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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

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MANUAL for PUBLISHERS' SERVICE AND DISTRIBUTION (Pty) Ltd**In terms of the****PROMOTION OF ACCESS TO INFORMATION ACT****No 2 of 2000****(hereinafter referred to as "the Act")****Introduction**

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1**Company and Contact Details**

Name of Company	:	PUBLISHERS' SERVICE AND DISTRIBUTION (Pty) Ltd
Nature of Business	:	Warehousing and Distribution of books
Head of Company	:	Mr. Frederick Jacobus van Zyl
Postal Address	:	P. O. Box 1175, Isando., 1600
Street Address	:	30 Diesel Road, Isando, Gauteng
Telephone Number	:	(011) 392 6065
Telefax Number	:	(011) 392 6079
Email Address	:	freddie@psdprom.co.za
Information Officer	:	D.J. van Zyl
Postal Address	:	P.O. Box 1175, Isando, 1600
Telephone	:	(011) 392 6065
Telefax Number	:	(011) 392 6079
Email Address	:	dianne@psdprom.co.za

Part 2**Guide to the Manual and its Access.**

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

Part 3**Records.****Records Available (only on request to access) in terms of the Act).****1. Personnel Records**

As provided by employees.

As provided by individuals other than employees.

Conditions of employment and employee-related contractual records

2. Records relating to Customers

3. Records relating to Publisher's Service and Distribution Pty. Ltd.

Financial
Operational
Marketing
Product
Internal Correspondence
Statistical
Statutory records

The relevant records of a public nature provided in terms of the following Acts are held in the Company's Head office:

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Competition Act. No. 89 of 1998.
- Employment Equity Act No.55 of 1998.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Merchandise Marks Act. No. 17 of 1941.
- Occupational Health and Safety Act. No 85 of 1993.
- Pension Funds Act. No. 24 of 1956.
- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Trade Marks Act. No. 194 of 1993.
- Unemployment Insurance Act. No. 36 of 2001.
- Usury Act. No. 81 of 1995.
- Value Added Tax Act No. 89 of 1991

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 Managing Director of Publishers' Service and Distribution Pty Ltd or the Information Officer of Publishers' Service and Distribution 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. The CEO/Information Officer will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to undertaking the search, reproduction and preparation of any document.

Records which could be deemed confidential on the part of a third party will need the permission of the third party concerned before Publishers' Service and Distribution Pty Ltd will permit access to view.

Part 5.**Manual Availability.**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual may also be obtained from the Information Officer of Publishers' Service and Distribution Pty Ltd.

In respect of hard copies' postage will be for the account of the requester.