



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 463

Pretoria, 30 January 2004  
Januarie

No. 25934

## MANUAL

*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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**Promotion of Access to Information Act, Act 2 of 2000 (The Act)****Section 51 Manual of HENSIES PANEELKLOPPERS CC****1. Contact particulars****1.1 Business:**

Head of business:	Panelbeating & Spraypaint	Physical address:	36 Clarendon Street
Postal address:	P.O.Box 86		STRAND
	STRAND		7140
	7139		
Telephone number:	021-8545517	Fax number:	021-8545206
E-mail address:	-	Website:	-

**1.2 Information Officer:**

Officer:	MGA ACCOUNTANTS CC		
Postal address:	Postnet Suite #274	Physical address:	13 Octofin House
	Private Bag X15		Fairways Office Park
	SOMERSET WEST		SOMERSET WEST
	7129		7130
Telephone number:	021-8512385	Fax number:	021-8512271
E-mail address:	mga@xpoint.co.za		

**2. Guide in terms of 10 of The Act**

Any person who wishes to exercise any right contemplated in Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149.

**3. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Hensies Paneelkloppers CC or the Information Officer.

**4. Information available in terms of other legislation**

Information is available in terms of certain provisions or the following legislation

- 4.1 Close Corporation Act
- 4.2 Income Tax Act
- 4.3 Labour Relations Act
- 4.4 Skills Development Levy Act
- 4.5 Skills Development Act
- 4.6 Unemployment Insurance Act
- 4.7 Regional Services Council Act
- 4.8 Value Added Tax Act
- 4.9 Compensation for Occupational Injuries and Health Diseases Act

**5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pricelists

**6. Information available in terms of The Act**

The subjects on which the business holds and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General Ledger
- 6.1.3 Subsidiary ledgers, (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips

- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 Vat returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Report of the Accounting Officer

**6.2 Information Technology**

- 6.2.1 Hardware
- 6.2.2 Licenses
- 6.2.3 Software packages

**6.3 Intellectual Property**

- 6.3.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 6.3.2 Copyrights

**6.4 Personnel Records**

- 6.4.1 Date of birth of each employee
- 6.4.2 Employee contracts
- 6.4.3 Employees names and occupations
- 6.4.4 IRP 5 and IT 3 certificates
- 6.4.5 Letters of appointment
- 6.4.6 Leave applications
- 6.4.7 Pension fund information
- 6.4.8 Personnel file
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- 6.4.12 Training and courses
- 6.4.13 UIF cards
- 6.4.14 UIF, PAYE and SDL returns
- 6.4.15 Workmen's Compensation Document

**6.5 Sales and Marketing**

- 6.5.1 Brochures, newsletters and marketing material
- 6.5.2 Customers
- 6.5.3 Markets
- 6.5.4 Products
- 6.5.5 Sales

**6.6 Statutory Company records**

- 6.6.1 Founding Statements
- 6.6.2 Minutes of Members Meetings
- 6.6.3 Register of directors
- 6.6.4 Members Interest Register

**7. Requesting procedure**

A person who wants access to the records must complete the necessary request form, that is available at the offices of **Hensies Paneelkloppers CC**, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

**8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of **Hensies Paneelkloppers CC**, from the Information Officer, from the South African Human Rights Commission and from the Government Printer.



**Promotion of Access to Information Act, Act 2 of 2000 (The Act)****Section 51 Manual of STEENBRAS PLUMBING SERVICES CC****1. Contact particulars****1.1 Business:**

Head of business: Plumbing Services

Postal address: P.O.Box 884

STRAND

7139

Telephone number: 021-8532689

E-mail address: lde@telkomsa.net

Physical address: 156 Fagan Street

STRAND

7140

Fax number: 021-8532684

Website:

**1.2 Information Officer:**

Officer: MGA ACCOUNTANTS CC

Postal address: Postnet Suite #274

Private Bag X15

SOMERSET WEST

7129

Telephone number: 021-8512385

E-mail address: mga@xpoint.co.za

Physical address: Octofin House  
13 Fairways Office Park

SOMERSET WEST

7130

Fax number: 021-8512271

**2. Guide in terms of 10 of The Act**

Any person who wishes to exercise any right contemplated in Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149.

**3. Facilitation of a request for access to information**

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**4. Information available in terms of other legislation**

Information is available in terms of certain provisions or the following legislation

4.1 Close Corporation Act

4.2 Income Tax Act

4.3 Labour Relations Act

4.4 Skills Development Levy Act

4.5 Skills Development Act

4.6 Unemployment Insurance Act

4.7 Regional Services Council Act

4.8 Value Added Tax Act

4.9 Compensation for Occupational Injuries and Health Diseases Act

**5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

5.1 Pricelists

**6. Information available in terms of The Act**

The subjects on which the business holds and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**6.1 Accounting records**

6.1.1 Annual financial statements and working papers

6.1.2 General Ledger

6.1.3 Subsidiary ledgers, (receivables, payables, etc.)

6.1.4 Bank statements, cheque books, cheques

6.1.5 Customer and supplier statements and invoices

6.1.6 Deposit slips

- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 Vat returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Report of the Accounting Officer

**6.2 Information Technology**

- 6.2.1 Hardware
- 6.2.2 Licenses
- 6.2.3 Software packages

**6.3 Intellectual Property**

- 6.3.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 6.3.2 Copyrights

**6.4 Personnel Records**

- 6.4.1 Date of birth of each employee
- 6.4.2 Employee contracts
- 6.4.3 Employees names and occupations
- 6.4.4 IRP 5 and IT 3 certificates
- 6.4.5 Letters of appointment
- 6.4.6 Leave applications
- 6.4.7 Pension fund information
- 6.4.8 Personnel file
- 6.4.9 Salary and wage registers
- 6.4.10 Salary slips and wage records
- 6.4.11 Time records
- 6.4.12 Training and courses
- 6.4.13 UIF cards
- 6.4.14 UIF, PAYE and SDL returns
- 6.4.15 Workmen's Compensation Document

**6.5 Sales and Marketing**

- 6.5.1 Brochures, newsletters and marketing material
- 6.5.2 Customers
- 6.5.3 Markets
- 6.5.4 Products
- 6.5.5 Sales

**6.6 Statutory Company records**

- 6.6.1 Founding Statements
- 6.6.2 Minutes of Members Meetings
- 6.6.3 Register of directors
- 6.6.4 Members Interest Register

**7. Requesting procedure**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Steenbras Plumbing Services CC, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

**8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Steenbras Plumbing Services CC, from the Information Officer, from the South African Human Rights Commission and from the Government Printer.



**Promotion of Access to Information Act, Act 2 of 2000 (The Act)****Section 51 Manual of KOBOT TEGNIESE DIENSTE CC****1. Contact particulars****1.1 Business:**

Head of business:	Engineering works	Physical address:	29 Triangle Street
Postal address:	P.O.Box 4406, Greenways		Huguenot
	STRAND		PAARL
	7140		7646
Telephone number:	021-8621233	Fax number:	021-8621266
E-mail address:	-	Website:	-

**1.2 Information Officer:**

Officer:	MGA ACCOUNTANTS CC		
Postal address:	Postnet Suite #274	Physical address:	Octofin House
	Private Bag X15		13 Fairways Office Park
	SOMERSET WEST		SOMERSET WEST
	7129		7130
Telephone number:	021-8512385	Fax number:	021-8512271
E-mail address:	mga@xpoint.co.za		

**2. Guide in terms of 10 of The Act**

Any person who wishes to exercise any right contemplated in Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149.

**3. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Kobot Tegniese Dienste CC or the Information Officer.

**4. Information available in terms of other legislation**

Information is available in terms of certain provisions or the following legislation

- 4.1 Close Corporation Act
- 4.2 Income Tax Act
- 4.3 Labour Relations Act
- 4.4 Skills Development Levy Act
- 4.5 Skills Development Act
- 4.6 Unemployment Insurance Act
- 4.7 Regional Services Council Act
- 4.8 Value Added Tax Act
- 4.9 Compensation for Occupational Injuries and Health Diseases Act

**5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pricelists

**6. Information available in terms of The Act**

The subjects on which the business holds and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General Ledger
- 6.1.3 Subsidiary ledgers, (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips

- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 Vat returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Report of the Accounting Officer

**6.2 Information Technology**

- 6.2.1 Hardware
- 6.2.2 Licenses
- 6.2.3 Software packages

**6.3 Intellectual Property**

- 6.3.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 6.3.2 Copyrights

**6.4 Personnel Records**

- 6.4.1 Date of birth of each employee
- 6.4.2 Employee contracts
- 6.4.3 Employees names and occupations
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- 6.4.13 UIF cards
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- 6.4.15 Workmen's Compensation Document

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- 6.5.1 Brochures, newsletters and marketing material
- 6.5.2 Customers
- 6.5.3 Markets
- 6.5.4 Products
- 6.5.5 Sales

**6.6 Statutory Company records**

- 6.6.1 Founding Statements
- 6.6.2 Minutes of Members Meetings
- 6.6.3 Register of directors
- 6.6.4 Members Interest Register

**7. Requesting procedure**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Kobot Tegniese Dienste CC, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

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## Promotion of Access to Information Act, Act 2 of 2000 (The Act)

### Section 51 Manual of MOLUWA TRADING CC

#### 1. Contact particulars

##### 1.1 Business:

Head of business:	Consulting in the manufacturing of wine		
Postal address:	36 Brandwag Street STELLENBOSCH 7600	Physical address:	36 Brandwag Street STELLENBOSCH 7600
Telephone number:	021-8871765	Fax number:	021-8871765
E-mail address:	-	Website:	-

##### 1.2 Information Officer:

Officer:	MGA ACCOUNTANTS CC		
Postal address:	Postnet Suite #274 Private Bag X15 SOMERSET WEST 7129	Physical address:	13 Octofin House Fairways Office Park SOMERSET WEST 7130
Telephone number:	021-8512385	Fax number:	021-8512271
E-mail address:	mga@xpoint.co.za		

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#### 4. Information available in terms of other legislation

Information is available in terms of certain provisions or the following legislation

- 4.1 Close Corporation Act
- 4.2 Income Tax Act
- 4.3 Labour Relations Act
- 4.4 Skills Development Levy Act
- 4.5 Skills Development Act
- 4.6 Unemployment Insurance Act
- 4.7 Regional Services Council Act
- 4.8 Value Added Tax Act
- 4.9 Compensation for Occupational Injuries and Health Diseases Act

#### 5. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pricelists

#### 6. Information available in terms of The Act

The subjects on which the business holds and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

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- 6.1.8 Fixed asset register
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- 6.1.10 Vat returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Report of the Accounting Officer

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- 6.2.3 Software packages

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**6.6 Statutory Company records**

- 6.6.1 Founding Statements
- 6.6.2 Minutes of Members Meetings
- 6.6.3 Register of directors
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**7. Requesting procedure**

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**Promotion of Access to Information Act, Act 2 of 2000 (The Act)****Section 51 Manual of LA PANEL & TRADE CC****1. Contact particulars****1.1 Business:**

Head of business:	Panelbeating & Spraypaint	Physical address:	H/V N2 & Fabriek Street
Postal address:	P.O.Box 547 STRAND 7139		STRAND 7140
Telephone number:	021-8537038	Fax number:	021-8537038
E-mail address:	-	Website:	-

**1.2 Information Officer:**

Officer:	MGA ACCOUNTANTS CC		
Postal address:	Postnet Suite #274 Private Bag X15 SOMERSET WEST 7129	Physical address:	13 Octofin House Fairways Office Park SOMERSET WEST 7130
Telephone number:	021-8512385	Fax number:	021-8512271
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