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M A N U A L

IN ACCORDANCE WITH

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



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

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BEACON ISLE KWIKSPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Plett Quick Supermarket CC
Trade Name: Beacon Isle Kwikspar
Registration No.: 2001/060600/23
Head of Private Body: Nidze Galic
Postal Address: P O Box 2037, Plettenberg Bay, 6600
Physical Address: Crescent Road, Plettenberg Bay, 6600
Telephone No.: (044) 533-1555
Telefax No.: (044) 533-1565

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

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Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
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Compensation for Occupational Injuries & Diseases Act 130 of 1993
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PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

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Marketing:

Brochures & advertising material

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Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

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

EAST END KWIKSPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Gauld CC
Trade Name: East End Kwikspar
Registration No.: 2002/038583/23
Head of Private Body: Vernon Hosking
Postal Address: P O Box 1076, Knysna, 6570
Physical Address: Corner Holiday Crescent and Main Road, Knysna, 6570
Telephone No.: (044) 382-5083
Telefax No.: (044) 382-5053

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KENONI SPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Kenoni Spar CC
Trade Name: Kenoni Spar
Registration No.: 1994/001618/23
Head of Private Body: Coenraad Christoffel Wessels
Postal Address: P O Box 2700, George, 6530
Physical Address: Harry Mann Square, 112 York Street, George, 6530
Telephone No.: (044) 874-3008
Telefax No.: (044) 874-3065
E-mail Address: ccwes@itec.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

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PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
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E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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PART IV**[Information required under Section 51(1)(d) of the Act]**

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Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
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Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements / forwarding & clearing agreements

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

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WALMER SPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Thunder Top Traders CC
Trade Name: Walmer Spar
Registration No.: 2001/039891/23
Head of Private Body: C Achilleos
Postal Address: 501 Cascades, Marine Drive, Summerstrand, Port Elizabeth, 6001
Physical Address: 130 Main Road, Walmer, Port Elizabeth, 6070
Telephone No.: (041) 581-4311
Telefax No.: (041) 581-1859

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

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PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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PART IV**[Information required under Section 51(1)(d) of the Act]**

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PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Agreements / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

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Operations:

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Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements / forwarding & clearing agreements

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

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Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

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APS – FABINOX (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: APS – Fabinox (Pty) Ltd
Registration No.: 2002/003044/07
Head of Private Body: Managing Director: Mr MC Gibbs
Postal Address: PO Box 2258, North End, 6056
Physical Address: 11 Kurland Road, Perseverance, Port Elizabeth
Telephone No.: (041) 463 2270
Telefax No.: (041) 463 2256
E-mail Address: fabinox@global.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

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Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information

Marketing:

Promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

Information Technology:

System documentation & manuals / computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements

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PART VII

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PERSOLIT SA (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name:	Persolit SA (Pty) Ltd
Registration No.:	1999/027803/07
Head of Private Body:	Managing Director: Mr MC Gibbs
Postal Address:	PO Box 2258, North End, 6056
Physical Address:	11 Kurland Road, Perseverance, Port Elizabeth
Telephone No.:	(041) 463 2399
Telefax No.:	(041) 463 2256
E-mail Address:	mcgibbs@worldonline.co.za
Website Address:	www.persolit.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

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