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MANUALS

IN ACCORDANCE WITH

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



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**PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)
SECTION 51 MANUAL FOR THE UMGENI WATER RETIREMENT FUND**

Introduction

"The system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to the abuse of power and human rights violations."

This statement appears in the preamble of the Promotion of Access to Information Act (PAIA) and was undoubtedly one of the reasons why access of information was made a constitutionally protected human right in terms of section 32(1) of the Constitution.

Section 32 of the Constitution provides as follows,

- 1) *Everyone has the right of access to –*
 - (a) *any information held by the State;*
 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- 2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.*

The Umgeni Water Retirement Fund (the Fund) is a duly registered retirement fund in terms of the Pension Funds Act. As a separate legal entity, the Fund is required in terms of the Promotion of Access to Information Act to make provision for the access of certain information in terms of the Act.

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

A requester must be given access to any record of a private body if-

- (a) *that record is required for the exercise or promotion of any rights;*
- (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
- (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

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

Procedure for obtaining access to information

The Umgeni Water Retirement Fund is a privately administered retirement fund. The administration of the Fund is performed by Glenrand MIB Benefit Services (Pty) Ltd. The Principal Officer as head of the Fund, is required in terms of PAIA to respond to any requests for access to records. The Principal Officer may however request the assistance of Glenrand MIB Benefit Services (Pty) Ltd as and when required.

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

Contact Details for the Principal Officer of the Fund

Principal Officer:	Mr Lynton Rowlands
Physical Address:	310 Burger Street PIETERMARITZBURG 3201
Postal Address:	P O Box 9 PIETERMARITZBURG 3200
Tel:	(033) 341-1016
Fax:	(033) 341-1354
E-mail:	Lynton.rowlands@umgeni.co.za
Website:	www.umgeni.co.za

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

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

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

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

PAIA Unit The Research and Documentation Department Private Bag 2700 Houghton 2041 Tel: (011) 484-8300 Fax: (011) 484-1360 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

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

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

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

- The rules of the fund,
- The last revenue account and the last balance sheet prepared in terms of the Act.

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

- The documents referred to under section 35(1) above;
- The last report by a valuator (if any) in terms of section 16;
- The last statement (if any) and report thereon prepared in terms of section 17;
- Any scheme which is being carried out by the fund in accordance with the provisions of section 18.

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

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

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

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
Menlo Park
0102

446 Rigel Avenue South
Erasmusrand
Pretoria

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

Access to the records held by the Fund [Section 51(1)(e)]

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

Personal Information about Members

The records requested may relate to the following information but is not limited thereto.

- Remuneration/income of members
- Member's contributions and employer contributions
- The value of benefits and benefit statements past and current
- PAYE paid or payable in respect of a member's benefit
- Medical records obtained in respect of any disability benefit

- Reasons for withdrawal – for example resignation, dismissal etc.
- Details of tax directives, deductions, applications and certificates

Private Body Records

This would include the following records but would not be limited thereto.

- Documented proof of FSB registration
- Documented proof of SARS approval
- Financial records of the Fund
- Administrative records
- Contracts including policies of insurance and administration agreements
- Correspondence
- Statutory records
- Minutes of trustees meetings
- Rules, resolutions and amendments
- Databases and spreadsheets
- Investments

Third Parties

The Fund may be in possession of records that pertain to third parties. These records may include but are not limited to details pertaining to dependants and/or nominees of members, divorce and maintenance orders.

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

- The requester must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.
- The request must contain the following information:
 - It must contain sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
 - It must contain information as to the form of access required;
 - It must provide a postal address or fax number for the requester in the Republic;
 - It must indicate what right will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
 - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request;
 - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

A 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 Principal 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.
- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.
- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

Availability of the Manual [Section 51(3)]

The manual is available for inspection at the offices of Umgeni Water free of charge, copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

- Trade secrets of a third party

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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

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:

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

2. If record consists of visual images

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

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

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

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

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

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

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

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

**PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)
SECTION 51 MANUAL FOR THE AKASIA ROAD SURFACING PENSION FUND**

Introduction

"The system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to the abuse of power and human rights violations."

This statement appears in the preamble of the Promotion of Access to Information Act (PAIA) and was undoubtedly one of the reasons why access of information was made a constitutionally protected human right in terms of section 32(1) of the Constitution.

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 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- 2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.*

The Akasia Road Surfacing Pension Fund (the Fund) is a duly registered pension fund in terms of the Pension Funds Act. As a separate legal entity, the Fund is required in terms of the Promotion of Access to Information Act to make provision for the access of certain information in terms of the Act.

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- A requester must be given access to any record of a private body if-*
- (a) *that record is required for the exercise or promotion of any rights;*
 - (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
 - (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

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

Procedure for obtaining access to information

The Akasia Road Surfacing Pension Fund is a privately administered pension fund. The administration of the Fund is performed by Glenrand MIB Benefit Services (Pty) Ltd. The Principal Officer as head of the Fund, is required in terms of PAIA to respond to any requests for access to records. The Principal Officer may however request the assistance of Glenrand MIB Benefit Services (Pty) Ltd as and when required.

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

Contact Details for the Principal Officer of the Fund

Principal Officer:	Ms Isabel Bronkhorst
Physical Address:	47 Graf Street Bonn Accord 0009
Postal Address:	P O Box 259 Bonn Accord 0009
Tel:	(012) 562-0921
Fax:	(012) 562-0530
E-mail:	roadsurf@lantic.net

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

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

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

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PAIA Unit The Research and Documentation Department Private Bag 2700 Houghton 2041 Tel: (011) 484-8300 Fax: (011) 484-1360 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

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

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

- The rules of the fund,

- The last revenue account and the last balance sheet prepared in terms of the Act.

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

- The documents referred to under section 35(1) above;
- The last report by a valuator (if any) in terms of section 16;
- The last statement (if any) and report thereon prepared in terms of section 17;
- Any scheme which is being carried out by the fund in accordance with the provisions of section 18.

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

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

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

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
Menlo Park
0102

446 Rigel Avenue South
Erasmusrand
Pretoria

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

Access to the records held by the Fund [Section 51(1)(e)]

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

Personal Information about Members

The records requested may relate to the following information but is not limited thereto.

- Remuneration/income of members
- Member's contributions and employer contributions
- The value of benefits and benefit statements past and current
- PAYE paid or payable in respect of a member's benefit
- Medical records obtained in respect of any disability benefit
- Reasons for withdrawal – for example resignation, dismissal etc.

- Details of tax directives, deductions, applications and certificates

Private Body Records

This would include the following records but would not be limited thereto.

- Documented proof of FSB registration
- Documented proof of SARS approval
- Financial records of the Fund
- Administrative records
- Contracts including policies of insurance and administration agreements
- Correspondence
- Statutory records
- Minutes of trustees meetings
- Rules, resolutions and amendments
- Databases and spreadsheets
- Investments

Third Parties

The Fund may be in possession of records that pertain to third parties. These records may include but are not limited to details pertaining to dependants and/or nominees of members, divorce and maintenance orders.

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

- The requester must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.
- The request must contain the following information:
 - It must contain sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
 - It must contain information as to the form of access required;
 - It must provide a postal address or fax number for the requester in the Republic;
 - It must indicate what right will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
 - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request;
 - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

A 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 Principal 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.

- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.
- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

Availability of the Manual [Section 51(3)]

The manual is available for inspection at the offices of Akasia Road Surfacing (Pty) Ltd free of charge, copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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

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.			
			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 (PAIA)
SECTION 51 MANUAL FOR THE PROLIT PROVIDENT FUND**

Introduction

"The system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to the abuse of power and human rights violations."

This statement appears in the preamble of the Promotion of Access to Information Act (PAIA) and was undoubtedly one of the reasons why access of information was made a constitutionally protected human right in terms of section 32(1) of the Constitution.

Section 32 of the Constitution provides as follows,

- 1) *Everyone has the right of access to –*
 - (a) *any information held by the State;*
 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- 2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.*

The Prolit Provident Fund (the Fund) is a duly registered provident fund in terms of the Pension Funds Act. As a separate legal entity, the Fund is required in terms of the Promotion of Access to Information Act to make provision for the access of certain information in terms of the Act.

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

A requester must be given access to any record of a private body if-

- (a) *that record is required for the exercise or promotion of any rights;*
- (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
- (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

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

Procedure for obtaining access to information

The Prolit Provident Fund is a privately administered provident fund. The administration of the Fund is performed by Glenrand MIB Benefit Services (Pty) Ltd. The Principal Officer as head of the Fund, is required in terms of PAIA to respond to any requests for access to records. The Principal Officer may however request the assistance of Glenrand MIB Benefit Services (Pty) Ltd as and when required.

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

Contact Details for the Principal Officer of the Fund

Principal Officer:	Ms Cathy Salmon
Physical Address:	460 Proes Street Arcadia PRETORIA 0007
Postal Address:	P O Box 57280 Arcadia PRETORIA 0007
Tel:	(012) 323-3447
Fax:	(012) 324-3800
E-mail:	cathy@projectliteracy.org.za

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

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

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

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

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

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

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

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

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

- The rules of the fund,
- The last revenue account and the last balance sheet prepared in terms of the Act.

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

- The documents referred to under section 35(1) above;
- The last report by a valuator (if any) in terms of section 16;
- The last statement (if any) and report thereon prepared in terms of section 17;
- Any scheme which is being carried out by the fund in accordance with the provisions of section 18.

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

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

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

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
Menlo Park
0102

446 Rigel Avenue South
Erasmusrand
Pretoria

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

Access to the records held by the Fund [Section 51(1)(e)]

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

Personal Information about Members

The records requested may relate to the following information but is not limited thereto.

- Remuneration/income of members
- Member's contributions and employer contributions
- The value of benefits and benefit statements past and current
- PAYE paid or payable in respect of a member's benefit

- Medical records obtained in respect of any disability benefit
- Reasons for withdrawal – for example resignation, dismissal etc.
- Details of tax directives, deductions, applications and certificates

Private Body Records

This would include the following records but would not be limited thereto.

- Documented proof of FSB registration
- Documented proof of SARS approval
- Financial records of the Fund
- Administrative records
- Contracts including policies of insurance and administration agreements
- Correspondence
- Statutory records
- Minutes of trustees meetings
- Rules, resolutions and amendments
- Databases and spreadsheets
- Investments

Third Parties

The Fund may be in possession of records that pertain to third parties. These records may include but are not limited to details pertaining to dependants and/or nominees of members, divorce and maintenance orders.

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

- The requester must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.
- The request must contain the following information:
 - It must contain sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
 - It must contain information as to the form of access required;
 - It must provide a postal address or fax number for the requester in the Republic;
 - It must indicate what right will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
 - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request;
 - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

A 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 Principal 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.
- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.
- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

Availability of the Manual [Section 51(3)]

The manual is also available for inspection at the offices of Project Literacy free of charge; copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

- Trade secrets of a third party

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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

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:			
<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.			<input type="checkbox"/> YES <input type="checkbox"/> 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 (PAIA)
SECTION 51 MANUAL FOR THE WSP SOUTH AFRICA PENSION FUND**

Introduction

"The system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to the abuse of power and human rights violations."

This statement appears in the preamble of the Promotion of Access to Information Act (PAIA) and was undoubtedly one of the reasons why access of information was made a constitutionally protected human right in terms of section 32(1) of the Constitution.

Section 32 of the Constitution provides as follows,

- 1) *Everyone has the right of access to –*
 - (a) *any information held by the State;*
 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- 2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.*

The WSP South Africa Pension Fund (the Fund) is a duly registered pension fund in terms of the Pension Funds Act. As a separate legal entity, the Fund is required in terms of the Promotion of Access to Information Act to make provision for the access of certain information in terms of the Act.

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

A requester must be given access to any record of a private body if-

- (a) *that record is required for the exercise or promotion of any rights;*
- (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
- (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

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

Procedure for obtaining access to information

The WSP South Africa Pension Fund is a privately administered pension fund. The administration of the Fund is performed by Glenrand MIB Benefit Services (Pty) Ltd. The Principal Officer as head of the Fund, is required in terms of PAIA to respond to any requests for access to records. The Principal Officer may however request the assistance of Glenrand MIB Benefit Services (Pty) Ltd as and when required.

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

Contact Details for the Principal Officer of the Fund

Principal Officer:	Mr Adrian Lloyd
Physical Address:	WSP House Arivia.kom Business Park Simba Road SUNNINGHILL 2157
Postal Address:	P O Box 98867 SLONE PARK 2152
Tel:	(011) 233-7807
Fax:	(011) 233-7801
E-mail:	afl@wspgroup.co.za

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

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

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

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

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

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

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

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

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

- The rules of the fund,
- The last revenue account and the last balance sheet prepared in terms of the Act.

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

- The documents referred to under section 35(1) above;
- The last report by a valuator (if any) in terms of section 16;
- The last statement (if any) and report thereon prepared in terms of section 17;
- Any scheme which is being carried out by the fund in accordance with the provisions of section 18.

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

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

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

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
Menlo Park
0102

446 Rigel Avenue South
Erasmusrand
Pretoria

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

Access to the records held by the Fund [Section 51(1)(e)]

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

Personal Information about Members

The records requested may relate to the following information but is not limited thereto.

- Remuneration/income of members
- Member's contributions and employer contributions
- The value of benefits and benefit statements past and current
- PAYE paid or payable in respect of a member's benefit

- Medical records obtained in respect of any disability benefit
- Reasons for withdrawal – for example resignation, dismissal etc.
- Details of tax directives, deductions, applications and certificates

Private Body Records

This would include the following records but would not be limited thereto.

- Documented proof of FSB registration
- Documented proof of SARS approval
- Financial records of the Fund
- Administrative records
- Contracts including policies of insurance and administration agreements
- Correspondence
- Statutory records
- Minutes of trustees meetings
- Rules, resolutions and amendments
- Databases and spreadsheets
- Investments

Third Parties

The Fund may be in possession of records that pertain to third parties. These records may include but are not limited to details pertaining to dependants and/or nominees of members, divorce and maintenance orders.

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

- The requester must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.
- The request must contain the following information:
 - It must contain sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
 - It must contain information as to the form of access required;
 - It must provide a postal address or fax number for the requester in the Republic;
 - It must indicate what right will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
 - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request;
 - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

A 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 Principal 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.
- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.
- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

Availability of the Manual [Section 51(3)]

The manual is also available for inspection at the offices of WSP Consultants (Pty) Ltd free of charge; copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

- Trade secrets of a third party

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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

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:			
<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?			YES
Postage is payable.			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 (PAIA)
SECTION 51 MANUAL FOR THE PILOT FURNITURE PENSION FUND**

Introduction

"The system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to the abuse of power and human rights violations."

This statement appears in the preamble of the Promotion of Access to Information Act (PAIA) and was undoubtedly one of the reasons why access of information was made a constitutionally protected human right in terms of section 32(1) of the Constitution.

Section 32 of the Constitution provides as follows,

- 1) *Everyone has the right of access to –*
 - (a) *any information held by the State;*
 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- 2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.*

The Pilot Furniture Pension Fund (the Fund) is a duly registered pension fund in terms of the Pension Funds Act. As a separate legal entity, the Fund is required in terms of the Promotion of Access to Information Act to make provision for the access of certain information in terms of the Act.

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

A requester must be given access to any record of a private body if-

- (a) *that record is required for the exercise or promotion of any rights;*
- (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
- (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

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

Procedure for obtaining access to information

The Pilot Furniture Pension Fund is a privately administered pension fund. The administration of the Fund is performed by Glenrand MIB Benefit Services (Pty) Ltd. The Principal Officer as head of the Fund, is required in terms of PAIA to respond to any requests for access to records. The Principal Officer may however request the assistance of Glenrand MIB Benefit Services (Pty) Ltd as and when required.

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

Contact Details for the Principal Officer of the Fund

Principal Officer:	Mr Ernest Stephens
Physical Address:	81 9th Street BABELEGI
Postal Address:	P O Box 240 HAMMANSKRAAL 0400
Tel:	(012) 719-8731
Fax:	(012) 719-8730
E-mail:	Ernest@quinoak.co.za

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

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

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

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

PAIA Unit The Research and Documentation Department Private Bag 2700 Houghton 2041 Tel: (011) 484-8300 Fax: (011) 484-1360 Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

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

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

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

- The rules of the fund,
- The last revenue account and the last balance sheet prepared in terms of the Act.

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

- The documents referred to under section 35(1) above;
- The last report by a valuator (if any) in terms of section 16;
- The last statement (if any) and report thereon prepared in terms of section 17;
- Any scheme which is being carried out by the fund in accordance with the provisions of section 18.

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

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

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

Contact details for the Registrar of Pension Funds

The Registrar of Pension Funds
P O Box 35655
Menlo Park
0102

446 Rigel Avenue South
Erasmusrand
Pretoria

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

Access to the records held by the Fund [Section 51(1)(e)]

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

Personal Information about Members

The records requested may relate to the following information but is not limited thereto.

- Remuneration/income of members
- Member's contributions and employer contributions
- The value of benefits and benefit statements past and current
- PAYE paid or payable in respect of a member's benefit
- Medical records obtained in respect of any disability benefit

- Reasons for withdrawal – for example resignation, dismissal etc.
- Details of tax directives, deductions, applications and certificates

Private Body Records

This would include the following records but would not be limited thereto.

- Documented proof of FSB registration
- Documented proof of SARS approval
- Financial records of the Fund
- Administrative records
- Contracts including policies of insurance and administration agreements
- Correspondence
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Third Parties

The Fund may be in possession of records that pertain to third parties. These records may include but are not limited to details pertaining to dependants and/or nominees of members, divorce and maintenance orders.

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

- The requester must use the prescribed form (Annexure B) to make the request for access to a record. The completed request form must be submitted to the Principal Officer at the address, fax number or electronic mail address provided above.
- The request must contain the following information:
 - It must contain sufficient particulars to enable the Principal Officer of the retirement fund to identify the record requested as well as the requester;
 - It must contain information as to the form of access required;
 - It must provide a postal address or fax number for the requester in the Republic;
 - It must indicate what right will be protected or exercised by providing the requester with access to the record and reasons why the record is required to exercise or protect that right;
 - If the requester wishes to be informed of the decision in terms of the request in any form other than a written notification, this must be stated in the request;
 - If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Principal Officer.

Fees in respect of a request [Annexure A]

A 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 Principal 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.
- If the search for a record held by the Fund in respect of which a request for access by a requester, other than a personal requester, has been made and the preparation of the record for disclosure would in the opinion of the Principal Officer require more than the hours prescribed for this purpose, the Principal Officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (not more than one-third) of the access fee which would be payable if the request is granted.
- In respect of the notice mentioned above, such notice must state the amount of the deposit payable, if applicable and must advise the requester that he/she may lodge an application with a court against the tender or payment of a deposit and the procedure for such application.
- If a deposit has been paid in respect of a request for access which is refused, the deposit must be repaid to the requester.
- A record may be withheld until the requester concerned has paid the applicable fees (if any).
- After the Principal Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and search and preparation respectively and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

Availability of the Manual [Section 51(3)]

The manual is available for inspection at the offices of Oaktree Products (Pty) Ltd free of charge, copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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**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:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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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)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*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 (PAIA)
SECTION 51 MANUAL FOR THE OAKTREE PENSION FUND**

Introduction

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The manual is available for inspection at the offices of Oaktree Products (Pty) Ltd free of charge, copies are lodged with the SAHRC and published in the Government Gazette.

Decision on request and notice thereof

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

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

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

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

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

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

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

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

What records may be refused?

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

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

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

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

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

Mandatory protection of commercial information of third party

A request for access to records that pertain to the following must also be refused;

- Trade secrets of a third party

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

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

Mandatory protection of safety of individuals and protection of property

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

- Such disclosure can reasonably be expected to endanger the life or physical safety of an individual; or may refuse a request where:
- Such disclosure is likely to prejudice or impair the security of a building, structure or system including but not limited to, a computer or communication system or any other property.
- Such disclosure may prejudice or impair methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or the safety of the public or the security of property.

Mandatory protection of records privileged from production in legal proceedings

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

Commercial Information of a private body

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

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

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

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

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

Third Parties

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

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

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

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

ANNEXURE A

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

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:					
<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

THE COMPETITION COMMISSION PENSION 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

Head of the Fund	Johan Dreyer (Chairperson) Janeen de Klerk (Secretary)
Registrar of Pension Funds PF Number of the Fund	5006/R14448/DM 53
The registered address of the Fund	Building B Glenfield Park c/o Glenwood and Oberon Str, Faerie Glen, Pretoria
The postal address of the Fund	Pvt. Bag X 23 Lynnwood Ridge 0040
The contact telephone number for the Fund	012 482 9010 (Chairperson) 012 482 9209 (Secretary)
The contact facsimile number for the Fund	012 482 9201
The e-mail address of the Head of the Fund	Johand@comptrib.co.za (Chairperson) Janeend@comptrib.co.za (Secretary)

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

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

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

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

Facsimile: (012) 3470221
 Website: www.fsb.co.za.

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

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

E. AVAILABILITY OF THE MANUAL

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

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms • Calculations (where available), or computerised statement of claim • Tax Directive (where applicable) (held with financial advisor) • Client / broker payment instruction (where applicable) (held with financial advisor) • Payment letter (held with financial advisor) • 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)
Member Data	<ul style="list-style-type: none"> • New entrant data • Contribution records • Member investment choice investment option forms (where applicable) • Installation & Acquisition data • Statement of member fund value • Additional benefit calculations • Member investment choice investment switch forms (where applicable) • Flexible benefit member option forms (where applicable)

Accounting records	If audit exempt: <ul style="list-style-type: none"> • Abbreviated financial returns prescribed by Pension Funds Act
Miscellaneous	<ul style="list-style-type: none"> • Copies of signed rules and amendments • Confirmation of registration and tax approval • Minute books • Trustees registers • Original or copies of any insurance policy documents relating to risk benefits and investments • Documentation relating to the review of insurances on an annual basis • Agendas for all meetings to be held • 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 • Copy of investment strategy (being drafted) • Original or copy of fidelity and professional indemnity policy (where applicable)

DJ LOTZ PROKUREURS/ATTORNEYS

**HANDLEIDING
SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING
NR 2 VAN 2000**

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1. INLEIDING

Die doel van die Handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/dokumente van DJ LötZ Prokureurs 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.

Die Versoeker kan D J LötZ 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 D J LötZ Prokureurs.

Woorde gebruik in die Handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op Bevordering van Toegang tot Inligting Nr 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die Handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van DJ LötZ Prokureurs
"DJ LötZ Prokureurs"	beteken DJ LötZ Prokureurs gestruktureer as 'n eenman-saak, welke firma regsadvies asook regsverteenvoording aan individue en besighede/organisasies gee;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	beteken die enkelpraktisyn D J LötZ van die firma DJ LötZ Prokureurs, aan wie versoeke vir inligting in terme van die Wet gerig moet word.

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

Naam van liggaam: DJ LötZ Prokureurs

Vennoot en Inligtingsbeampste: D J Lötzt
 Adres: Beckett straat 190
 Arcadia
 Pretoria
 0086
 Posadres: Posbus 55946
 Arcadia
 0007
 Telefoon: (012-) 460-8047
 Faks: (012-) 346-7197
 E-pos: lotz@bhattorneys.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 gestel word deur die SAMK in al die amptelike tale en is beskikbaar by die SAMK.

Kontakbesonderhede vir die SAMK is soos volg:

PAIA Eenheid
 Navorsing- en dokumentasieafdeling
 Privaatsak 2700
 HOUGHTON
 2041
 Telefoon: +27-11-484-8300
 Faks: +27-11-484-0582/1360
 Webblad: www.sahrc.org.za
 E-pos: PAIA@sahrc.org.za

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

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

DJ Lötzt Prokureurs hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolensiewet Nr 24 van 1936 (artikels 134 en 155)
- Wet op Pensioenfondse Nr 24 van 1956
- Inkomstebelastingwet Nr 58 van 1962 (Artikel 75)
- Maatskappywet Nr 61 van 1973
- Wet op Kopiereg Nr 98 van 1978
- Wet op Prokureurs Nr 53 van 1979
- Wet op Streeksdiensterade Nr 109 van 1985
- Wet op Belasting op Toegevoegde Waarde Nr 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid Nr 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes Nr 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge Nr 66 van 1995
- Wet op Basiese Diensvoorwaardes Nr 75 van 1997 (Artikel 31)
- *Employment Equity Act* Nr 55 van 1998 (Artikel 26)
- Wet op Mediese Skemas Nr 131 van 1998
- *Skills Development Levies Act* Nr 9 van 1999
- Werkloosheidsversekeringswet Nr 63 van 2001

Die bogenelde rekords, insoverre dit van 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 DJ LÖTZ PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

DJ LötZ Prokureurs hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van DJ LötZ Prokureurs
- Kontrakte
- Kliëntedatabasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- DJ LötZ Prokureurs Personeelverslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers, direkteure en vennote)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

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

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

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

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

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

- 8.1 Die Handleiding is gratis beskikbaar by die kantore van DJ LötZ Prokureurs;
- 8.2 Afskrifte van die Handleiding kan verkry word by die kantore van DJ LötZ Prokureurs, onderhewig aan die betaling van die voorgeskrewe fooi;
- 8.3 Toegang tot die Handleiding kan 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 die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

B PROZESKY PROKUREURS/ATTORNEYS

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NR 2 VAN 2000

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5.	Inligting/dokumente beskikbaar in terme van ander Wetgewing.....	2
6.	Inligting/dokumente gehou deur B Prozesky Prokureurs in terme van die Wet.....	2
7.	Ander Inligting.....	2
8.	Beskikbaarheid van die Handleiding.....	2

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 B Prozesky Prokureurs 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.

Die Versoeker kan Mev Birgit Kuschke (neé Prozesky) 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 B Prozesky Prokureurs.

Woorde gebruik in die Handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op Bevordering van Toegang tot Inligting Nr 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die Handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van B Prozesky Prokureurs
"B Prozesky Prokureurs"	beteken B Prozesky Prokureurs gestruktureer as 'n eenman-saak, welke firma regsadvies asook regsverteenwoordiging aan individue en besighede/organisasies gee;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	beteken die enkelpraktisyn Birgit Kuschke (neé Prozesky) van die firma B Prozesky Prokureurs,

aan wie versoeke vir inligting in terme van die Wet gerig moet word.

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

Naam van liggaam:	B Prozesky Prokureurs
Vennoot en Inligtingsbeampte:	Birgit Kuschke (neé Prozesky)
Adres:	Coghillweg 77 Lynnwood Glen Pretoria 0081
Posadres:	Posbus 36122 Menlopark 0102
Telefoon:	(012-) 420-2418 / (012-) 361-2292
Faks:	(012-) 664-6348
E-pos:	prozesky@hakuna.up.ac.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 gestel word deur die SAMK in al die amptelike tale en is beskikbaar by die SAMK.

Kontakbesonderhede vir die SAMK is soos volg:

PAIA Eenheid	
Navorsing- en dokumentasieafdeling	
Privaatsak 2700	
HOUGHTON	2041
Telefoon:	+27-11-484-8300
Faks:	+27-11-484-0582/1360
Webblad:	www.sahrc.org.za
E-pos:	PAIA@sahrc.org.za

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

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

B Prozesky Prokureurs hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolensiewet Nr 24 van 1936 (artikels 134 en 155)
- Wet op Pensioenfondse Nr 24 van 1956
- Inkomstebelastingwet Nr 58 van 1962 (Artikel 75)
- Maatskappywet Nr 61 van 1973
- Wet op Kopiereg Nr 98 van 1978
- Wet op Prokureurs Nr 53 van 1979
- Wet op Streeksdiensterade Nr 109 van 1985
- Wet op Belasting op Toegevoegde Waarde Nr 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid Nr 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes Nr 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge Nr 66 van 1995
- Wet op Basiese Diensvoorwaardes Nr 75 van 1997 (Artikel 31)
- *Employment Equity Act* Nr 55 van 1998 (Artikel 26)
- Wet op Mediese Skemas Nr 131 van 1998
- *Skills Development Levies Act* Nr 9 van 1999
- Werkloosheidsversekeringswet Nr 63 van 2001

Die bogemelde rekords, insoverre dit van 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 B PROZESKY PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

B Prozesky Prokureurs hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van B Prozesky Prokureurs
- Kontrakte
- Kliëntedatabasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- B Prozesky Prokureurs Personeelverslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers, direkteure en vennote)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfondse

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

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

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

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

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

- 8.1 Die Handleiding is gratis beskikbaar by die kantore van B Prozesky Prokureurs;
- 8.2 Afskrifte van die Handleiding kan verkry word by die kantore van B Prozesky Prokureurs, onderhewig aan die betaling van die voorgeskrewe fooi;
- 8.3 Toegang tot die Handleiding kan 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 die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

WENETTE JACOBS PROKUREUR

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NR 2 VAN 2000

Indeks

1. Inleiding -bladsy 1
2. Kontakbesonderhede - bladsy 1
3. Riglyne in terme van Artikel 10 van die Wet - bladsy 1
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet -bladsy 1
5. Inligting/dokumente beskikbaar in terme van ander Wetgewing -bladsy 2
6. Inligting/dokumente gehou deur Wenette Jacobs Prokureur in terme van die Wet -bladsy 2
7. Ander Inligting -bladsy 2
8. Besikbaarheid van die Handleiding-bladsy 2

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 Wenette Jacobs 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.

Die Versoeker kan Mev Wenette Snyman (neé Jacobs) 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 Wenette Jacobs Prokureur.

Woorde gebruik in die Handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op Bevordering van Toegang tot Inligting Nr 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die Handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Wenette Jacobs Prokureur
"Wenette Jacobs Prokureur"	beteken Wenette Jacobs Prokureur gestruktureer as 'n eenman-saak, welke firma regsadvies asook regsverteenvoordiging aan individue en besighede/organisasies gee;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie
"Inligtingsbeampte"	beteken die enkelpraktisyn Wenette Snyman (neé Jacobs) van die firma Wenette Jacobs Prokureur,

aan wie versoeke vir inligting in terme van die Wet gerig moet word.

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

Naam van liggaam: Wenette Jacobs Prokureur
Eienaar en Inligtingsbeampte: Wenette Snyman (neé Jacobs)

Adres: Gariepstraat 625 B
Erasmuskloof
Pretoria
0048

Posadres: Posbus 11045
Erasmuskloof
0048

Telefoon: (012-) 347 2326 / Sel 082 6820005

Faks: (012-) 347 2326

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 gestel word deur die SAMK in al die amptelike tale en is beskikbaar by die SAMK.

Kontakbesonderhede vir die SAMK is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON 2041

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

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

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

Wenette Jacobs Prokureur hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insovensiewet Nr 24 van 1936 (artikels 134 en 155)
- Wet op Pensioenfondse Nr 24 van 1956
- Inkomstebelastingwet Nr 58 van 1962 (Artikel 75)
- Maatskappywet Nr 61 van 1973
- Wet op Kopiereg Nr 98 van 1978
- Wet op Prokureurs Nr 53 van 1979
- Wet op Streeksdiensterade Nr 109 van 1985
- Wet op Belasting op Toegevoegde Waarde Nr 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid Nr 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes Nr 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge Nr 66 van 1995
- Wet op Basiese Diensvoorwaardes Nr 75 van 1997 (Artikel 31)
- *Employment Equity Act* Nr 55 van 1998 (Artikel 26)
- Wet op Mediese Skemas Nr 131 van 1998
- *Skills Development Levies Act* Nr 9 van 1999
- Werkloosheidsversekeringswet Nr 63 van 2001

Die bogemelde rekords, insoverre dit van 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 WENETTE JACOBS PROKUREUR IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Wenette Jacobs Prokureur hou inligting/dokumente soos hiema aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Wenette Jacobs Prokureur
- Kontrakte
- Kliëntedatabasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- Wenette Jacobs Prokureur Personeelverslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers, direkteure en vennote)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfondse

Enige en alle inligting/dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gestel word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Wenette Jacobs 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 die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

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

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

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

- 8.1 Die Handleiding is gratis beskikbaar by die kantore van Wenette Jacobs Prokureur;
- 8.2 Afskrifte van die Handleiding kan verkry word by die kantore van Wenette Jacobs Prokureur, onderhewig aan die betaling van die voorgeskrewe fooi;
- 8.3 Toegang tot die Handleiding kan 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 die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

SCHOOMBEE PROKUREURS

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, WET 2 VAN 2000

INDEKS

1. Inleiding
2. Kontakbesonderhede
3. Riglyn in terme van artikel 10 van die Wet
4. Kennisgewings in terme van artikel 52(2) van die Wet
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing
6. Inligting / dokumente gehou deur Schoombee Prokureurs in terme van die Wet
7. Ander inligting
8. Besikbaarheid van die Handleiding

1. INLEIDING

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

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

'n Versoeker kan Mnr. A.G. Schoombee kontak indien hy bystand verlang m.b.t. die gebruik van die handleiding en/of die rig van 'n versoek tot inligting/dokumente van Schoombee prokureurs.

Woorde gebruik in die handleiding se betekenis is soos volg:

- | | |
|-------------------------------|---|
| “die Wet” | beteken die wet op die Bevordering van Toegang tot Inligting, wet 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan; |
| “die handleiding” | beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantoor van Schoombee Prokureurs; |
| “Schoombee Prokureurs” | beteken Schoombee Prokureurs, gestruktureer as 'n enkeleienaar prokureursfirma welke firma regsadvies gee asook regsverteenwoordiging aan kliente, besighede en organisasies; |

“SAMK”	beteken die Suid Afrikaanse Menseregte Kommissie;
“Inligtingsbeampte”	die eienaar van SCHOOMBEE PROKUREURS is aangewys as die Inligtingsbeampte daarvan, aan wie versoeke ingevolge die wet gerig moet word.

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

Naam van liggaam:	Schoombee Prokureurs
Eienaar en Inligtingsbeampte	A.G. Schoombee
Adres	Bloukeurstraat 33, Newlands, Pretoria
Posadres	Posbus 285, Newlands, 0049
Telefoon	012 348 0432
Faks	012 348 8193
E-pos	schoombee@mweb.co.za
Webblad	geen

3. GIDS LT.V.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 Menseregte Kommissie 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 SAMK is soos volg:

PAIA Eenheid
Navorsing en dokumentasieafdeling
Privaatsak 2700
Houghton
2041
Telefoon +27 11 484 8300
Faks +27 11 484 0582/1360
Webblad www.sahrc.org.za
E-pos PAIA@sahrc.org.za

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

5. INLIGTING / DOKUMENTASIE BESKIKBAAR INGEVOLGE ANDER WETGEWING

SCHOOMBEE PROKUREURS hou inligting/dokumente ingevolge die volgende wetgewing:

Insolvensiewet 24/1936
 Wet op Pensioenfondse 24/56
 Inkomstebelastingwet 58/62
 Maatskappywet 61/73
 Wet op Kopiereg 98/1978
 Wet op Prokureurs 53/1979
 Wet op Streeksdiensterade 109/1985
 Wet op Belasting op Toegevoegde Waarde 89/1991
 Wet op Beroepsgesondheid en Veiligheid 85/83
 Wet op Vergoeding vir Beroepsgesondheid en -siektes 130/1993
 Wet op Arbeidsverhoudinge 66/1995
 Wet op Basiese Diensvoorwaardes 75/1997
 Employment Equity Act 55/1998
 Skills Development Act 97/1998
 Wet op Mediese Skemas 131/1998
 Skills Development Levies Act 9/1999
 Werkloosheidversekeringswet 63/2001

Die bogemelde rekords insoverre dit van 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/DOKUMENTASIE GEHOU DEUR SCHOOMBEE PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Schoombee Prokureurs hou inligting/dokumente soos volg:

Inligting t.o.v die operasionele-, handels- en finansiële belange van Schoombee Prokureurs

Kontrakte

Kliënte databasis (persoonlike-, handels- en finansiële inligting van kliente, en inligting en dokumente m.b.t. lopende en afgehandelde litigasie, kontrakte en boedelaangeleenthede van kliente)

Standaard indiënsnemingskontrakte

Schoombee Prokureurs se personeelverslae

Menslike hulpbronne

Versekeringspolis

Enige en alle inligting/dokumente wat versoek word t.o.v. die voormelde sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die wet. Geen inligting wat deur Schoombee Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek i.t.v en onderhewig aan die bepalings van die wet nie.

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

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

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

8. BESKIKBAARHEID VAN DIE HANDLEIDING

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Schoombee Prokureurs.
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Schoombee Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi.
- 8.3 Toegang tot die handleiding kan 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 die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Dit kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) onder "regulations".

SCHOOMBEE PROKUREURS

012 / 3480432

KRAUT WAGNER & KERNICK**ATTORNEYS****MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, NR 2 OF 2000**

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1. INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documentation from Kraut Wagner and Kernick 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.

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 Kraut Wagner and Kernick from time to time;
"Kraut Wagner and Kernick"	shall mean Kraut Wagner and Kernick Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businessess/organisations;
"SAHRC"	shall mean the South African Human Rights Commission
"Information Officer"	The senior partner of Kraut Wagner and Kernick has been appointed as the Information Officer of Kraut Wagner and Kernick, 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: Kraut Wagner and Kernick Attorneys
 Partner and appointed information Officer: Barry Lawrence Kraut
 Address: 4th Floor, Van der Stel Building,
 179 Pretorius Street, Pretoria
 Postal Address: P O Box 1317, Pretoria, 0001
 Telephone: 012 321 2424
 Fax: 012 323 6334
 E-mail: jkernick@global.co.za or
 krautwagner@cknet.co.za
 Website address: N/A

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]

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

- * Insolvency Act, Nr 24 of 1936 (Sections 134 and 155)
- * Pension Fund Act, Nr 24 of 1956
- * Income Tax Act, Nr 58 of 1962 (Section 75)
- * Companies Act, Nr 61 of 1973
- * Copyright Act, Nr 98 of 1978
- * Attorneys Act, Nr 53 of 1979
- * Regional Services Councils Act, Nr 109 of 1985
- * Value Added Tax Act, Nr 89 of 1991 (Section 65)
- * Occupational Health and Safety Act, Nr 85 of 1993
- * Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- * Labour Relations Act, Nr 66 of 1995

- * Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- * Employment Equity Act, Nr 55 of 1998 (Section 26)
- * Skills Development 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 KRAUT WAGNER AND KERNICK IN TERMS OF THE ACT [Section 51(1)(e) of the Act]

Kraut Wagner and Kernick hold the information/documents listed herein below:

- * Details relating to the operational, commercial and financial interests of Kraut Wagner and Kernick
- * 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
- * Kraut Wagner and Kernick Personnel Report
- * Human Resources (personal information of past, present and prospective employees and partners)
- * List of trademarks and pending applications
- * Insurance policies
- * Rules and regulations relating to the pension fund

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

LANGSTAFFE BIRD : ATTORNEYS

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

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1. INTRODUCTION

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

The following words will bear the following meaning in the 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 Langstaffe Bird from time to time.
"Langstaffe Bird"	shall mean Langstaffe Bird Attorneys, structured as a sole practitioner rendering legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	Mr. D.C.L. Bird is the Information Officer of Langstaffe Bird, 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:	Langstaffe Bird Attorneys
Information Officer:	Mr. D.C.L. Bird
Address:	37 Glenhove Road, Melrose, 2196
Postal Address:	P.O. Box 3048, Parklands, 2121
Telephone:	(011) 788-4970
Fax:	(011) 788-3055
Website:	-

2.

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)

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

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Attorneys Act Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, in so far as it being 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.

3.

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

Langstaffe Bird holds the information/documents listed herein below:-

- Details relating to the operational, commercial and financial interests of Langstaffe Bird
- 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)
- Employment Equity Report
- Skills Development Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)

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

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS A.F. DRYSDALE

PRACTICE NUMBER 518948E

PHYSICAL ADDRESS 12 CHARLEMAGNE, CLARKSON STREET, MORNINGHILL, BEDFORDVIEW, GAUTENG

POSTAL ADDRESS P.O. BOX 75300, GARDENVIEW 2047

CONTACT PERSON A.F. DRYSDALE

TELEPHONE NO. (011) 622-3402

FAX NO. (011) 622-3402

E MAIL ADDRESS N/A

ACTIVITY OF BUSINESS: ACCOUNTANT & AUDITOR

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	Public Accountants & Auditors Act
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS	EDEN DENTAL PRODUCTS (PTY) LIMITED
REGISTRATION NUMBER	1994/07309/07
REGISTERED OFFICE	40 PLANTATION ROAD, EASTLEIGH, EDENVALE 1609
DIRECTORS/MEMBERS	B.R. DRYSDALE, A.F. DRYSDALE, DR. A. PITSILLIS
POSTAL ADDRESS	P.O. BOX 75300, GARDENVIEW 2047
CONTACT PERSON	A.F. DRYSDALE
TELEPHONE NO.	(011) 622-3402
FAX NO.	(011) 622-3402
E MAIL ADDRESS	N/A
ACTIVITY OF BUSINESS	DORMANT COMPANY

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS FRESHCARE PRODUCTS (PTY) LIMITED
 REGISTRATION NUMBER 1984/009978/07
 REGISTERED OFFICE 40 PLANTATION ROAD, EASTLEIGH, EDENVALE 1609
 DIRECTORS/MEMBERS A.F. DRYSDALE, B.R. DRYSDALE, D.A. DUKES
 POSTAL ADDRESS P.O. BOX 75300, GARDENVIEW 2047
 CONTACT PERSON A.F. DRYSDALE
 TELEPHONE NO. (011) 622-3402
 FAX NO. (011) 622-3402
 E MAIL ADDRESS N/A
 ACTIVITY OF BUSINESS SELLING AND DISTRIBUTION

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances:

Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 SECTION 51 (1) (a)

NAME OF BUSINESS	EDEN PHARMACEUTICAL PRODUCTS (PTY) LIMITED
REGISTRATION NUMBER	1988/003253/07
REGISTERED OFFICE	40 PLANTATION ROAD, EASTLEIGH, EDENVALE 1609
DIRECTORS/MEMBERS	V. GORDON, B.R. DRYSDALE, D.A. DUKES, A.F. DRYSDALE
POSTAL ADDRESS	P.O. BOX 75300, GARDENVIEW 2047
CONTACT PERSON	B.R. DRYSDALE
TELEPHONE NO.	(011) 622-3402
FAX NO.	(011) 622-3402
E MAIL ADDRESS	N/A
ACTIVITY OF BUSINESS	PHARMACEUTICAL MANUFACTURERS

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS	LIFE FOODS (PTY) LIMITED
REGISTRATION NUMBER	1971/012307/07
REGISTERED OFFICE	40 PLANTATION ROAD, EASTLEIGH, EDENVALE 1609
DIRECTORS/MEMBERS	L. GOLDSTEIN, A.F. DRYSDALE, L.C. LE ROUX
POSTAL ADDRESS	P.O. BOX 75300, GARDENVIEW 2047
CONTACT PERSON	A.F. DRYSDALE
TELEPHONE NO.	(011) 622-3402
FAX NO.	(011) 622-3402
E MAIL ADDRESS	N/A
ACTIVITY OF BUSINESS	SUPPLIERS OF MEDICAL PRODUCTS

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS YEAST PAC SOUTH AFRICA (PTY) LTD
 REGISTRATION NUMBER 1974/002135/07
 REGISTERED OFFICE 40 PLANTATION ROAD, EASTLEIGH, EDENVALE 1609
 DIRECTORS/MEMBERS B.R. DRYSDALE
 POSTAL ADDRESS P.O. BOX 75300, GARDENVIEW 2047
 CONTACT PERSON B.R. DRYSDALE
 TELEPHONE NO. (011) 622-3402
 FAX NO. (011) 622-3402
 E MAIL ADDRESS N/A
 ACTIVITY OF BUSINESS SUPPLIERS OF COSMETIC PRODUCTS

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS	DR. G.E. GALE
REGISTRATION NUMBER	CARDIOLOGIST & SPECIALIST PHYSICIAN
PRACTICE NUMBER	1802402
PHYSICAL ADDRESS	ROOM M1, MILPARK HOSPITAL, GUILD ROAD, PARKTOWN, JOHANNESBURG
POSTAL ADDRESS	P.O. BOX 91155, AUCKLAND PARK 2006
CONTACT PERSON	DR. G.E. GALE
TELEPHONE NO.	(011) 726-6290
FAX NO.	(011) 482-8221
E MAIL ADDRESS	N/A

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS DR. L.H. KLUGMAN
 REGISTRATION NUMBER SPECIALIST PHYSICIAN
 PRACTICE NUMBER 1802410
 PHYSICAL ADDRESS ROOM M1, MILPARK HOSPITAL, GUILD ROAD, PARKTOWN, JOHANNESBURG
 POSTAL ADDRESS P.O. BOX 91155, AUCKLAND PARK 2006
 CONTACT PERSON DR. L.H. KLUGMAN
 TELEPHONE NO. (011) 726-6290
 FAX NO. (011) 482-8221
 E MAIL ADDRESS N/A

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

SECTION 51 MANUAL FOR GEARHOUSE SA (Pty) Ltd**A. CONTENTS****A. CONTENTS****B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL****Introduction to Gearhouse SA (Pty) Ltd**

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

Introduction to Gearhouse SA (Pty) Ltd

Gearhouse SA (Pty) Ltd is primarily engaged in the supply of Equipment and Personnel for rental to the Entertainment Events Industry. The company has a large stock of Lighting, Sound, Stage, Audio-Visual and Daylight Screen Equipment, and has a staff of international-standard technicians to facilitate Events.

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

Mr Ofer Lapid - CEO

OLapid@Gearhouse.co.za

Deputy Information Officer:

Mr John Shaughnessy - Group Services Manager JS@Gearhouse.co.za

General Information***Postal Address:***

Gearhouse SA (Pty) Ltd
P.O. Box 751391
Gardenview
2047

Street Address:

31, 1st Street
Bezuidenhout Valley
Johannesburg
Gauteng

Telephone: 011 216 3000

Fax: 011 216 3100

E-Mail: info@Gearhouse.co.za

URL: <http://www.gearhouse.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)]

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
5. Credit Agreements Act No. 75 of 1980
6. Currency and Exchanges Act No. 9 of 1933
7. Debtor Collectors Act No. 114 of 1998
8. Employment Equity Act No. 55 of 1998
9. Finance Act No. 35 of 2000
10. Financial Relations Act No. 65 of 1976
11. Harmful Business Practices Act No. 23 of 1999
12. Income Tax Act No. 95 of 1967
13. Insurance Act No. 27 of 1943
14. Intellectual Property Laws Amendments Act No. 38 of 1997
15. Labour Relations Act No. 66 of 1995
16. Long Term Insurance Act No. 52 of 1998
17. Medical Schemes Act No. 131 of 1998
18. Occupational Health & Safety Act No. 85 of 1993
19. Pension Funds Act No. 24 of 1956
20. Protection of Businesses Act No. 99 of 1978
21. Regional Services Councils Act No. 109 of 1985
22. SA Reserve Bank Act No. 90 of 1989
23. Short Term Insurance Act No. 53 of 1998
24. Skills Development Levies Act No. 9 of 1999
25. Skills Development Act No. 97 of 1998
26. Stamp Duties Act No. 77 of 1968
27. Stock Exchange Control Act No. 1 of 1985
28. Tax on Retirement Funds Act No. 38 of 1996
29. Unemployment Contributions Act No. 4 of 2002
30. Unemployment Insurance Act No. 63 of 2001
31. 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)]

 Company Brochures
 Advertising material
- 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)]

A) Gearhouse Policies and Procedures Complete Manual:

- VOLUME 1 - ADMINISTRATIVE POLICIES AND PROCEDURES
- VOLUME 2 - FINANCIAL POLICIES AND PROCEDURES
 - SALARY CONTROL
 - DEBTORS
 - BANK AND CASH ENTRIES
 - CREDITORS
 - GENERAL LEDGER
 - FIXED ASSETS
 - MANAGEMENT ACCOUNTING
 - BUDGETING AND FORECASTS
 - ANALYTICAL ACCOUNTING
- VOLUME 3 - HUMAN RESOURCES POLICIES AND PROCEDURES
- VOLUME 4 - INFORMATION TECHNOLOGY POLICIES AND PROCEDURES
- VOLUME 5 - MARKETING POLICIES AND PROCEDURES
- VOLUME 6 - OPERATIONAL POLICIES AND PROCEDURES
 - OPERATIONS ADMINISTRATION
 - OPERATIONS WAREHOUSING
 - OPERATIONS TRANSPORT
 - OPERATIONS ON-SITE
- VOLUME 7 - HEALTH AND SAFETY/SECURITY POLICIES & PROCEDURES

B) Human Resources Records

Contracts of Employment
 Leave Application Forms
 Employees' Personal Particulars
 Disciplinary Records
 Retirement Fund Records
 Medical Scheme Records
 Job Descriptions
 Payroll Records
 Time Sheets

C) Accounts

Debtors
 Creditors
 Invoices
 Statements
 Bank Statements
 Leasing and Hire Purchase Finance Agreements
 Tax Records
 Workman's Compensation Fund Records
 Asset Registers

D) - Administrative

General Correspondence
 Quotations to clients
 Quotations from Suppliers
 Client and Supplier Database
 Minutes of Director's meetings
 Minutes of Communication Committee Meetings
 Minutes of Trustees of Pension/Provident Fund meetings
 Minutes of Exco and Manco meetings

E) Marketing

Photographs
 Press Releases
 PowerPoint Presentations
 Advertisements
 Brochures

F) Computer Aided Drawing

Designs and drawings

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)]

The manual is available for inspection at the offices of Gearhouse SA (Pty) Ltd free of charge; and copies are available with the SAHRC, in the Gazette and on Gearhouse SA (Pty) Ltd's website - <http://www.gearhouse.co.za>



**BERKOW FEINBERG & SULIMAN
ATTORNEYS**

**MANUAL
IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
("THE ACT")**

1. CONTACT DETAILS

(in terms of Section 51(1)(a) of the Act)

Berkow, Feinberg & Suliman is a firm of attorneys practising in Pretoria and governed by, *inter alia*, the Attorney's Act 53 of 1979.

INFORMATION OFFICER	:	Mr A M G Suliman
STREET ADDRESS	:	4th Floor, People's Bank Building 200 Pretorius Street (Cnr Pretorius & Bank Lane) PRETORIA 0002
POSTAL ADDRESS	:	P O Box 5694 PRETORIA 0001
TELEPHONE NUMBER	:	012 328 5251
FAX NUMBER	:	012 324 4382
WEBSITE ADDRESS	:	www.befsul.co.za
E-MAIL ADDRESS	:	attbfs@befsul.co.za

2. THE GUIDE

(in terms of Section 51(1)(b) of the Act)

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

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION
PAIA Unit
The Research and Documentation Department

POSTAL ADDRESS	:	Private Bag 2700 HOUGHTON 2041
TELEPHONE NUMBER	:	011 484 8300

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FAX NUMBER : 011 484 0582
WEBSITE ADDRESS : www.sahrc.org.za
E-MAIL ADDRESS : PAIA@sahrc.org.za

3. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

(Section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to attorneys, including but not limited to:

- 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 Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Labour Relations Act 66 of 1995
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Post Office Act 44 of 1958
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Usury Act 73 of 1968
- Value Added Tax Act 89 of 1991

4. SUBJECTS AND CATEGORIES OF RECORDS AND REQUESTS FOR ACCESS

(Section 51(1)(e) of the Act)

4.1 RECORDS AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

(Section 51(1)(c) of the Act)

No notices in terms of Section 52(2) yet published.

Records automatically available :

- Berkow, Feinberg & Suliman website (www.befsul.co.za).
- Berkow, Feinberg & Suliman advertising brochures and related documentation.

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4.2 RECORDS THAT MAY BE REQUESTED (SUBJECTS AND CATEGORIES)*(Section 51(1)(e) of the Act)***4.2.1 HUMAN RESOURCES**

- Employees' personal information; employment contracts; remuneration records and policies.

4.2.2 FINANCIAL RECORDS

- Financial statements, annual financial statements; taxes and levies; banking (trust and business accounts); vouchers; assets inventory.

4.2.3 COMMERCIAL/ADMINISTRATIVE RECORDS

- Contracts and service agreements; agreements with suppliers; permits, licences & Fidelity Fund certificates; insurance; minutes of staff and management meetings; fee structures; advertising; correspondence.

4.2.4 CLIENTS

- Client data base; personal information; commercial and financial information; current and past litigation; information on agreements, intellectual and other property.
(Certain information subject to legal professional privilege)

4.3 THE REQUEST PROCEDURE**4.3.1 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 a private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
(Section 53(1) of the Act)
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
(Section 53(2)(a),(b),(c) and (e) of the Act)
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
(Section 53(2)(d) of the Act)

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If the 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.
(Section 53(2)(f) of the Act)

4.3.2 FEES

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

- The 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.
(Section 54(1) of the Act)
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
(Section 54(3)(b) of the Act)
- After the head of a 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.
(Section 54(6) of the Act)

5. OTHER INFORMATION AS MAY BE PRESCRIBED

(Section 51(1)(f) of the Act)

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

6. AVAILABILITY OF THE MANUAL

(Section 51(3) of the Act)

This manual is also available for inspection at the offices of Berkow, Feinberg & Suliman and on the firm's website. There is no fee charged for the public inspection of the manual, however if a copy of the manual or part thereof is made available in another manner, a fee of R1.10 per A4 page or part thereof will be charged.

Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

The manual will be published in the Government Gazette.

PHILLIPS ATTORNEYS

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

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	1
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information/documents available in accordance with other legislation	2
6. Documents/information held by Phillips Attorneys in terms of the Act.	2
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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 Phillips Attorneys as contemplated in terms of the Act.

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

Any requestor is advised to contact Raymond Saville Phillips ("R S Phillips") should he/she require any assistance in respect of the utilisation of the manual and/or the requesting of information/documents from Phillips Attorneys.

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

"Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"manual"	shall mean this manual together with all annexures thereto as available at the offices of Phillips Attorneys from time to time.
"Phillips Attorneys"	shall mean Phillips Attorneys, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean the senior partner of Phillips Attorneys, namely R S Phillips, who has been appointed as the Information Officer of the firm, to which requests for information in terms of the Act, should be addressed.

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

2.1 Name of body:	Phillips Attorneys
2.2 Partner and appointed Information Officer:	Raymond Saville Phillips
2.3 Address:	L3: 24 Wellington Road, Parktown, Johannesburg, 2193
2.4 Postal Address:	P O Box 8017, Johannesburg, 2000
2.5 Telephone:	011 484-3546
2.6 Fax:	011 484-2104
2.7 E-mail:	phillips@futureperfect.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
E-mail: PAIA@sahrc.org.za
Website: www.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)
Phillips Attorneys keeps information/documents where applicable, in accordance with the following legislation (please note that this is not an exhaustive list):-
 - 5.1 Insolvency Act, No 24 of 1936 (Sections 134 and 155)
 - 5.2 Pension Funds Act, No 24 of 1956
 - 5.3 Income Tax Act, No 58 of 1962 (Section 75)
 - 5.4 Companies Act, No 61 of 1973
 - 5.5 Copyright Act, No 98 of 1978
 - 5.6 Attorneys Act, No 53 of 1979
 - 5.7 Regional Services Councils Act, No 109 of 1985
 - 5.8 Value Added Tax Act, No 89 of 1991 (Section 65)
 - 5.9 Occupational Health and Safety Act, No 85 of 1993
 - 5.10 Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Section 97)
 - 5.11 Labour Relations Act, No 66 of 1995
 - 5.12 Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
 - 5.13 Employment Equity Act, No 55 of 1998 (Section 26)
 - 5.14 Skills Development Act, No 97 of 1998
 - 5.15 Medical Schemes Act, No 131 of 1998
 - 5.16 Skills Development Levies Act, No 9 of 1999
 - 5.17 Unemployment Insurance Act, No 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.
6. DOCUMENTS/INFORMATION HELD BY PHILLIPS ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)
Phillips Attorneys holds, where applicable, the information/documents listed herein below:
 - 6.1 Details relating to the operational, commercial and financial interests of Phillips Attorneys
 - 6.2 Commercial contracts
 - 6.3 Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, on agreements, proposals and intellectual property of such clients)
 - 6.4 Standard Employment Contracts
 - 6.5 Employment Equity Report
 - 6.6 Skills Development Report
 - 6.7 Phillips Attorneys Personnel Report
 - 6.8 Human Resources (personal information of past, present and prospective employees and partners/directors)
 - 6.9 List of trademarks and pending applications
 - 6.10 Insurance policies
 - 6.11 Rules and regulations relating to the pension fund
 - 6.12 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.
 - 6.13 None of the information held by Phillips Attorneys is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.
7. OTHER INFORMATION (Section 51(1)(f) of the Act)
The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.
8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)
 - 8.1 This manual is available for inspection at the offices of Phillips Attorneys, free of charge.
 - 8.2 Copies of this manual may be obtained, subject to the prescribed fees, at the offices of Phillips Attorneys.
 - 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
 - 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").
 - 8.5 A copy of the manual has been forwarded to the Law Society of the Northern Provinces.

ATTORNEY AMY LEDGER: MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

1. INTRODUCTION

The aim of this manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from ATTORNEY AMY LEDGER as contemplated in 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 requester is advised to contact Mrs Amy Ledger should he/she require any assistance in respect of the utilisation of the manual and / or the requesting of information / documents from ATTORNEY AMY LEDGER.

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 ATTORNEY AMY LEDGER from time to time

'ATTORNEY AMY LEDGER' shall mean ATTORNEY AMY LEDGER, structured as a sole practitioner and not employing any staff.

'Information Officer' shall mean Amy Ledger

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

Name of body	ATTORNEY AMY LEDGER
Person and appointed information officer	AMY LEDGER
Address	211 Columbine Avenue, Mondeor, Johannesburg
Postal Address	P O Box 427, Mondeor, 2110
Telephone	011 680 8920
Fax	011 433 0483

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of section 10 of the Act, a Guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated by 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 Development Department, Private Bag 2700 Houghton 2041

Telephone +27 11 484 8300; Fax +27 11 484 0581/1360;

Web site www.sahrc.org.za; e-mail PAIA@sahrc.org.za

4. NOTICES IN TERMS OF SECTION 52(2) OF THE ACT [Section 51(1)(c) of the Act]

At this stage no notices have been published

5. INFORMATION / DOCUMENTS AVAILABLE IN TERMS OF OTHER LEGISLATION [Section 51(1)(d) of the Act]

ATTORNEY AMY LEDGER keeps information / documents in accordance with the following legislation:

Income Tax Act 58 of 1962 [section 75]
Attorneys Act 53 of 1979
Regional Services Councils Act 109 of 1985
Value Added Tax Act 89 of 1991
Occupational Health and Safety Act 85 of 1993

The above records in so far as they are 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 ATTORNEY AMY LEDGER IN TERMS OF THE ACT [Section 51(1)(e) of the Act]

ATTORNEY AMY LEDGER holds the following information / documents listed herein below:

Client Information: Personal information of past, present and prospective clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements and proposals.

Documents / information requested pertaining to the aforesaid shall only be made available to a requester 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 the 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 MANUAL [Section 51(3) of the Act]

8.1 This manual is available for inspection at the offices of ATTORNEY AMY LEDGER free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of ATTORNEY AMY LEDGER

8.3 The manual is accessible on the website of the SAHRC and in the Government Gazette but does not include the request forms and fee structure; which can, however be obtained on the SAHRC website www.sahrc.org.za or on the website of the Department of Justice and Constitutional Development www.doi.gov.za, [under regulations]

MANUAL for Mjollnir Investments (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")

Part 1 Company and Contact Details

Name of Company

Mjollnir Investments (Pty) Ltd

Nature of Business

Research in finance

CEO of Company

Dr H.B. Falkena

Postal Address

29 Camborne Road

New Redruth

Alberton

1499

Street Address

29 Camborne Road

New Redruth

Alberton

1499

Telephone Number

(011) 907-7027

Telefax Number

(011) 240-0806

Information Officer

Dr. HB Falkena

Postal Address

29 Camborne Road

New Redruth

Alberton

1499

Telephone

(011) 907-7027

Telefax Number

(011) 240-0806

Part 3 Records.

Records available in terms of Section 52(2) of the Act

Not applicable.

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

1. Conditions of employment and employee -related contractual records
2. Records relating to Customers
3. Records relating to Mjollnir Investments (Pty) Ltd
 - 3.1 Memo & Articles of Association
 - 3.2 Title Deeds
 - 3.3 Financial (Accounts, Banking)
 - 3.4 Internal Correspondence
 - 3.5 Research

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 CEO of Mjollnir Investments (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 CEO of Mjollnir Investments (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 Mjollnir Investments (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 Mjollnir Investments (Pty). 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 Mjollnir Investments (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Mjollnir Investments (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the CEO 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.

Copies may be obtained from the Information Officer of Mjollnir Investments (Pty) Ltd.

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

MAYBEASO HOLIDAY HOUSE (PTY) LTD**(Registration number 1962/004340/07)****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000****(hereinafter referred to as "the Act")****1. INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT**

- 1.1 **HEAD OF THE COMPANY:** Mr L F Ferreira
- 1.2 **POSTAL ADDRESS:** P O Box 792
UMHLANGA ROCKS
4320
- 1.3 **STREET ADDRESS:** 201 Ferfam House
9 Stanley Grace Crescent
UMHLANGA ROCKS
4319
- 1.4 **TELEPHONE NUMBER:** (031) 561-1112
- 1.5 **TELEFAX NUMBER:** (031) 561-4381
- 1.6 **EMAIL ADDRESS:** shirleyferreira@worldonline.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))**3.1 COMPANIES ACT RECORDS**

- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records:
- 3.3 IMMOVABLE PROPERTY : Records relating to ownership of immovable property; Records relating to property leased

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

FERPROP (PTY) LTD
(Registration number 1988/001912/07)

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

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

- 1.1 **HEAD OF THE COMPANY:** Mr M C Ferreira
- 1.2 **POSTAL ADDRESS:** P O Box 209
UMHLANGA ROCKS
4320
- 1.3 **STREET ADDRESS:** 201 Ferfam House
9 Stanley Grace Crescent
UMHLANGA ROCKS
4319
- 1.4 **TELEPHONE NUMBER:** (031) 561-1112
- 1.5 **TELEFAX NUMBER:** (031) 561-4381
- 1.6 **EMAIL ADDRESS:** mike@fergroup.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

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

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))

3.1 COMPANIES ACT RECORDS

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17/02/03

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- 3.2 **FINANCIAL RECORDS** : Annual financial statements; Tax returns; Accounting records; Banking records:
- 3.3 **EMPLOYMENT/EMPLOYEE RECORDS**
- 3.4 **IMMOVABLE PROPERTY** : Records relating to ownership of immovable property; Records relating to property leased

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

IVOR FERREIRA TRUST

(Registration number 2933/87)

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

(hereinafter referred to as "the Act")

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

- 1.1 **HEAD OF THE TRUST:** Mr M C Ferreira
- 1.2 **POSTAL ADDRESS:** P O Box 209
UMHLANGA ROCKS
4320
- 1.3 **STREET ADDRESS:** 201 Ferfam House
9 Stanley Grace Crescent
UMHLANGA ROCKS
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- 1.4 **TELEPHONE NUMBER:** (031) 561-1112
- 1.5 **TELEFAX NUMBER:** (031) 561-4381
- 1.6 **EMAIL ADDRESS:** mike@fergroup.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

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

The guide is also available for inspection at the offices of the Trust, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE TRUST: SECTION 51(1)(b))

- 3.1 COMPANIES ACT RECORDS
- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records:

3.3 EMPLOYMENT/EMPLOYEE RECORDS

3.4 IMMOVABLE PROPERTY : Records relating to ownership of immovable property; Records relating to property leased

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Trust keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

BLACKWOOD FRUIT FARMS (PTY) LTD
(Registration number 1998/020431/07)

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

(hereinafter referred to as "the Act")

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

1.1 HEAD OF THE COMPANY: Mr D E Howells

1.2 POSTAL ADDRESS: P O Box 100601
SCOTTSVILLE
3209

1.3 STREET ADDRESS: D562 off the R56
Richmond
KwaZulu Natal

1.4 TELEPHONE NUMBER: (033) 251-0612

1.5 TELEFAX NUMBER: (033) 251-0603

1.6 EMAIL ADDRESS: owl@pixie.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))

3.1 COMPANIES ACT RECORDS

- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records:
- 3.3 EMPLOYMENT/EMPLOYEE RECORDS
- 3.4 IMMOVABLE PROPERTY : Records relating to ownership of immovable property; Records relating to property leased

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

DALTON & BREMNER (PTY) LTD

T/A Natal Carriage

(Registration number 1960/001849/07)

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

(hereinafter referred to as "the Act")

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

- 1.1 **HEAD OF THE COMPANY:** Mr M C Ferreira
- 1.2 **POSTAL ADDRESS:** P O Box 209
UMHLANGA ROCKS
4320
- 1.3 **STREET ADDRESS:** 201 Ferfam House
9 Stanley Grace Crescent
UMHLANGA ROCKS
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- 1.4 **TELEPHONE NUMBER:** (031) 561-1112
- 1.5 **TELEFAX NUMBER:** (031) 561-4381
- 1.6 **EMAIL ADDRESS:** mike@fergroup.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))**3.1 COMPANIES ACT RECORDS**

- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records;
- 3.3 IMMOVABLE PROPERTY : Records relating to ownership of immovable property; Records relating to property leased

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

ZULULAND CREDIT CORPORATION (PTY) LTD
(Registration number 1997/015910/07)

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

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

- 1.1 **HEAD OF THE COMPANY:** Mr M C Ferreira
- 1.2 **POSTAL ADDRESS:** P O Box 209
UMHLANGA ROCKS
4320
- 1.3 **STREET ADDRESS:** 201 Ferfam House
9 Stanley Grace Crescent
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- 1.4 **TELEPHONE NUMBER:** (031) 561-1112
- 1.5 **TELEFAX NUMBER:** (031) 561-4381
- 1.6 **EMAIL ADDRESS:** mike@fergroup.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

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

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))

3.1 COMPANIES ACT RECORDS

- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records:

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

GUMBOU MANUFACTURING (PTY) LTD
(Registration number 1988/001988/07)

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

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

1.1 **HEAD OF THE COMPANY:** Mr M C Ferreira

1.2 **POSTAL ADDRESS:** P O Box 209
UMHLANGA ROCKS
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1.3 **STREET ADDRESS:** 201 Ferfam House
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UMHLANGA ROCKS
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1.4 **TELEPHONE NUMBER:** (031) 561-1112

1.5 **TELEFAX NUMBER:** (031) 561-4381

1.6 **EMAIL ADDRESS:** mike@fergroup.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The guide will be made available by the SAHRC at the following address:

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Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The guide is also available for inspection at the offices of the Company, a magistrate's court or a post office

3. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(b))

3.1 COMPANIES ACT RECORDS

- 3.2 FINANCIAL RECORDS : Annual financial statements; Tax returns; Accounting records; Banking records:

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b))**

The Company keeps records in accordance with the following legislation, This is not an exhaustive list .

Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Value Added Tax Act 89 of 1991; Unemployed Insurance Act 30 of 1966; Income Tax Act 58 of 1962

5. **LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

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

INTRODUCTION

On 9 March 2001, new legislation was enacted called the Promotion of Access to Information Act of 2000 (herein after referred to as "the Act"). The purpose of this legislation is to address Section 32(2) of the Constitution, which provides that any person has a right to gain access to any information, held by a public or private body if it is required for the exercise or protection of any rights.

One of the main requirements specified in the Act is the compilation of a manual by 15 August 2002 that provides information on both the types and categories of records held by the body. In terms of the Act, a private body includes any former or existing juristic person. Therefore, Hendrik van Taak Inc is regarded as a "private body" and both the manual and the requirements regarding access must comply with the provisions in the Act relevant to private bodies.

COMPANY OVERVIEW

Hendrik van Taak Inc is a firm of attorneys.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1.1. REGISTRATION DETAILS

- Full name of business: Hendrik van Taak Inc
- Type of business: Incorporated company
- Registration number: 1996/011883/21
- Trading name: Van Taak Attorneys
- Registered/Postal address: P O Box 11140, Blouberggrant 7443
- Physical address: 109 Blaauwberg Road, Table View
- Telephone number: (021) 557 4321
- Fax number: (021) 557 4630
- Website: n/a
- VAT registration number: 4010172858

1.2. CONTACT DETAILS

- Full name of Director: Hendrik Elias van Taak
- Contact telephone number: (021) 557 4321
- Contact fax number: (021) 557 4630
- Contact e-mail address: hvantaak@mwweb.co.za
- Organogram: Attached

1.3. ACCESS TO INFORMATION OFFICER (Section 51(1)(a))

The contact person indicated below has been duly authorised by the Managing Director Hendrik van Taak Inc to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. All enquiries to the records held by Hendrik van Taak Inc must be directed to:

- Full name of Director: Hendrik Elias van Taak
- Contact telephone number: (021) 557 4321
- Contact fax number: (021) 557 4630
- Contact e-mail address: hvantaak@mwweb.co.za
- Registered/Postal address: P O Box 11140, Blouberggrant 7443

Hendrik van Taak Ingelyf / Incorporated 1996 / 011889 / 21
 Blaauwbergweg 109 Blaauwberg Road Table View
 Direkteur / Director Hendrik Elias van Taak B.Proc. Hon.B (B & A) M.B.A.

- Physical address: 109 Blaauwberg Road, Table View
- Telephone number: (021) 557 4321
- Fax number: (021) 557 4630
- Contact e-mail address: hvantaak@mwweb.co.za

2. **GUIDE FOR REQUESTERS ON HOW TO USE THE ACT (Section 51(1)(b))**

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requesters. This Guide will be available from the South African Human Rights Commission, by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission
 PAIA Unit
 The Research and Documentation Department
 Private Bag 2700
 Houghton, 2041
 Phone number: +27 (11) 484 8300
 Fax number: +27 (11) 484 0582
 E-mail: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

3. **RECORDS HELD IN ACCORDANCE WITH LEGISLATION as amended from time to time (Section 51(1)(d))**

Records are held in accordance with the following legislation:

- *The Value-Added Tax Act No. 89 of 1991*
- *The Companies Act No. 61 of 1973*
- *The Income Tax Act No. 58 of 1962*
- *The Basic Conditions of Employment Act No. 75 of 1997*
- *The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993*
- *The Occupational Health and Safety Act No. 85 of 1993*
- *The Labour Relations Act No. 66 of 1995*
- *The Unemployment Insurance Act No. 30 of 1966*
- *The Skills Development Act No. 97 of 1998*
- *The Act on Attorneys No 53 of 1979*

4. (i) **AVAILABILITY OF CERTAIN RECORDS (Section 51(1)(c))**

Brochures & pamphlets, are currently automatically available for disclosure.

4. (ii) **RECORDS THAT MAY BE REQUESTED (Section 51(1)(e))**

Incorporation records:

- Documents of incorporation
- Memorandum and articles of Association
- Shareholder's agreement
- Minutes of the following meetings:
 - Board of Directors
 - Shareholders
 - Management

Hendrik van Taak Ingelyf / Incorporated 1996 / 011889 / 21
 Blaauwbergweg 109 Blaauwberg Road Table View
 Direkteur / Director Hendrik Elias van Taak B.Proc. Hon.B (B & A) M.B.A.

Financial documents:

- Regional Services Council
- Vat
- Stock
- Asset inventory
- Asset register
- Cash records
- Financial reports
- Invoices, delivery notes, statements

The Company operates a system utilising the following documents:

- Invoice
- Weekly/monthly/quarterly/annual statement
- Credit note

The Company has the following bank accounts:

- Trust Cheque account
- Current account

Operational records:**Employee details:**

- Attendance register
- Pay/salary status
- Leave records
- Letter of appointment/employment agreement
- Records relating to increases
- Disciplinary records

The Company contribute on a monthly basis to the following on behalf of employees:

- Unemployment insurance

Fees records:

The Sales department is responsible for the promotion of services to clients, both local and international. Fees record categories include:

- **Customer files:** All correspondence relating to activities surrounding a particular customer, including visit reports, legal enquiries.
- **Principal files:** All general supplier information relating to a particular supplier, including pricing information, enquiries and complaints.
- **Principal literature:** Literature pertaining to services.
- **Pricing letters:** Pricing information supplied to clients.
- **Correspondence:** General correspondence pertaining to all services.
- **Supplier price lists:** Price lists received from suppliers.

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Blaauwbergweg 109 Blaauwberg Road Table View
Direkteur / Director Hendrik Elias van Taak B.Proc. Hon.B (B & A) M.B.A.

Accounting Records:

The Accounting department is responsible for filing and general administration of accounts. Accounting record categories include:

- **Accounting records:** Companies Act No. 61 of 1973, the Income Tax Act No. 58 of 1962 and the Value-Added Tax Act No. 89 of 1991.
- **Contracts and agreements:** External organisations, including rental and hire purchase agreements.
- **Correspondence:** Day-to-day correspondence with internal and external parties.
- **Employee records:** Records in accordance with the Basic Conditions of Employment Act No. 75 of 1997.
- **Insurance records:** Insurance policies.
- **Investment records:** Information on investments.
- **Property records:** Property documentation, including deeds of title and transfer duty records.
- **Statutory records:** Information required by the Companies Act No. 61 of 1973 including records of meetings, incorporation documentation and company register records.
- **Tax records:** Income Tax Act No. 58 of 1962.
- **Vat records:** Value-Added Tax Act No. 89 of 1991.

Safety Records

- Safety manual
- Incidents
- Corrective action
- Occupational Health & Safety Act
- Council for Occupational Injuries and Diseases

Information Technical Records

- Licences
- Software programme
- Software applications
- Computer generated databases
- Inter-company e-mails

Managing Director Records:

Managing director records relates to records held by the Managing Director include:

- **Contract and agreement records** with external organisations, including licensing agreements and indemnities and guarantees.
- **Correspondence:** Records relating to the day-to-day correspondence that the MD has with internal and external parties.
- **Employee records:** Employee records are held that are required in accordance with the Income Tax Act No. 58 of 1962, the Basic Conditions of Employment Act No. 75 of 1997, including unsuccessful job applications, payrolls, expense accounts, etc.
- **Property agreement records:** Property agreements with the landlord.

4. (iii) **ACCESS REQUEST PROCESS (Section 51(1)(e))**

Hendrik van Taak Ingelyf / Incorporated 1996 / 011889 / 21
Blaauwbergweg 109 Blaauwberg Road Table View
Direkteur / Director Hendrik Elias van Taak B.Proc. Hon.B (B & A) M.B.A.

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the company.

It is important to note that an application for access to information can be refused where the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to the company records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order for the company to timely respond to requests, the Access Request Form should be completed by taking due cognisance of the following Instructions on Completion of forms

- The Access Request Form must be completed in the English language.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- When required to use an additional folio precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

A request for access to a record held by the company must be done formally on the access request form and in accordance with the instruction thereon. Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the contact person. The following must be provided:

- A completed Access Request Form (Refer to Appendix A).
- An initial, non-refundable R57.00 request fee. This fee is not applicable to Personal Requesters, meaning any person seeking access to records, which contains their personal information.

Payment of Fees

Payment details can be obtained from the contact person and payment can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

Notifications

The company will evaluate the request and will notify the requester, within 30 days of receiving the completed Access Request Form, of the following:

Extension Period (if required)

Hendrik van Taak Ingelyf / Incorporated 1996 / 011889 / 21
Blaauwbergweg 109 Blaauwberg Road Table View
Direkteur / Director Hendrik Elias van Taak B.Proc. Hon.B (B & A) M.B.A.

The requester will be notified whether an extension period is required for the processing of their request including:

- The required extension period, which will not exceed an additional 30 day period
- Adequate reasons for the extension
- Notice that the requester may lodge an application with a court against the extension and the procedure including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester will be notified of the deposit, which may be required, depending on certain factors such as the volume and/or format of the information requested. The notice will state:

- The amount of the deposit payable (if applicable)
- That the requester may lodge an application with a court against the payment of the deposit and the procedure including the period, for lodging the application.

Please note:

The deposit will be calculated based on the fees listed under the Prescribed Fees and must be paid to the company prior to the continuation of the search or preparation of the record(s). In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified, within 30 days of the decision on their requests. If the request for access to the company information is successful the requester will be notified of the following:

- the amount of the access fee payable upon gaining access to the record (if any);
- an indication of the form in which the access will be granted;
- notice that the requester may lodge an application with a court against the payment of the access fee and the procedure including the period, for lodging the application.

Please note:

The access fee will be calculated based on the fees listed under the Prescribed Fees and must be paid to the company prior to access being given to the requested record.

If the request for access to information is not successful the requester will be notified of the following:

- adequate reasons for the refusal; and
- that the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

Request for access to information about third parties

If access is requested to a record that contains information about a third party, the company is obliged to attempt to contact the third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

Ground on which access may be denied

The company may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the company may refuse access include:

- Protecting personal information that the company hold about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the company holds about a third party or the company (for example trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- If disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the company;
- If disclosure of the record would put the company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the company.

Records that cannot be found or do not exist

If the company searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

5. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f))

None.

6. AVAILABILITY OF THE MANUAL (Section 51(3))

The manual is available for inspection at the Head Office at the registered address

SECTION 51 MANUAL
FOR
B2 MARKETING (PTY) LTD
2002/001125/07
IN COMPLIANCE WITH THE PROMOTION OF ACCESS TO INFORMATION ACT
ISSUED BY
B2 MARKETING (PTY) LTD
PO BOX 784605
SANDTON
2146
TEL 082 459 5875

SECTION ONE
(In compliance with Part 3, Chapter 2, Section 51. (1) a)

CONTACT DETAILS

ALL REQUESTS FOR INFORMATION MUST BE ADDRESSED TO:
 THE INFORMATION OFFICER – B2 MARKETING (PTY) LTD
 THE DEPUTY INFORMATION OFFICER - B2 MARKETING (PTY) LTD
 at the following postal address:

Postal Address:
 B2 Marketing (Pty) Ltd
 PO Box 784605
 Sandton
 2146
Street Address:
 B2 Marketing
 16 Sandown Manor
 Stella Street
 Sandown
 2196
Telephone Number:
 082 459 5875
Email
 karenf@btwo.co.za

SECTION TWO
(In compliance with Part 3, Chapter 2, Section 51.(1) b)

In terms of this act a guide will be published by the Human Rights Commission in each official language, listing the relevant particulars of public and private bodies as required by the act for use by any person wishing to exercise any right contemplated in the act.
 This guide will be available from the Human Rights Commission, (www.sahrc.org.za) and can be inspected free of charge at the offices of B2 Marketing on request. The manual will also be available for inspection at Post Offices and public libraries. The guide should be available from August 2003.

SECTION THREE
(In compliance with Part 3, Chapter 2, Section 51.(1) c)

REQUEST FOR INFORMATION: Any request for information or records held by the company should be directed to the information officer at the contact details in section two.

RECORDS:
 5 x publications on flyfishing in Southern Africa

AVAILABILITY OF RECORDS:
 These records are freely available without having to formally request access through the Public Access to Information Act.

SECTION FOUR
(In compliance with Part 3, Chapter 2, Section 51.(1) d)

OTHER RECORDS HELD BY B2 MARKETING (PTY) LTD:
 ACCOUNTING REPORTS / INVOICES, CREDIT NOTES, STATEMENTS OF ACCOUNTS and CUSTOMER and SUPPLIER LISTS

SECTION FIVE
(In compliance with Part 3, Chapter 2, Section 51.(1) e)

A request must be made in writing for any records required in section 4 and the following information must be provided by the requester on requesting a record from the company:

Full names, identity number, postal address, telephone and fax number, and email address of the person requesting information; the capacity of the person requesting information; the particulars of the record required, reference number thereof or any other details available. A fee will be charged for the issuing of the requested record, dependent on the form in which access is required and the request will only be processed after the fee has been submitted.

The fees for the records of a private body are detailed in the Government Notice No. R187 of 15 February 2002 from the Department of Justice and Constitutional Development. Reproduction fees, request fees and access fees are prescribed in items 2, 3 and 4, respectively of Part III of Annexure A of the Government Notice.

Particulars of which right is to be exercised or protected must be submitted by the person requesting the record as well as an explanation as to why the record requested is required for the exercise or the protection of the aforementioned right.

Notification regarding the decision as to whether access has been approved or denied by B2 Marketing (Pty) Ltd will be made in writing to the person requesting information / access.

SECTION 6

GENERAL

Every effort has been made in the compilation of this manual to fully comply with the provisions and legislation pertaining to the Promotion of Access to Information Act, 2000, as well as the Regulations regarding the Promotion to Access of Information in Government Notice No R187 of the 15 February 2002 made by the Minister for Justice and Constitutional Development under section 92 of the Promotion of Access to information Act.

Any further information that may be required can be immediately requested from the Public officer or deputy public Officer of B2 Marketing (Pty) Ltd at PO Box 784605, Sandton, 2146 or on Telephone 082 459 5875, and such information will not be reasonably withheld in compliance with the PAIA Act.

SECTION 51 MANUAL
FOR
LEOKROON INVESTMENTS (PTY) LTD
2002/027529/07
IN COMPLIANCE WITH THE PROMOTION OF ACCESS TO INFORMATION ACT
ISSUED BY
LEOKROON INVESTMENTS (PTY) LTD
PO BOX 784605
SANDTON
2146
TEL 082 459 5875

SECTION ONE

(In compliance with Part 3, Chapter 2, Section 51. (1) a)

CONTACT DETAILS

ALL REQUESTS FOR INFORMATION MUST BE ADDRESSED TO:

THE INFORMATION OFFICER – LEOKROON INVESTMENTS (PTY) LTD

THE DEPUTY INFORMATION OFFICER - LEOKROON INVESTMENTS (PTY) LTD

at the following postal address:

Postal Address:

Leokroon Investments (Pty) Ltd

PO Box 784605

Sandton

2146

Street Address:

Leokroon Investments (Pty) Ltd

16 Sandown Manor

Stella Street

Sandown

2196

Telephone Number:

082 459 5875

Email

karenf@btwo.co.za

SECTION TWO

(In compliance with Part 3, Chapter 2, Section 51.(1) b)

In terms of this act a guide will be published by the Human Rights Commission in each official language, listing the relevant particulars of public and private bodies as required by the act for use by any person wishing to exercise any right contemplated in the act.

This guide will be available from the Human Rights Commission, (www.sahrc.org.za) and can be inspected free of charge at the offices of Leokroon Investments (Pty) Ltd on request. The manual will also be available for inspection at Post Offices and public libraries. The guide should be available from August 2003.

SECTION THREE

(In compliance with Part 3, Chapter 2, Section 51.(1) c)

REQUEST FOR INFORMATION: Any request for information or records held by the company should be directed to the information officer at the contact details in section two.

RECORDS:

Poverty Relief Project for the Department of Environmental Affairs & Tourism

AVAILABILITY OF RECORDS:

These records are freely available without having to formally request access through the Public Access to Information Act.

SECTION FOUR

(In compliance with Part 3, Chapter 2, Section 51.(1) d)

OTHER RECORDS HELD BY LEOKROON INVESTMENTS (PTY) LTD

ACCOUNTING REPORTS / INVOICES, CREDIT NOTES, STATEMENTS OF ACCOUNTS and CUSTOMER and SUPPLIER LISTS

SECTION FIVE

(In compliance with Part 3, Chapter 2, Section 51.(1) e)

A request must be made in writing for any records required in section 4 and the following information must be provided by the requester on requesting a record from the company:

Full names, identity number, postal address, telephone and fax number, and email address of the person requesting information; the capacity of the person requesting information; the particulars of the record required, reference number thereof or any other details available. A fee will be charged for the issuing of the requested record, dependent on the form in which access is required and the request will only be processed after the fee has been submitted.

The fees for the records of a private body are detailed in the Government Notice No. R187 of 15 February 2002 from the Department of Justice and Constitutional Development. Reproduction fees, request fees and access fees are prescribed in items 2, 3 and 4, respectively of Part III of Annexure A of the Government Notice.

Particulars of which right is to be exercised or protected must be submitted by the person requesting the record as well as an explanation as to why the record requested is required for the exercise or the protection of the aforementioned right.

Notification regarding the decision as to whether access has been approved or denied by Leokroon Investments (Pty) Ltd will be made in writing to the person requesting information / access.

SECTION 6

GENERAL

Every effort has been made in the compilation of this manual to fully comply with the provisions and legislation pertaining to the Promotion of Access to Information Act, 2000, as well as the Regulations regarding the Promotion to Access of Information in Government Notice No R187 of the 15 February 2002 made by the Minister for Justice and Constitutional Development under section 92 of the Promotion of Access to Information Act.

Any further information that may be required can be immediately requested from the Public officer or deputy public Officer of Leokroon Investments (Pty) Ltd at PO Box 784605, Sandton, 2146 or on Telephone 082 459 5875, and such information will not be reasonably withheld in compliance with the PAIA Act.

SECTION 51 MANUAL
FOR
RIVER RANGER MANAGEMENT (ASSOCIATION INCORPORATED UNDER SECTION 21)
2002/014182/08
IN COMPLIANCE WITH THE PROMOTION OF ACCESS TO INFORMATION ACT
ISSUED BY
RIVER RANGER MANAGEMENT (ASSOC. INCORP. UNDER SECTION 21)
PO BOX 784605
SANDTON
2146
TEL 082 459 5875

SECTION ONE

(In compliance with Part 3, Chapter 2, Section 51. (1) a)

CONTACT DETAILS

ALL REQUESTS FOR INFORMATION MUST BE ADDRESSED TO:
 THE INFORMATION OFFICER – **RIVER RANGER MANAGEMENT (ASSOC. INCORP. UNDER SECTION 21)**
 THE DEPUTY INFORMATION OFFICER - **RIVER RANGER MANAGEMENT (ASSOC. INCORP. UNDER SECTION 21)**
 at the following postal address:

Postal Address:

River Ranger Management (Assoc. Incorp. Under Section 21)
 PO Box 784605
 Sandton
 2146

Street Address:

River Ranger Management (Assoc. Incorp. Under Section 21)
 16 Sandown Manor
 Stella Street
 Sandown
 2196

Telephone Number:

082 459 5875

Email

karend@btwo.co.za

SECTION TWO

(In compliance with Part 3, Chapter 2, Section 51.(1) b)

In terms of this act a guide will be published by the Human Rights Commission in each official language, listing the relevant particulars of public and private bodies as required by the act for use by any person wishing to exercise any right contemplated in the act.

This guide will be available from the Human Rights Commission, (www.sahrc.org.za) and can be inspected free of charge at the offices of River Ranger Management (Assoc. Incorp. Under Section 21) on request. The manual will also be available for inspection at Post Offices and public libraries. The guide should be available from August 2003.

SECTION THREE

(In compliance with Part 3, Chapter 2, Section 51.(1) c)

REQUEST FOR INFORMATION: Any request for information or records held by the company should be directed to the information officer at the contact details in section two.

RECORDS:

None at Present. (Since Section 21 company is newly formed)

AVAILABILITY OF RECORDS:

These records are freely available without having to formally request access through the Public Access to Information Act.

SECTION FOUR

(In compliance with Part 3, Chapter 2, Section 51.(1) d)

RIVER RANGER MANAGEMENT (ASSOC. INCORP. UNDER SECTION 21)

TBA - None at Present. (Since Section 21 company is newly formed)

SECTION FIVE

(In compliance with Part 3, Chapter 2, Section 51.(1) e)

A request must be made in writing for any records required in section 4 and the following information must be provided by the requester on requesting a record from the company:

Full names, identity number, postal address, telephone and fax number, and email address of the person requesting information; the capacity of the person requesting information; the particulars of the record required, reference number thereof or any other details available. A fee will be charged for the issuing of the requested record, dependent on the form in which access is required and the request will only be processed after the fee has been submitted.

The fees for the records of a private body are detailed in the Government Notice No. R187 of 15 February 2002 from the Department of Justice and Constitutional Development. Reproduction fees, request fees and access fees are prescribed in items 2, 3 and 4, respectively of Part III of Annexure A of the Government Notice.

Particulars of which right is to be exercised or protected must be submitted by the person requesting the record as well as an explanation as to why the record requested is required for the exercise or the protection of the aforementioned right.

Notification regarding the decision as to whether access has been approved or denied by River Ranger Management (Assoc. Incorp. Under Section 21) will be made in writing to the person requesting information / access.

SECTION 6

GENERAL

Every effort has been made in the compilation of this manual to fully comply with the provisions and legislation pertaining to the Promotion of Access to Information Act, 2000, as well as the Regulations regarding the Promotion to Access of Information in Government Notice No R187 of the 15 February 2002 made by the Minister for Justice and Constitutional Development under section 92 of the Promotion of Access to Information Act.

Any further information that may be required can be immediately requested from the Public officer or deputy public Officer of River Ranger Management (Assoc. Incorp. Under Section 21) at PO Box 784605, Sandton, 2146 or on Telephone 082 459 5875. and such information will not be reasonably withheld in compliance with the PAIA Act.

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

**SOUTH AFRICAN RETIREMENT ANNUITY FUND
(Fund registration no: 12/8/3904)**

1. RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT

- The Rules of the Fund
- Retirement Annuity Policy Documents/Contracts issued in respect of requestor

2. SUBJECTS IN RESPECT OF WHICH THE FUND HOLDS RECORDS**a) Fund Records**

- The Rules of the Fund
- Retirement Annuity Policy Documents
- Contract with Fund Administrator
- FSB Certificate of Registration
- Tax Approval letter from SARS
- Fund Register
- Fund Minute Book
- Notices of Exemption

b) Member Records

- Member contribution details
- Medical Records
- Application Forms

c) Trustees Records

- Fidelity and Indemnity Cover
- Trustees details

d) Details of Dependants and Nominees

- Beneficiary nomination details
- Information furnished to the Fund at death claim stage

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- Long-term Insurance Act, 52 of 1998
- Pension Funds Act, 24 of 1956
- Income Tax Act, 58 of 1962

4. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on Old Mutual's website www.oldmutual.co.za.

5. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- The completed application form may be **posted** or **faxed** to the Fund's Information Officer at Old Mutual at the address below.
- The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.

**THE INFORMATION OFFICER
SOUTH AFRICAN RETIREMENT ANNUITY FUND
OLD MUTUAL
PO BOX 66
CAPE TOWN
8000
Tel No: (+27 21) 509 1982
Fax No. (+27 21) 509 5685**

6. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address :

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : www.sahrc.org.za

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

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

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 Geoffrey Sutherns Attorneys as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr G.D. Sutherns should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Geoffrey Sutherns Attorneys.

The following words 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 Geoffrey Sutherns Attorneys from time to time;
"Geoffrey Sutherns Attorneys"	shall mean Geoffrey Sutherns Attorneys, structured as a sole proprietor which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The proprietor of Geoffrey Sutherns Attorneys has been appointed as the Information Officer of Geoffrey Sutherns Attorneys, to which requests for information in terms of the Act, should be addressed.

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

Name of Body:	Geoffrey Sutherns Attorneys
Partner & appointed Information Officer:	Mr G.D. Sutherns
Address:	Waterfall Park, Waterfall Close North, 1 st Floor, Suite 8, cnr Bekker & Mac Mac Roads, Vorna Valley, Midrand
Postal Address:	P.O. Box 1329, Johannesburg, 2000
Telephone:	(011) 315-5226/7
Fax:	(011) 315-5228
E-mail:	sutherns@icon.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)

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

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupation Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, in so far as it being 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 GEOFFREY SUTHERNS ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Geoffrey Sutherns Attorneys holds the information/documents listed herein below:-

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

The Geoffrey Sutherns Attorneys e-mail address is: sutherns@icon.co.za and it is accessible to anyone with access to the internet. A profile on Geoffrey Sutherns Attorneys, its contact particulars, services rendered and fields of expertise and its professional staff, will be sent to anyone with access to the internet.

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 Geoffrey Sutherns Attorneys is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

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

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

- 8.1 This manual is available for inspection at the offices of Geoffrey Sutherns Attorneys, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Geoffrey Sutherns Attorneys.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and on request on e-mail of Geoffrey Sutherns Attorneys at (sutherns@icon.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.doi.gov.za) (under "regulations").

NEW AFRICA INVESTMENTS LIMITED**Registration Number: 1993/002467/06****MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT****ACT NO 2 OF 2000 ("THE ACT")**

Name of the company	
New Africa Investments Limited	
Introduction	
An investments holding company listed on the JSE Securities Exchange South Africa under the media and entertainment sector.	
Contact details	
Section 51(1)(a)	
Street address :	1st Floor Fulham House, 20 Georgian Crescent, Bryanston, 2146
Postal address :	P O Box 782922, Sandton 2146
Phone number :	(011) 463 1744
Fax number :	(011) 463 8233 / 3269
Contact person :	Mr Don Qwelane
E-mail address of the managing director or chief executive officer or company secretary or contact person :	don@nail.co.za
Internet site / website address :	www.nail.co.za
Auditors :	Pricewaterhouse Coopers SizweNtsaluba VSP

Section 10 guide on how to use the Act**Section 51(1)(b)**

The Guide referred to in section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Promotion of Access to Information Act published under Government Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the Guide available.

The Guide will be available from the Human Rights Commission as from 15 August 2003, unless otherwise specified. Please direct your enquiries to :

The Human Rights Commission

Postal address : Private Bag 2700, Houghton, 2041

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

Once the Human Rights Commission has produced the Guide, it will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission (telephone number (011) 484 8300 or fax number (011) 484 7146 or www.sahrc.org.za).

We set out the categories of records of New Africa Investments Limited which are already publicly available without you having to request access in terms of the Act:

1.	Group annual financial statements	Available on the website
2.	Group interim audited report	Available on the website
3.	Annual Reports	Available on the website
4.	Memorandum and Articles of Association	Registrar of Companies (Cipro's offices)
5.	Contents of the register of directors	Registrar of Companies (Cipro's offices)

Records of the company which are available in accordance with any other legislation**Section 51(1)(d)**

1.	Companies Act (No 61 of 1973)
2.	Labour Relations Act (No 66 of 1995)
3.	Basic Conditions of Employment Act (No 75 of 1997)
4.	Income Tax Act (No 58 of 1962)
5.	Value Added Tax Act (No 89 of 1991)
6.	Unemployment Insurance Act (No 63 of 2001)
7.	Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)
8.	Skills Development Act (No 97 of 1998)
9.	Skills Development Levies Act (No 9 of 1999)
10.	Employment Equity Act (No 55 of 1998)
11.	Competition Act (No 89 of 1998)
1.	Stock Exchange Control Act (No 1 of 1985)
2.	Trade Marks Act (No 194 of 1993)
3.	Stamp Duties Act (No 77 of 1968)
4.	Insider Trading Act (No 135 of 1998)
Request procedure and records that may be requested	
Section 51(1)(e)	
The request procedure	
Every request must contain the information set out at paragraphs 1 to 6 below, and must substantially correspond with the prescribed form.	
Mr Don Qwelane has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned and the location of the record if known.	
1.	Provide sufficient particulars of the records required to enable the company to identify the record or records requested and the requester.
2.	Indicate the form of access required.
3.	Specify a postal address or fax number in South Africa, or an e-mail address.
4.	Identify the right you want to exercise or protect and give an explanation why the record is needed for

	this purpose.	
5.	Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.	
6.	Give proof of the capacity in which you are acting, if requesting access on behalf of another.	
<p>Once complete, you can mail it to :</p> <p>Designation of person :Group Company Secretary</p> <p>Name of company : New Africa Investments Limited</p> <p>Postal address :P O Box 782922 Sandton 2146</p> <p>Or, you can fax it to (011) 463 8233, or e-mail it to don@nail.co.za. The request for access to records will deem to have been made once the form has been received by our offices.</p>		
<p>Should you require greater clarity, we refer you to the Guide, which will be published by the Human Rights Commission. It will describe in each official language :</p> <ul style="list-style-type: none"> - what the objects of this Act are - the details of each private body (where possible) - the process that needs to be followed in order to make a request - how to get copies of the Guide at no charge - how to get access to the manual of a private body - all the remedies available in law to you. 		
<p>We set out below a description of the subjects on which New Africa Investments Limited holds records and, below the subject headings, the categories of records held on each subject.</p>		
Company records	Customer-related records	Other records
Accounting and Finance	Investor	Subsidiary
Strategy		Directors
Operational		Contractors
Shareholder		
Legal and Compliance		
Company Secretarial and Administration		
Human Resource		
Public and corporate affairs		

Other information as may be prescribed
Section 51(1)(f)
Not applicable.
<i>[As at 15 November 2002 the Minister has not prescribed any other information that must be contained in the Manual.]</i>
Availability of the manual
Section 51(3)
<p>Copies of this manual are available for inspection at the reception desk of New Africa Investments Limited and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission, the Government Printing Works and our website www.nail.co.za</p> <p>Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee.</p>

HANDLEIDING SAAMGESTEL IN TERME VAN ARTIKEL 51 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000

1. Ad Artikel 51 (1)(a) : COETZEE PROKUREURS
Posbus 37781
Faerie Glen X6
0043

Koedoebergweg 679
Faerie Glen X6

Tel : (012) 991-3564
Faks : (012) 991-4992
E-pos: hennie7@mweb.co.za
Hendrik Ludolf Coetzee (alleen praktisyn)
- 2 Ad Artikel 51 (1)(b) : Afskrifte van die wet, vorms en regulasies beskikbaar
aan bona fide aansoeke teen voorgeskrewe tariewe
alternatiewelik van die Staatsdrukker.
3. Ad Artikel 51 (1)(c) : Geen kennisgewing in terme van Artikel 52(2) tans
beskikbaar.
4. Ad Artikel 51 (1)(d) : Geen sulke rekords
5. Ad Artikel 51 (1)(e) : Kliënte lêers - vertroulik en gepreviligeerd

BHODI MANUFACTURERS (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Bhodi Manufacturers (Pty) Ltd
Head of body: Mr S. Feldman
Address: 12 Rendell Road
Wadeville
1407
Postal address: P.O. Box 14718
Wadeville
1422
Telephone No: (011) 827 - 8855
Fax No: (011) 827 - 8856
E-mail: sean@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

EASTSIDE ELECTRICAL (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No.2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Eastside Electrical (Pty) Ltd
Head of body: Mr R. Landman
Address: 10 Park Street
Jeppe
Johannesburg
2094
Postal address: P.O. Box 33907
Jeppestown
2043
Telephone No: (011) 618 - 2500
Fax No: (011) 618 - 4286
E-mail: ray@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

- i) Not applicable
- ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

EDVA (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Edva (Pty) Ltd
Head of body: Mr S. Feldman
Address: 12 Rendell Road
Wadeville
1407
Postal address: P.O. Box 14719
Wadeville
1422
Telephone No: (011) 827 – 5705
Fax No: (011) 827 – 1309
E-mail: sean@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

- i) Not applicable
- ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

EGIS SOFTWARE SOUTH AFRICA (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Egis Software South Africa (Pty) Ltd
Head of body: Mr R. Landman
Address: 37 Glenhove Road
 Walbrooke House
 Melrose Estate
 2196
Postal address: P.O. Box 14719
 Wadeville
 1422
Telephone No: (011) 880 - 4411
Fax No: (011) 880 - 1838
E-mail: ray@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

FIRNOW PRODUCTS (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Firnow Products (Pty) Ltd
Head of body: Mr M. Feldman
Address: 12 Rendell Road
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1407
Postal address: P.O. Box 14718
Wadeville
1422
Telephone No: (011) 824 - 1441
Fax No: (011) 827 - 8856
E-mail: mf@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

MAILCOMP (PTY) LTD trading as EGIS SOFTWARE**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Mailcomp (Pty) Ltd trading as Egis Software
Head of body: Mr R. Landman
Address: 37 Glenhove Road
 Walbrooke House
 Melrose Estate
 2196
Postal address: P.O. Box 14719
 Wadeville
 1422
Telephone No: (011) 880 - 4411
Fax No: (011) 880 - 1838
E-mail: ray@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

MODULAR FIBERGLASS (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Modular Fiberglass (Pty) Ltd
Head of body: Mr J. De Almeida
Address: 59 Aberdare Drive
Phoenix Industrial Park
Phoenix, Durban
4068
Postal address: P.O. Box 40086
Redhill
4071
Telephone No: (031) 508 - 1520
Fax No: (031) 507 - 7318
E-mail: swbmandbn@saol.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

ON-SITE PROJECTS CC**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: On-Site Projects CC
Head of body: Mr S. Feldman
Address: 12 Rendell Road
 Wadeville
 1407
Postal address: P.O. Box 14719
 Wadeville
 1422
Telephone No: (011) 827 – 5705
Fax No: (011) 827 – 1309
E-mail: sean@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the corporation and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

PROSWITCH AFRICA (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No.2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Proswitch Africa (Pty) Ltd
Head of body: Mr R. Landman
Address: 10 Park Street
Jeppe
Johannesburg
2094
Postal address: P.O. Box 33907
Jeppestown
2043
Telephone No: (011) 618 - 2500
Fax No: (011) 618 - 4286
E-mail: ray@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

PROTECTIVE SWITCHGEAR (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No.2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Protective Switchgear (Pty) Ltd
Head of body: Mr R. Landman
Address: 10 Park Street
 Jeppe
 Johannesburg
 2094
Postal address: P.O. Box 33907
 Jeppestown
 2043
Telephone No: (011) 618 - 2500
Fax No: (011) 618 - 4286
E-mail: ray@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

SWITCHBOARD MANUFACTURERS - CAPE (PTY) LTD

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

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

Name of body: Switchboard Manufacturers - Cape (Pty) Ltd
Head of body: Mr K. l'ons
Address: 62 Bofors Circle
 Epping 2
 Cape Town
 7460
Postal address: P.O. Box 15
 Eppindust
 7475
Telephone No: (021) 534 - 3313
Fax No: (021) 534 - 3375
E-mail: kevin@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

SWITCHBOARD MANUFACTURERS (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Switchboard Manufacturers (Pty) Ltd
Head of body: Mr M. Feldman
Address: 12 Rendell Road
 Wadeville
 1407
Postal address: P.O. Box 14719
 Wadeville
 1422
Telephone No: (011) 827 – 5705
Fax No: (011) 827 – 1309
E-mail: mf@switchman.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 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)]

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

i) Not applicable

ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

SWITCHBOARD MANUFACTURERS - NATAL (PTY) LTD**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000****1) Contact Details [Section 51(1)(a)]**

Name of body: Switchboard Manufacturers - Natal (Pty) Ltd
Head of body: Mr J. De Almeida
Address: 59 Aberdare Drive
Phoenix Industrial Park
Phoenix, Durban
4068
Postal address: P.O. Box 40086
Redhill
4071
Telephone No: (031) 508 - 1520
Fax No: (031) 507 - 7318
E-mail: swbmandbn@saol.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 queries to:

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Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

Records are kept in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No.109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Companies Act No. 61 of 1973

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

- i) Not applicable
- ii) Operational Information:

This information can be defined as information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

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

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

6) Availability of the material [Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC and in the Gazette. The forms and fee structure is available on the SAHRC's website (www.sahrc.org.za).

Trespaphan Access to Information Manual

Promotion of Access to Information Act. (No. 2 of 2000)

The manual is prepared in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 (The Act) in respect of the following entities:

- **Trespaphan SA (Pty) Ltd**

Trespaphan SA (Pty) Ltd is a manufacturer and distributor of bi-axially orientated polypropylene film and is a private company as defined by the Act.

- **Trespaphan Retirement fund**

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

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1. Contact Detail

Section 51 (1) (a) of the Act requires detail regarding the postal and street address, phone and fax number and, if available, electronic mail address of the head of the body. The head, in relation to a private body, means, in the case of a juristic person the chief executive of the juristic person or any person duly authorised by that person.

The Secretary of Trespaphan SA (Pty) Ltd has been authorised by the board of directors to exercise and comply with the rights and obligations conferred in terms of the Act.

The detail required in terms of section 51(1) (a) may accordingly be reflected as follows:

Secretary: P.S.N. Swart

Postal address: PO Box 71, Krugersdorp, 1740

Physical address: 19 van Eck Street, Chamdor, Krugersdorp, 1740

Phone number: + 27 (0) 11 761 7500

Fax number: + 27 (0) 11 762 7881

E-mail: pieters@trespaphan.co.za

2. Section 10 Guide

Section 51 (1) (b) of the Act requires a description of the Human Rights commission guide referred to in section 10 of the Act, if available, and how to obtain access to it.

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

Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit, Research and documentation department

Postal Address: Private Bag 2700, Houghton, 2041

Phone number: + 27 (0) 11 484 8300

Fax number: + 27 (0) 11 484 0582

E-mail: PAIA@sahrc.org.za

3. Types of Records

3.1 Records available without requesting access in terms of the Act.

Section 51 (1) (c) of the Act requires the latest notice in terms of section 52 (2), if any, regarding the categories of records of the body which are available without a person having to request access in terms of the Act.

The following records are voluntarily available without a person having to request access in terms of this act.

- The company's website and the information therein are available to anybody who accesses the Internet. The website address is: www.trespaphan.com

3.2 Records available in terms of any other legislation.

Section 51 (1) (d) of the Act requires a description of the records of the body which are available in accordance with any other legislation.

Certain records are available upon specified conditions in accordance with the following legislation. Please refer to the relevant legislation for a detail description of what information is available:

- Accounting & Finance

Income Tax Act, No 58 of 1962
Stamp Duties Act, No 77 of 1968
Value Added Tax Act, No 89 of 1991
Regional Services Council Act, No 109 of 1985
SA Reserve Bank act, No 90 of 1989
Tax on Retirement Funds Act, No 38 of 1996

- Human resources

Basic Conditions of Employment Act, No 3 of 1983
Employment Equity Act, No 55 of 1998
Skills Development Levies Act, No 9 of 1999
Skills Development Act, No 97 of 1998
Unemployment Insurance Act, No 30 of 1966
Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
Manpower Training Act, No 56 of 1981
Labour Relations Act. 66 of 1995
Occupational Health and Safety Act. 85 of 1993
South Africa Qualifications Authority Act, No 58 of 1995

- Environmental / Ecology

National Environmental Management Act, No 107 of 1998

Prevention of Organised Crime Act, No 121 of 1998

- Company Secretarial and Administration

Companies Act, No 61 of 1973

Pension Funds Act, No 24 of 1956

Statistics Act, No 6 of 1999

3.3 Records available on request in terms of the Act.

Section 51 (1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subject on which the body holds records and the categories of records held on each subject.

The undermentioned list is a broad categorisation of all the records held by the entity:

Company secretarial and legal records <ul style="list-style-type: none"> • Article of association • Certificates • List of directors • Registers • Minute books • Documents 	Accounting and financial records <ul style="list-style-type: none"> • Accounting records • Statutory requirement records • Financial statements • Budgets • Auditing reports
Pension fund <ul style="list-style-type: none"> • Fund rules • Trustees • Minutes of meetings • Investments 	Human Resources <ul style="list-style-type: none"> • Employment equity • Employee details • Policies & procedures • Organisational design • Industrial relations
Information technology <ul style="list-style-type: none"> • Hardware • Software & licenses • Security • System documentation • Disaster recovery • Data maps 	Operations records <ul style="list-style-type: none"> • Overview and location • Production statistics • Policies, procedures, manuals and circulars • ISO standards • Environment, health and safety
Contracts and agreements <ul style="list-style-type: none"> • Agreements • Trade marks • Suppliers & Customer agreements 	

4. Requesting procedures

Section 53 regulates the manner of access and the form of request.

A request for access to records of the company in accordance with the Act must be in the prescribed form and contain the following information:

- Particulars of the requester, including a postal address or fax number in the Republic
- Particulars of the records requested and in which form the access is required
- Particulars of the right the requestor is seeking to exercise or protect and an explanation of why the requested record is required for the exercising or protection of the right
- Proof of capacity of the requestor, if the request is made on behalf of some other person.

All requests must be addressed to the Company Secretary as indicated in section 1.

Access may be refused if the information falls within a specified ground of refusal or the request is not made specifically in terms of the Act.

5. Availability of the Manual

The manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Trespaphan SA (Pty) Ltd. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

6. Fees & Forms

The prescribed fee will be charged for every request for access to records. In addition fees may be charged for the time required to prepare the necessary records.

The prescribed forms must be used to facilitate the request in terms of the act.

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