



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 483

Pretoria, 30 September 2005

No. 28067

## MANUAL

*IN ACCORDANCE WITH*

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



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**MANUAL FOR PROMOTION OF ACCESS TO INFORMATION ACT 2000****SOUTHERN ELECTRICITY COMPANY LTD  
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**INTRODUCTION**

Southern Electricity Company Limited ("SELCo") is a subsidiary of the Resource Management Integration Group (Pty) Ltd (REMIG), which has its head office in South Africa. As a successful African utility service provider, SELCo specializes in the electricity distribution, management, metering, billing and revenue field. Its core business consists of the operation, maintenance and management of electricity networks on behalf of local authorities, with current concessions in Namibia.

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

Name of body:	Southern Electricity Company Ltd
Chief Executive Officer	Mr CF Bosch
Address:	156 Kleine Street, New Muckleneuk Pretoria 0181
Postal Address:	P.O. Box 73130, Lynnwood Ridge 0040
Telephone:	(012) 460-4900
Fax:	(012) 460-6388
E-mail:	<a href="mailto:chris@remig.co.za">chris@remig.co.za</a>
Website:	<a href="http://www.selco.co.za">www.selco.co.za</a>

**2. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)**

The Guide will be available from the South African Human Rights Commission by not later than 1 September 2005. Please direct any queries to:

**PAIA Unit**  
**The Research and Documentation Department**  
**Private Bag 2700**  
**HOUGHTON**  
**2041**

<b>Telephone:</b>	<b>+27 11 484 8300</b>
<b>Fax:</b>	<b>+27 11 484 0582/1360</b>
<b>Website:</b>	<b><u><a href="http://www.sahrc.org.za">www.sahrc.org.za</a></u></b>
<b>E-mail:</b>	<b><u><a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a></u></b>

**3. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

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

- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Closed Corporations Act No. 69 of 1984
- Companies Act, No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act. No. 130 of 1993 (Section 97)
- Copyright Act, No. 98 of 1978
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Income Tax Act, No. 58 of 1962 (Section 75)
- Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act. No. 85 of 1993
- Regional Services Councils Act. No. 109 of 1985
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 89 of 1991 (Section 65)

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.

The financial statements are lodged with the Registrar of Companies according to the relevant legislation.

**4. RECORDS HELD BY SELCO LTD IN TERMS OF THE ACT (SECTION 51 (1) (e) OF THE ACT)**

SELCo holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of SELCo Ltd
- Minutes of meetings of the Board of Directors and of the General Meeting
- Circulars to Shareholders
- Statutory records
- Commercial contracts
- Client data base

- Standard Employment Contracts
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies

The SELCo Ltd website address is [www.selco.co.za](http://www.selco.co.za). It contains a profile on SELCo Ltd and a contact link. Access to the website is unrestricted to anyone with access to the internet. Access to the contents of specific products is limited to registered users.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subjected to the provisions of the Act. None of the information held by SELCo Ltd 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 CEO and submitted against payment of the prescribed fee.

#### **5. 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.

#### **6. AVAILABILITY OF THE MANUAL (Section 51 (3) of the Act)**

- 6.1 This manual is available for inspection at the offices of SELCo Ltd, free of charge.
  - 6.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SELCo Ltd.
  - 6.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and SELCo Ltd ([www.selco.co.za](http://www.selco.co.za)) and will be published in the Government Gazette.
  - 6.4 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 fees structure. The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under "regulations").
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A handwritten signature in black ink, consisting of a single, fluid, cursive stroke that starts with a small loop and ends with a short horizontal tail.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001  
Publications: Tel: (012) 334-4508, 334-4509, 334-4510  
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504  
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737  
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001  
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510  
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504  
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737  
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