1988
Value Added Tax Act 58 of 1962

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

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

Not Applicable

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

Trust Secretarial

- Trust Deed
- Minutes of meetings

Movable and Immovable Property

- Lease agreements
- Service Agreements

Insurance

- Policies
- Insurance claim files

Taxation

- Income tax files

Finance

- Annual Financial Statements
- Reports and Returns
- Banking Details and bank account records
- Debtors / creditors statements and invoices

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

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

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

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

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

Copies of this manual is available at the registered office of The Mohair Trust, free of charge; copies are also available from the South African Human Rights Commission and from the Government Printer. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

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

Companies Act 61 of 1973
Competition Act 89 of 1998
Income Tax Act 58 of 1962
Marketing of Agricultural Products Act, 1996
Value Added Tax Act 58 of 1962

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

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

Not Applicable

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

Company Secretarial

- Company Statutes
- Registers
- Minutes of meetings
- Statutory returns

Taxation

- Income tax files

Finance

- Annual Financial Statements
- Reports and Returns
- Banking Details and bank account records
- Debtors / creditors statements and invoices

- iii. **The request procedures**

Form of request:

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

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

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

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

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

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

Copies of this manual is available at the registered office of Mohair Pools Ltd, free of charge; copies are also available from the South African Human Rights Commission and from the Government Printer. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

Introduction to the Mohair Trust

The Mohair Trust is a trust established at the discontinuance of the Mohair Scheme, published by Government Notice No. R.1304 of 15 June 1990, as amended.

The objective of the Trust shall be, inter alia, to optimise income from its assets, to be used for the advancement of the mohair industry within the Republic of South Africa.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

Name of Body:	Mohair Trust
Contact Person:	Mr D. Saayman
Address:	4-8 Johela Road Sydenham Port Elizabeth 6001
Postal Address:	P.O. Box 2243 North End Port Elizabeth 6056
Telephone number:	(041) 4871 386
Facsimile number:	(041) 4871 336
E-mail:	info@mohair.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 58 of 1962
Marketing of Agricultural Products Act, 1996
Trust Property Control Act 57 of 1988
Value Added Tax Act 58 of 1962

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

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

Not Applicable

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

Trust Secretarial

- Trust Deed
- Minutes of meetings

Movable and Immovable Property

- Lease agreements
- Service Agreements

Insurance

- Policies
- Insurance claim files

Taxation

- Income tax files

Finance

- Annual Financial Statements
- Reports and Returns
- Banking Details and bank account records
- Debtors / creditors statements and invoices

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

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

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

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

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

Copies of this manual is available at the registered office of The Mohair Trust, free of charge; copies are also available from the South African Human Rights Commission and from the Government Printer. Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.

SECTION 51 MANUAL FOR DALYS DANIEL & ASSOCIATES (PTY) LTD

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to DALYS DANIEL & ASSOCIATES (PTY)LTD.

Dalys Daniel & Associates (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Dalys Daniel & Associates (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
gavin@daly.co.za

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

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

All records for Dalys Daniel & Associates (Pty)Ltd is easily available in accordance with any other legislation

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

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Dalys Daniel & Associates (Pty)Ltd website.

7. 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.

8. Prescribed forms

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

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

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

2. Reference number, if available:
3. Any further particulars of record

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

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

2

the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

MOTA PRODUCTS CC

1 COMPANY OVERVIEW

MOTA PRODUCTS CC [Registration Number: 2002/019702/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal. The business was established in 2002.

2 GENERAL

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

Name of Body	: Mota Products CC
Physical Address	: 6 Skietlood Street, Isando Extension 3
Postal Address	: P O Box 16512, Atlasville, 1465
Information Officer	: Mr Brent Strydom
Telephone No	: +27 11 974-3117
Facsimile Transmission	: +27 11 974-5366
Email	: motaproducts@worldonline.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Mota Products CC** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Mota Products CC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

GEMINI 97 [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

Gemini 97 [Proprietary] Limited is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa and is a property owning company established in 1997

2 GENERAL

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

Name of Body	:	Gemini 97 [Proprietary] Limited
Physical Address	:	5 Skietlood Street, Isando Extension 3
Postal Address	:	P O Box 16512, Atlasville, 1465
Information Officer	:	Mr R Pinard
Telephone No	:	+27 11 974-1444
Facsimile Transmission	:	+27 11 974-1377
Email	:	richard@tcauto.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Gemini 97 [Proprietary] Limited are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Gemini 97 [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

NEW ADVENTURE INVESTMENTS 250 [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

New Adventure Investments 250 [Proprietary] Limited [Registration Number: 2000/007353/07 is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa and is a property owning company established in 2000.

2 GENERAL

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

Name of Body : **New Adventure Investments 250 [Proprietary] Limited**
Physical Address : Suite 72 – 2nd Floor Parktown Office Suites, 23 Wellington Road, Parktown
Postal Address : P O Box 1549, Houghton, 2041
Information Officer : Mr D E Burns
Telephone No : +27 11 480-4822
Facsimile Transmission : +27 11 480-4826
Email : burnsatt@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **New Adventure Investments 250 [Proprietary] Limited** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of New Adventure Investments 250 [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

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Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

V & P BEARINGS [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

V & P Bearings [Proprietary] Limited [Registration Number: 1998/002721/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the Republic of South Africa would be expected to deal. The business was established in 1998.

2 GENERAL

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

Name of Body	: V & P Bearings [Proprietary] Limited
Physical Address	: 9 Industry Road, Industrial Sites, Benoni
Postal Address	: P O Box 5096, Benoni South, 1502
Information Officer	: Mr Gordon Dyne
Telephone No	: +27 11 422-4012
Facsimile Transmission	: +27 11 422-6147
Email	: fag_benoni@za.fag.com

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **V & P Bearings [Proprietary] Limited** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of V & P Bearings [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at

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the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

DYNEAMIC BEARINGS [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

Dyneamic Bearings [Proprietary] Limited [Registration Number: 1994/002593/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of transmission bearings, power products and related products within the Republic of South Africa would be expected to deal. The business was established in 1994.

2 GENERAL

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

Name of Body	: Dyneamic Bearings [Proprietary] Limited
Physical Address	: 11 Birmingham Road, Benoni
Postal Address	: P O Box 5096, Benoni South, 1502
Information Officer	: Mr Gordon Dyne
Telephone No	: +27 11 421-6281
Facsimile Transmission	: +27 11 421-6349
E-mail	: dyneamic@worldonline.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Dyneamic Bearings [Proprietary] Limited** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Dyneamic Bearings [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

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Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

V & P BEARINGS [SPRINGS] [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

V & P Bearings [Springs] [Proprietary] Limited [Registration Number: 2001/023357/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the Republic of South Africa would be expected to deal. The business was established in 2001.

2 GENERAL

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

Name of Body	: V & P BEARINGS [SPRINGS] [PROPRIETARY] LIMITED
Physical Address	: 10 South Main Reef Road, New Era, Springs also known as Erf 153 New Era
Postal Address	: P O Box 5096, Benoni South, 1502
Information Officer	: Mr Gordon Dyne
Telephone No	: +27 11 815-5149
Facsimile Transmission	: +27 11 815-1172
E-mail	: fag_benoni@za.fag.com

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by V & P Bearings [Springs] [Proprietary] Limited are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of V & P Bearings [Springs] [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

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Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

APC MATTHEWS

1 COMPANY OVERVIEW

APC Matthews [Identity Number: 421011 3086 101] is a sole proprietor, a private body in terms of the Act, dealing with advertising, design and print placement. The business commenced in 1995.

2 GENERAL

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

Name of Body	: APC Matthews
Physical Address	: 21 Basalt Avenue, Amalgam, Johannesburg
Postal Address	: P O Box 29242, Sandringham, 2192, Johannesburg
Information Officer	: Mr A Matthews
Telephone No	: +27 11 837-5025
Facsimile Transmission	: +27 11 837-5023
Email	: apcmac@mweb.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **APC Matthews** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of APC Matthews

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

**RAND TRANSMISSION COMPANY
MIDDELBURG [PROPRIETARY] LIMITED**

1 COMPANY OVERVIEW

Rand Transmission Company Middelburg [Proprietary] Limited [Registration Number: 1994/009361/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the Republic of South Africa would be expected to deal. The business was established in 2001 in Kimberley and in 2003 in Nelspruit.

2 GENERAL

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

Name of Body	: Rand Transmission Company Middelburg [Proprietary] Limited
Physical Address	: 3 Kiepersol Street, West Acres, Nelspruit also known as Portion 4 of Erf 65 West Acres Extension 1; and 65 – 67 Transvaalweg, Kimberley also known as Portion of Erf 16635 Kimberley
Postal Address	: P O Box 1031, Nelspruit, 1200; and P O Box 270, Kimberley 0300
Information Officer	: Mr John Nelson
Telephone No	: +27 13 753-3611 and +27 053 832-3254
Facsimile Transmission	: +27 13 752-5543 and +27 053 832-5452
Email	: fag_kimberley@za.fag.com

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Rand Transmission Company Middelburg [Proprietary] Limited** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Rand Transmission Company Middelburg [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at

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the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

**INVESTMENT FACILITY COMPANY ONE HUNDRED
AND FIFTY EIGHT [PROPRIETARY] LIMITED**

1 COMPANY OVERVIEW

Investment Facility Company One Hundred and Fifty Eight [Proprietary] Limited
[Registration Number: 1993/006100/07] ["IFC"] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal. The business was established in November 2001.

2 GENERAL

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

Name of Body	:	Investment Facility Company One Hundred and Fifty Eight [Proprietary] Limited
Physical Address	:	No 27 New Goch Road, Benrose
Postal Address	:	P O Box 752287, Gardenview, 2047
Information Officer	:	Mrs Elmarie Pedro
Telephone No	:	+27 11 828-9843
Facsimile Transmission	:	+27 11 822-2998
E-mail	:	admin@fagisando.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by IFC are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of IFC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

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Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

SEAL CELL [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

Seal Cell [Proprietary] Limited [Registration Number: 2001/016858/07] is a company, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings, seals and related products within the Republic of South Africa would be expected to deal. The business was established in 2001.

2 GENERAL

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

Name of Body	: Seal Cell [Proprietary] Limited
Physical Address	: No 27 New Goch Road, Benrose
Postal Address	: P O Box 752287, Gardenvue, 2047
Information Officer	: Mrs Elmarie Pedro
Telephone No	: +27 11 828-9843
Facsimile Transmission	: +27 11 822-2998

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Seal Cell [Proprietary] Limited** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of SealCell [Proprietary] Limited

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

HIGHWAY BEARINGS AND SEALS CC

1 COMPANY OVERVIEW

Highway Bearings and Seals CC [Registration Number: 2001/005639/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller of bearings and seals and related products within the Republic of South Africa would be expected to deal. The business was established in 2001.

2 GENERAL

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

Name of Body : Highway Bearings and Seals CC
Physical Address : Unit 3 – 55 Activia Road, Activia Park,
Germiston, also known as Unit 3 Erf 55
Activia Park, Germiston
Postal Address : P O Box 2947, Primrose, 1416
Information Officer : Mrs Elmarie Pedro
Telephone No : +27 11 822-8787
Facsimile Transmission : +27 11 822-3226

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Highway Bearings and Seals CC are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Highway Bearings and Seals CC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

2

Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

BEARING BANK CC

1 COMPANY OVERVIEW

Bearing Bank CC [Registration Number: 1993/026114/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal. The business was established in 2000.

2 GENERAL

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

Name of Body	: Bearing Bank CC
Physical Address	: Unit 3 – 55 Activia Road, Activia Park, Germiston Also known as Unit 3 Erf 55 Activia Park, Germiston
Postal Address	: P O Box 2947, Primrose, 1416
Information Officer	: Mrs Elmarie Pedro
Telephone No	: +27 11 822-8787
Facsimile Transmission	: +27 11 822-3226

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Bearing Bank CC** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Bearing Bank CC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

QUALITY BEARINGS AND SEALS CC

1 COMPANY OVERVIEW

Quality Bearings and Seals CC [Registration Number: 1990/017791/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal. The business was established in 1990.

2 GENERAL

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

Name of Body	: Quality Bearings and Seals CC
Physical Address	: Corner North Reef and Wesel Road Sunnyridge, Germiston
Postal Address	: P O Box 752287, Gardenview, 2047
Information Officer	: Mrs Elmarie Pedro
Telephone No	: +27 11 828-9843
Facsimile Transmission	: +27 11 822-2993
Email	: admin@fagisando.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Quality Bearings and Seals CC** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Quality Bearings and Seals CC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

2

Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

for

ERF 4 MAROELADAL EXT 4 [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

ERF 4 MAROELADAL EXT 4 [PROPRIETARY] LIMITED [Registration Number: 2002/023861/07 is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa and is a property owning company established in 2002.

2 GENERAL

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

Name of Body	: ERF 4 MAROELADAL EXT 4 [PROPRIETARY] LIMITED
Physical Address	: West Block Pinescopes Office Park, corner Witkoppen Road and The Straights, Fourways
Postal Address	: P O Box 29242, Sandringham, 2131
Information Officer	: Mr P Matthews
Telephone Number	: +27 11 467-6488
Facsimile Transmission	: +27 11 467-6489
Email	: abpm@myconnection.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **ERF 4 MAROELADAL EXT 4 [PROPRIETARY] LIMITED** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of ERF 4 MAROELADAL EXT 4 [PROPRIETARY] LIMITED

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information

2

stated above should be given to the requester ["the requester"].

3.2 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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MANUAL for COMMITTRE ACCOUNTANTS INC.**Reg. No. 2002/011840/21****Prepared in terms of the requirements of Section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
NO. 2 of 2000****Part 1 Company and Contact Details**

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

Name of Company	Commettre Accountants Inc.
Information Officer	Eileen Malan
Postal Address	P.O. Box 75680 Lynnwood Ridge, 0040
Street Address	1 st Floor South Block Lynnwood Corporate Park Cor Sanlam & Alkantrand Streets Lynnwood Manor, Pretoria 0081
Telephone Number	Tel: 012 – 365 3687
Facsimile Number	Fax: 012 – 365 3592
E-Mail	E-mail: info@commettre.co.za
Contact Details of Information Officer	As Above

Guide to the Manual and it's Access

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

A guide on how to use the Act is being 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: Pvt. Bag x 2700 Houghton 2041. Telephone (011)484 8300 or Fax (011)484 1360 or Web Site www.sahrc.org.za

Part 3 Records

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

No section 52(2) notice has been published by the Minister.

Part 4 Records available in terms of other Legislation

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

Basic Condition of Employment Act 75 of 1997
Companies Act 61 of 1973
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Vat Act 89 of 1991
Unemployment Insurance Act 30 of 1966
Public Accountants & Auditors Act 80 of 1991
Regional Services Act 109 of 1985 as amended

Part 5 Records that are held by the Company

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

A: Records that may be requested

1. Records required in terms of company law;
2. Records required in terms of other legislation applicable to the business;
3. The services offered by the Company;
4. Records relating to clients;
5. Personnel records

B: 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 or fax number 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 and specify a postal address or fax number in the Republic. 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) and (e)].

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 [s 53(2)(d)].

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 [s 53(2)(f)].

Part 6 Manual Availability

(Availability of manual under section 51(3) of the Act)

This Manual is available for inspection by the general public upon request, during office hours at the offices of Commettre Accountants Inc. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

Part 7 Prescribed forms and fee structure in respect of private bodies

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

ROOIBOS LIMITED

(Registration number: 1993/05745/06)
and various of its subsidiaries

("ROOIBOS")

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

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1. INTRODUCTION

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

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

Any requestor is advised to contact the appointed Information Officer in part 2 should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Rooibos.

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

"the Act"

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

"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Rooibos from time to time;
"Rooibos"	shall mean Rooibos Limited, and several of its subsidiaries as set out in part 9 and further of this manual;
"SAHRC"	shall mean the South African Human Rights Commission.

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

Name of body:	Rooibos Limited
Chief Executive Officer:	Martin Bergh
The appointed Information Officer:	Espé Tredoux
Business Address:	Rooibos Avenue Clanwilliam 8135
Postal Address:	P.O. Box 64 Rooibos Avenue Clanwilliam 8135
Telephone:	+27 27 482 2155
Fax - Confidential:	+27 27 482 2956
E-mail:	sp@rooibosltd.co.za
Website address:	http://www.rooibosltd.co.za

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. **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)

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

- Companies Act, No. 61 of 1973
- Income Tax Act, No. 58 of 1962 (Section 75)
- Value-Added Tax Act, No. 89 of 1991 (Section 65)
- Customs and Excise Act, No. 91 of 1964 (Section 101)
- Unemployment Insurance Act, No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Insolvency Act, No. 24 of 1936 (Sections 134)
- Occupational Health and Safety Act, No. 85 of 1993

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

Webpage

The Rooibos Webpage (www.rooibosltd.co.za), accessible to anyone with access to the Internet, has the following categories:

- The Story of Rooibos
- The Plant
- Company Profile
- Production Process
- Distribution
- Packaging Specifications
- Contact Details
- Rooibos Recipes
- Medical research

Documents

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Rooibos :-

- Standard Employment Contracts
- Employment Equity Plan & Report
- Human Resources Policies and Procedures
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Documentation with regard to share option schemes
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

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 Rooibos, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Rooibos.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Rooibos (www.rooibosltd.co.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure (set out on pages 12 and further of this manual). 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").

9. VARIOUS SUBSIDIARIES OF ROOIBOS

Name	Number
<u>Republic of South Africa</u>	
▪ Rooibos Green (Pty) Ltd	not available
▪ Rooibos Marketing (Pty) Ltd	1993/04662/07
▪ Rooibos Production and Technical Services (Pty) Ltd	1995/05159/07
▪ Rooibos Business Service (Pty) Ltd	1995/05139/07
<u>Isle of Man</u>	
▪ Rooibos Universum Limited	0764820

NOTE : This list also excludes all dormant companies under the control of Rooibos.

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

for

MPUMA BEARINGS CC

1 COMPANY OVERVIEW

Mpuma Bearings CC [Registration Number: 1997/003399/23] is a close corporation, a private body in terms of the Act, dealing with matters with which a seller and distributor of bearings and related products within the Republic of South Africa would be expected to deal and a property owning close corporation. The business was established in 1997.

2 GENERAL

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

Name of Body	:	Mpuma Bearings CC
Physical Address	:	79 Watermeyer Street, Extension 8, Klipfontein, Witbank also known as Portion 0 of Erf 1806 Witbank Extension 8
Postal Address	:	P O Box 4796, Witbank, 1035
Information Officer	:	Mr J Ngoma
Telephone No	:	+27 13 692-8042
Facsimile Transmission	:	+27 13 692-8043
Email	:	fagwit@mwweb.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by **Top Class Automotive Bearing Systems CC** are categorised by the nature of the content thereof as follows, namely records kept in accordance with other statutory legislation, namely records which are of a public nature which are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Top Class Automotive Bearing Systems CC

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

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

2

Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

3.2 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.3 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

PIETERSE & CURLEWIS INGELYF

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/ dokumente van Pieterse & Curlewis versoek word in terme van die Wet. Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan Me Pieterse kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van Pieterse & Curlewis. Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet"	betekén die Wet op die bevordering van toegang tot inligting No 2 van 2000 sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	betekén hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Pieterse & Curlewis;
"Pieterse & Curlewis"	betekén Pieterse & Curlewis Ingelyf, 'n prokureursfirma gestruktureer as 'n Ingelyfde Maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies.
"SAMK"	betekén die Suid-Afrikaanse Menseregtekommissie

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

Naam van liggaam: Pieterse & Curlewis Ingelyf
Direkteur en inligtingsbeampte: Me A C M Pieterse
Adres: Jan Hugostraat 143 Rietondale PRETORIA
Posadres: Posbus 11721 HATFIELD 0028
Telefoon: 012 329 9700 / 012 329 9699
Faks: 012 329 2570
E-pos: llewelyn@mwweb.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PA/A Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON, 2041

Telefoon: 011 - 484 8300
Faks: 011 - 484 0582/1360
Webblad: www.sahrc.org.za

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

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie

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

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

- Insolvensiewet No 24 van 1936 (Artikels 134 van 155)
- Wet op Pensioenfondse No 24 van 1956
- Inkomstebelastingwet No 58 van 1962 (Artikel 75)
- Maatskappijwet No 61 van 1973
- Die Wet op Kopiereg No 98 van 1978
- Wet op Prokureurs No 53 van 1979
- Wet op Streeksdiensterade No 109 van 1985
- Wet op Belasting op Toegevoegde Waarde No 89 van 1991 (Artikel 65)
- Wet op Beroepsgeondheid en -veiligheid No 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes No 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge No 66 van 1995
- Wet op Basiese Diensvoorwaardes No 75 van 1997 (Artikel 31)
- Wet op Gelyke Indiensneming No 55 van 1998 (artikel 26)
- Wet op Vaardighedsontwikkeling No 97 van 1998
- Wet op Mediese Skemas No 131 van 1998
- Wet op Vaardighedsontwikkelingsheffings No 9 van 1999
- Werkloosheidsversekeringswet No 63 van 2001

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

**6. INLIGTING / DOKUMENTE GEHOU DEUR PIETERSE & CURLEWIS
IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**

Pieterse & Curlewis hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Pieterse & Curlewis
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard indiensnemingskontrakte

- Verslag ten opsigte van gelyke indiensneming
- Verslag oor vaardighedsontwikkeling
- Pieterse & Curlewis personeel verslae
- Menslike Hulpbronne (persoonlike inligting en gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfondse

Die Prokureursorde van die Noordelike Provinsies webblad (www.northernlaw.co.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van Pieterse & Curlewis, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet.

Geen inligting wat deur Pieterse & Curlewis gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Pieterse & Curlewis;
- 8.2 Afskrifte vir die handleiding kan verkry word by die kantore van Pieterse & Curlewis onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant bevat nie die voorgeskrewe vorms en fooiinstruktuur nie.

Die vorms en fooiinstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en konstitusionele Ontwikkeling (www.doi.gov.za) onder "regulasies"

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

ANSIE PIETERSE PROKUREUR

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Ansie Pieterse Prokureur versoek word in terme van die Wet. Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan Mev Pieterse kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van Ansie Pieterse Prokureur. Woorde gebruik in die handleiding se betekenis is soos volg: -

"die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting No. 2 van 2000 en alle relevante regulasies gepubliseer in terme daarvan

"die handleiding" beteken hierdie handleiding en alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Ansie Pieterse;

"Ansie Pieterse" beteken Ansie Pieterse Prokureur, gestruktureer as 'n Eenmansaak en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

"Inligtingsbeampte" Ansie Pieterse as enkel-praktisyn is aangewys as die inligtingsbeampte van Ansie Pieterse Prokureur aan wie versoeke vir inligting in terme van die Wet gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(10)(a) van die Wet)

Naam van liggaam: Ansie Pieterse Prokureur
Inligtingsbeampte: Ansie Pieterse
Adres: Vierdestraat 25, DELMAS, 2210
Posadres: Posbus 687 / 181 DELMAS, 2210
Telefoon: 013 - 665 5409
Faks: 013 - 665 5409
E-pos: ansiepi@netactive.co.za

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

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

PA/A Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON 2041

Telefoon: 011 - 484 8300
Faks: 011 - 484 0582/1360
Webblad: www.sahrc.org.za
E-pos: PA/A@sahrc.org.za

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

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

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

Ansie Pieterse Prokureur hou Inligting / Dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie) :-

- * Insolvensiewet No. 24, van 1936 (Artikels 134 van 155)
- * Wet op Pensioenfondse No. 24 van 1956
- * Inkomstebelastingwet No. 58 van 1962 (Artikel 75)
- * Maatskappijwet No. 61 van 1973
- * Die Wet op Kopiereg No. 98 van 1978
- * Wet op Prokureurs No. 53 van 1979
- * Wet op Streeksdienste-rade No. 109 van 1985
- * Werkloosheidsversekeringswet No. 63 van 2001
- * Wet op Beroepsgesondheid en -veiligheid No. 85 van 1993
- * Wet op Vergoeding vir Beroepsbeserings en - siektes No. 130 van 1993
- * Wet op Arbeidsverhoudinge No. 66 van 1995
- * Wet op Basiese Diensvoorwaardes No. 75 van 1997 (Artikel 31)
- * Wet op Gelyke Indiensneming No. 55 van 1998 (Artikel 26)
- * Wet op Vaardigheidsontwikkeling No. 97 van 1998
- * Wet op Mediese skemas No. 131 van 1998
- * Wet op Vaardigheidsontwikkelingsheffings No. 9 van 1999
- * Wet op Belasting van Toegevoegde Waarde No. 89 van 1991 (Artikel 65)

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

6. INLIGTING / DOKUMENTE GEHOUD DEUR ANSIE PIETERSE IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Ansie Pieterse hou inligting / dokumente soos hierna aangedui:

- * Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Ansie Pieterse Prokureur
- * Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- * Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure)
- * Standaard indiensnemingskontrakte
- * Verslag ten opsigte van gelyke indiensneming
- * Kontrakte

- * Verslag oor vaardigheidsontwikkeling
- * Ansie Pieterse personeel verslae
- * Lys van handelsmerke en hangende aansoeke
- * Versekeringspolisse
- * Reëls en regulasies met betrekking tot die pensioenfondse

Die Webblad van die Prokureursorde van die Noordelike Provinsies (www.northernlaw.co.za) welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van Ansie Pieterse Prokureur, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet.

Geen inligting wat deur Ansie Pieterse Prokureur gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Ansie Pieterse Prokureur;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Ansie Pieterse Prokureur, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-struktuur nie.

Die vorms en fooi-struktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulasies").

Promotion of Access to Information Manual
Private Body

TIPPERARY NURSERY & FARMS (PROPRIETARY) LIMITED

Registration No. 1990/007080/07

INDEX:

- A. Company contact details
- B. Guide on how to use the Act
- C. Company information
- D. Access to information of private body

A. Company contact details

Address:

Kaapsehoop/Mataffin District Road
Nelspruit
1211

P O Box 20008
West Acres
1211

Contact details:

Tel: (013) 741-4803

Fax: (013) 741-8003

Information officer:

Howard Morgan Elphick (Managing Director) whom for the purposes of this manual will be accepting the responsibility as the Information Officer.

helphick@iafrica.com

B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):
Promotion of Access to Information Act (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

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

C. Company information

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

1. Incorporation documents

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

2. Constitution of company

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

3. Finance and taxation

- 3.1 Annual financial statements

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

4. Movable property

- 4.1 Nursery Equipment
- 4.2 Farming Equipment
- 4.3 Office Equipment
- 4.4 Motor Vehicles

5. Insurance

- 5.1 General

6. Human Resources

- 6.1 Staff
- 6.2 Contracts
- 6.3 General

7. General

- 7.1 General
- 7.2 Banking

D. Access to information of private body

- 1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
- 2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
- 3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
- 4. Request on behalf of a 3rd party by a requester, must provide proof of capacity in which request is made.
- 5. Fees
 - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Promotion of Access to Information Manual
Private Body

**SAN MIGUEL PROPERTIES
(PROPRIETARY) LIMITED**

Registration No. 1992/002501/07

INDEX:

- A. Company contact details
- B. Guide on how to use the Act
- C. Company information
- D. Access to information of private body

A. Company contact details

Address:

Kaapsehoop/Mataffin District Road
Nelspruit
1211

P O Box 20008
West Acres
1211

Contact details:

Tel: (013) 741-4803

Fax: (013) 741-8003

Information officer:

Howard Morgan Elphick (Managing Director) whom for the purposes of this manual will be accepting the responsibility as the Information Officer.

helphick@iafrica.com

B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):
Promotion of Access to Information Act (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

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

C. Company information

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

1. Incorporation documents

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

2. Constitution of company

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

3. Finance and taxation

- 3.1 Annual financial statements

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

4. Immovable property

- 4.1 Land
 - 4.1.1 Title deeds (available from Deeds Office)
 - 4.1.2 General

5. General

- 5.1 General

D. Access to information of private body

1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3rd party by a requester, must provide proof of capacity in which request is made.
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 - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Promotion of Access to Information Manual
Private Body

ENSOR-WRAY PROPERTY VENTURE CLOSE CORPORATION

Registration No. 1987/011084/23

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A. Corporation contact details

B. Guide on how to use the Act

C. Corporation information

D. Access to information of private body

A. Corporation contact details

Address

87 Seventh Street
Parkhurst
2193

Contact details

Tel: (011) 442-8768

Information officer:

Karen Lesley James (Managing Member) whom for the purposes of this manual will be called the Information Officer.

jamesk@eason.co.za

B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):
Promotion of Access to Information Act (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

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

C. Corporation information

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.

- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

1. Incorporation documents

May be made available in terms of the Close Corporation Act

1.1 Founding Statements

2. Constitution of Corporation

May be made available in terms of the Close Corporations Act

2.1 Corporation statutory register

2.2 Register of members and accounting officer

3. Finance and taxation

3.1 Accounting records

3.2 Taxation

5. Immovable property

5.1 Land

5.1.1 Title deeds (available from Deeds Office)

5.1.2 General

6. General

6.1 General

D. Access to information of private body

1. The corporation does not have a website. However, the manual will be available at the corporation's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3rd party by a requester, must provide proof of capacity in which request is made.
5. Fees
- 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
- 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
- 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Zulberg Estates cc
Estate Agents

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

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5. Information/documents available in accordance with other legislation	3
6. Documents/information held by Zulberg Estates cc in terms of the Act	3
7. Other information	4
8. Availability of the Manual	4

1. INTRODUCTION

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

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

Any requestor is advised to contact Mr Joel Tollman should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Zulberg Estates cc.

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 Zulberg Estates cc from time to time;
"Zulberg Estates cc"	shall mean Zulberg Estates cc estate Agents, structured as a Close Corporation which renders property letting and property sale services including sectional title and Section 21 homeowner association administration.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing member of Zulberg Estates cc has been appointed as the Information Officer of Zulberg Estates cc, to which requests for information in terms of the Act, should be addressed.

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

Name of body: Zulberg Estates cc
Member and appointed Information Officer Mr Joel Tollman
Address: 1st Floor 69 Raleigh Street Yeoville 2198
Postal address: Box 27798 Yeoville 2143
Telephone: 011-487-1152
Fax: 011-648-1234
E-mail: zulberg@acenet.co.za
Website address: www.zulbergestates.co.za

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

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

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

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

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

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

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

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

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

- Companies Act, Nr. 61 of 1973
- Sectional Titles Act 95 of 1986
- Estate Agency affairs act 112 of 1976
- 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 of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

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

Zulberg Estates cc holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Zulberg Estates cc
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Zulberg Estates cc Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the medical scheme

The Zulberg Estates cc website address is www.zulbergestates.co.za and it is accessible to anyone with access to the internet. It contains a profile on Zulberg Estates cc, its contact particulars, services rendered and field of expertise and its professional staff.

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

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

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

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

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

- 8.1 This manual is available for inspection at the offices of Zulberg Estates cc, free of charge.

- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Zulberg Estates cc
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and the Zulberg Estates cc website (www.zulbergestates.co.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

PARADIGM RISK CONSULTANTS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT
NR 2 OF 2000**

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1. INTRODUCTION:

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

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

"the Act"	shall mean the Promotion of Access 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 PARADIGM RISK CONSULTANTS from time to time;
"Paradigm Risk Consultants"	shall mean Paradigm Risk Consultants, a private Company which carries on business as Insurance Underwriters in Klerksdorp and Bedfordview and employs 15 people;
"SAHRC"	shall mean the South African Human Rights Commission;
"information Officer"	Mr WALTER DAVID JACOBS of PARADIGM RISK CONSULTANTS has been appointed as the Information Officer of PARADIGM RISK CONSULTANTS, 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: PARADIGM RISK CONSULTANTS
Director: MR WALTER DAVID JACOBS
Address: 43 BUFFELSDOORN ROAD
WILKOPPIES, KLERKSDORP - 2571
Postal Address: PO BOX 6644, FLAMWOOD - 2572
Telephone: (018) 468 7697
Fax: (018) 468 7684
E-mail: paradigm@gds.co.za
Website address: Not Available

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

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

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

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
e-mail: PAIA@sahrc.org.za

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

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

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

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

- 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)
- Skill Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001
- Financial Intelligence Centre Act, Nr 38 of 2001;
- Financial Advisory and Intermediary Services Act, Nr 37 of 2003

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

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

PARADIGM RISK CONSULTANTS holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interest of PARADIGM RISK CONSULTANTS
- 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
- PARADIGM RISK CONSULTANTS Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by PARADIGM RISK CONSULTANTS 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 PARADIGM RISK CONSULTANTS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PARADIGM RISK CONSULTANTS.
- 8.3 It should be noted that the manual accessible on the website of the SAHRC as 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").

EMCA AGENCIES (PTY) LTD

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

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1. INTRODUCTION:

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

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

"the Act"	shall mean the Promotion of Access 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 EMCA AGENCIES (PTY) LTD from time to time;
"EMCA AGENCIES"	shall mean EMCA AGENCIES (PTY) LTD t/as Acme Insurance Solutions / Acme versekeringsmakelaars, a private Company which carries on business as Insurance Brokers in Klerksdorp and employs 14 people.
"SAHRC"	shall mean the South African Human Rights Commission;
"information Officer"	Mr Louis Vivian Sounes of EMCA AGENCIES has been appointed as the Information Officer of EMCA AGENCIES, 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:	EMCA AGENCIES
Director:	MR LOUIS VIVIAN SOUNES
Address:	85 BUFFELSDOORN ROAD WILKOPPIES, KLERKSDORP - 2571
Postal Address:	PO BOX 6637, FLAMWOOD - 2572
Telephone:	(018) 468 8665
Fax:	(018) 468 8380
E-mail:	acme@gds.co.za
Website address:	Not Available

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

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

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

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

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

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

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

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

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

- 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)
- Skill Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001
- Financial Intelligence Centre Act, Nr 38 of 2001;
- Financial Advisory and Intermediary Services Act, Nr 37 of 2003

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

6. DOCUMENTS/INFORMATION HELD BY PARADIGM RISK CONSULTANTS (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

EMCA AGENCIES holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interest of EMCA AGENCIES
- 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
- EMCA AGENCIES Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

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

Woodhead, Bigby and Irving Incorporated
(Registration number : Reg. No. 1999/023454/21)

**Manual prepared in compliance with the requirements of the
Promotion of Access to Information Act, Act 2 of 2000
of the Republic of South Africa ("the Act")**

1. Contact Details [Information required under Section 51(1) (a) of the Act]

Name of Body: Woodhead, Bigby and Irving Inc.

Head of Body: Henry Scott Bruce Bigby

Address: 700 Mansion House
12 Field Street
Durban
4001
South Africa

Postal Address: P O Box 2636
Durban
4000
South Africa

Telephone number: +27 31 304 4706

Fax number: +27 31 305 2040

E-mail: mail@woodhead.co.za

2. Section 10 Guide [Information required under Section 51(1)(b) of the Act]

The guide will be made available by SAHRC at the following address:

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

In addition to the above, the guide is also to be available for inspection at the physical address of Woodhead, Bigby and Irving Incorporated, a magistrates court or a post office.

3. Section 52(2) Notices [Information required under Section 51(1)(c) of the Act]

No notices have been published.

4. Records Held in terms of Other Legislation [Information required under Section 51(1)(d) of the Act]

Records are kept in accordance with the following legislation. This is not an exhaustive list:

Administration of Estates Act, 66 of 1965; Attorney's Act, 53 of 1979; Basic Conditions of Employment Act, 75 of 1997; Companies Act, 61 of 1973; Compensation for Occupational Injuries and Diseases Act, 130 of 1993; Employment Equity Act, 55 of 1998; Income Tax Act, 58 of 1962; Labour Relations Act, 66 of 1995; Manpower Training Act, 56 of 1981; Regional Services Councils Act, 109 of 1985; Skills Development Levies Act, 97 of 1998; Unemployment Insurance Act, 63 of 2001; Value-Added Tax Act, 89 of 1991.

5. Description of Records Held [Information required under Section 51(1) (e) of the Act]

Company secretarial and legal records : Contracts and agreements; property records; insurance records; Attorneys Fidelity Fund certificates; statutory records.

Finance : accounting records; taxation records; asset registers; annual financial statements; banking records (relating to business and trust accounts held).

Human resources : employee records; payroll records; employment equity records; UIF records; medical aid records.

Legal services : client matter records.

6. Form of request and availability of manual

The Manual is available for inspection at the physical address of Woodhead, Bigby and Irving Incorporated. The prescribed form of request is available on the website of the South African Human Rights Commission www.sahrc.org.za.

7. Fees in respect of private bodies

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

SECTION 51 MANUAL FOR SONET DU PREEZ ATTORNEYS

A. **CONTENTS****Introduction to the private body in question**

1. Contact details
2. The section 10 Guide on how to use the Act
3. Access to the records held by the private body in question [Sections 51(1)(c)]
 - 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)]
4. Records available in terms of any other legislation [Section 51(1)(d)]
5. Access to the records held by the private body in question [Sections 51(1)(e)]
 - Records that may be requested [Section 51(1)(e)]
 - The request procedures
6. Other information as may be prescribed [Section 51(1)(f)]
7. Availability of the manual [Section 51(3)]
8. Prescribed fees for private bodies
9. Prescribed forms

Introduction to Attorneys Sonet du Preez

Sonet du Preez is the sole practitioner practising at this firm. This firm attends to matters such as litigation (in the High Court, Magistrates' Court, Central Divorce Court, and Labour Court), and cost consulting in all above courts, but does not handle litigation in the areas of third party claims, Children's Court, deceased estate's, conveyancing and tax matters. She is a specialist in cost consulting.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. **Contact details** [Section 51(1)(a)]

Chief Information Officer: Sonet du Preez

Deputy Information Officer: None

Physical Address: 7 Bloubos Street
Mayberry Park
Alberton
1448

Postal Address: P O Box 11114
Randhart
1457

Telephone: +27 11 864 7413

Telefax: +27 11 864 7413

E-mail: dpreez@iafrica.com

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

Telefax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. **Access to the records held by the private body in question** [Sections 51(1)(c)]

Records that may be requested: Pamphlets with regards to the services that the firm renders.

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

Records are available in terms of the following legislation, including subsequent amendments:

Attorneys Act 53 of 1979; Basic Conditions of Employment Act 75 of 1997; Income Tax Act 89 of 1991; Unemployment Insurance Act 63 of 2001; Value-Added Tax Act 89 of 1991; Workmen's Compensation Act 30 of 1941; Supreme Court Act 59 of 1959; Magistrate's Court Act 23 of 1944; Labour Relations Act 66 of 1995; Employment Equity Act 55 of 1998; Skills Development Act 97 of 1998

5. **Access to the records held by the private body in question** [Sections 51(1)(e)]

Records that may be requested. In addition to those set out in paragraph 3 above, the private body holds records relating to:

- legal cases dealt with during the past three years. These records include correspondence and pleadings,
- Bills of costs for attorneys and clients, for the last three years.

A description of the subjects of the records held by the body and the categories in which these subjects are classed. See paragraph above

The request procedures are set out below:

Form of request:

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

Fees:

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

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

This private body does not have a website. Accordingly for more information on the forms and fee structures, kindly refer to the following websites, www.sahrc.org.za or www.doi.gov.za under "regulations".

6. **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.

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

This manual is available for inspection at the offices of attorneys Sonet du Preez. Copies are available from the South African Human Rights Commission and in the Government Gazette.

Dr Percival David Longmore MB BCh Solus General Practitioner Registration Number 0137774

330 Burger Street, Pietermaritzburg

Manual to access information in terms of section 51 of the Promotion of Access to Information Act

Introduction to the practice

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

Section A – Our details

Full Name	: Percival David Longmore
Registration Number	: 0137774
Registered Address	: 330 Burger Street, Pietermaritzburg
Postal Address	: P. O. Box 13909 Cascades, 3202
Telephone Number	: 033 3453210
Fax Number	: 033 3944081
Head	: SELF
Designated Information Officer	: SELF

Section B – The official SA Human Rights Commission Guide

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

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

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

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

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

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

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

Register of Mortgages and Debentures and Fixed Assets; Annual Financial Statements including: Annual accounts; Auditor's report; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, Invoices, statements, receipts, vouchers and bills of exchange; claims to medical schemes; Registers to be kept in terms of the Medicines and Related Substances Control Act of 1965.

(d) PATIENT RECORDS

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

(e) EMPLOYMENT RECORDS

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

(f) HEALTH AND SAFETY

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

(g) PROPERTY (FIXED AND MOVABLE)

Title Deeds; Leases; Building plans; Mortgage Bonds or servitudes to fixed property; Asset register; Finance and Lease Agreements; Medicines held in terms of Medicines Control Act.

(h) *AGREEMENTS AND CONTRACTS

Managed care agreements; agreements with utility company/ies/close corporation(s), software house / data warehouse /IT agreements; agreements concerning provision of services or materials; purchase or lease agreements.

(i) TAXATION & VAT

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

(k) LEGAL

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

(l) INSURANCE

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

2. Procedure for requesting access to the above information

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

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