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MANUAL

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Jazz Spirit 62 (trading as Total Meredale)	25950	30-01-2004	3

**PROMOTION OF ACCESS TO INFORMATION ACT OF 2000
PRIVATE BODY MANUAL
JAZZ SPIRIT 62 (PTY) LTD—TRADING AS TOTAL MEREDALE**

1. CONTACT DETAILS OF THE PRIVATE BODY

- 1.1 Name of Body: Jazz Spirit 62 (trading as Total Meredale)
- 1.2 Physical Address: Cnr. Off Main and Columbine Avenue, Meredale
- 1.3 Telephone: 011 854 1005 Telefacsimile: 011 854 1005
- 1.4 Head of Body: Mr. Mohamed Zunaid Gani
- 1.5 Designated Information Officer: Mohamed Gani

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-
 - 2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 how to lodge a court application against a decision of a head of a private body;
 - 2.1.3 what fees are payable for accessing documentation; and
 - 2.1.4 information that has been voluntarily disclosed by the private body.
- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Telefacsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

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

- 3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 4.1.1 The Main Agreement ;
- 4.1.2 The Companies Act 61 of 1973;
- 4.1.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.4 Employment Equity Act 55 of 1998;
- 4.1.5 The Income Tax Act 58 of 1962;
- 4.1.6 Value Added Tax Act 89 of 1991
- 4.1.7 Occupational Health and Safety Act 85 of 1993;
- 4.1.8 Regional Services Councils Act 109 of 1985;
- 4.1.9 Skills Development Act 97 of 1998;
- 4.1.10 Skills Development Levies Act 9 of 1999
- 4.1.11 Unemployment Insurance Act 63 of 2001

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

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

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