



# Government Gazette

**REPUBLIC OF SOUTH AFRICA**

Vol. 449 Pretoria 22 November 2002 No. 24080

## **M A N U A L S**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO**

**INFORMATION ACT (NO. 2 OF 2000)**



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

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Council for Medical Schemes	24080	22-11-2002	104
Crookes Brothers Limited	24080	22-11-2002	16
CSIR	24080	22-11-2002	21
Golden Arrow Bus Services (Pty) Ltd	24080	22-11-2002	18
Iberia Aerolineas De Espana, S. L.	24080	22-11-2002	12
Louis Fourie	24080	22-11-2002	3
Mintek	24080	22-11-2002	33
Mitic Syndication (Pty) Ltd	24080	22-11-2002	86
Savage Jooste & Adams Incorporated	24080	22-11-2002	4
TeleMessage (Pty) Ltd	24080	22-11-2002	69
The Tobacco Institute of South Africa	24080	22-11-2002	106

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000  
("the Act")**

**FOR**

**SAVAGE JOOSTE & ADAMS INCORPORATED  
(Registration Number 1978/000724/21)**

**Company Overview**

Savage Jooste & Adams Incorporated is a professional company practising as attorneys, notaries, conveyancers and trade mark agents.

**Part I**

(Information required under Section 51(1)(a) of the Act)

**Head Office**

Name of Body: Savage Jooste & Adams Incorporated  
Physical address: 141 Boshoff Street, Nieuw Muckleneuk, Pretoria  
Postal address: P O Box 745, Pretoria 0001  
Head of Body: AG Reid  
Telephone no: (012) 452 8200  
Fax no: (012) 452 8210  
Email: [allanr@savage.co.za](mailto:allanr@savage.co.za)

**Johannesburg Office**

Physical address: 1001 Lancaster Gate, Hyde Park Lane, Johannesburg  
Postal address: P O Box 41088, Craighall, 2024  
Head of Body: AG Reid  
Telephone no: (011) 325 0830  
Fax no: (011) 325 0308  
Email: [allanr@savage.co.za](mailto:allanr@savage.co.za)

**Part II**

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commissioner:  
PAIA Unit, The Research and Documentation Department

Postal address: Private Bag 2700  
Houghton  
2070

Telephone: +27 11 484 8300  
Fax: +27 11 484 0482  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **Part III**

(Copy of Notice, in any, required under section 51(1)(c) of the Act).

Currently not applicable.

### **Part IV**

(information required under Section 51(1)(d) and (e) of the Act)

For the purposes of this manual and the Act, the records held by Savage Jooste & Adams are categorised by the nature of the content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 4.1.1 Companies Act Number 61 of 1973;
- 4.1.2 Attorneys Act, 53 of 1979;
- 4.1.3 Income Tax Act 58 of 1962
- 4.1.4 Value Added Tax Act 89 of 1991;
- 4.1.5 Regional Services Councils Act 109 of 1985;
- 4.1.6 Unemployment Insurance Act 63 of 2001;
- 4.1.7 Labour Relations Act 66 of 1995;
- 4.1.8 Basic Conditions of Employment Act 75 of 1997
- 4.1.9 Employment Equity Act 55 of 1998;
- 4.1.10 Skills Development Levies Act 9 of 1999.
- 4.1.11 Pension Funds Act 24 of 1956;
- 4.1.12 Medical Schemes Act 131 of 1998;
- 4.1.13 Copyright Act 98 of 1978.

The above records which are 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.

4.2 Records relating to the commercial, financial and professional interests of Savage Jooste & Adams, including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;

4.3 Records of personal information of present, past and prospective employees and directors of Savage Jooste & Adams;

- 4.4 Records of clients of Savage Jooste & Adams containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of such clients.
- 4.5. The website address of Savage Jooste & Adams is [www.savage.co.za](http://www.savage.co.za) and is accessible to anyone who has access to the internet. The Website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

**A. The Request Procedure**

**i. Form of Request**

- The requester must have the prescribed form being **Schedule 1** hereto to make the request for access to a record. This must be made to the head. This request must be made to the address, fax number or electronic mail address of Savage Jooste and Adams Incorporated.
- The requester must provide sufficient detail on the request form to enable the head to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.

**ii. Fees**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

#### **Part V**

(Other information as may be prescribed under Section 51(1)(f)).

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

#### **Part VI**

(availability of manual under Section 51(3))

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Savage Jooste & Adams. Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

#### **Part VII**

(prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section.

Schedule 1

**REQUEST FOR ACCESS TO A RECORD OF  
SAVAGE JOOSTE & ADAMS INC.**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 4]

**A. Particulars:**

**Savage Jooste & Adams Inc, 141 Boshoff Street, Nieuw Muckleneuk,  
Pretoria, P O Box 745, Pretoria, 0001; Tel: (012) 452 8200; Fax: (012)  
452 8210; [enquiries@savage.co.za](mailto:enquiries@savage.co.za)**

The Head of Information: **A.G. Reid**

**B. Particulars of person requesting access to the record**

1. *The particulars of the person who requests access to the record must be recorded below.*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Fax number: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:  
(attach proof of capacity, eg power of attorney, resolution)

\_\_\_\_\_  
\_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

*This section must only be completed if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

1. *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
2. *If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.</li> <li>2. You will be notified of the amount required to be paid as the request fee.</li> <li>3. The fee payable for access to the record depends on the form in which access is required.</li> <li>4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief</li> </ol> |
|--|

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to record**

<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <ol style="list-style-type: none"> <li>1. Your indication as to the required form of access depends on the form in which the record is available.</li> <li>2. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</li> <li>3. The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.</li> </ol>			
<p><b>1. If the record is in written or printed form -</b></p>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<p><b>If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer generated images, sketches, etc.)</p>			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<p><b>3. If record consists of recorded words or information which can be reproduced in sound -</b></p>			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<p><b>4. If record is held on computer or in an electronic or machine-readable form -</b></p>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiff or

					compact disc)
--	--	--	--	--	---------------

Mark your choice below. REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
---	-----	----

**G. Particulars of right to be exercised or protected**

If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected

---



---



---



---

2. Explain why the requested record is required for the exercising or protection of the aforementioned right

---



---



---



---

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

---



---

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**SIGNATURE OF REQUESTER / PERSON  
IN WHOSE BEHALF REQUEST IS MADE**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("the Act") FOR**

**IBERIA AEROLINEAS DE ESPAÑA, S.L.**

**Company Overview:**

Commercial Airline - National Carrier of Spain

**PART I**

**(Information required under Section 51(1)(a) of the Act)**

Name of Body: Iberia Aerolineas De España, S.L. (aka Iberia Airlines of Spain)  
Physical Address: 2nd Floor, Sandown House, cnr Fifth Street & Norwich Close,  
Sandton  
Head of Body: Juan Pedro Aritio (General Manager South African Operations)  
Telephone Number: (011) 884-6061  
Fax Number: (011) 884-5909  
E-mail: [jnbus@iberia.es](mailto:jnbus@iberia.es)

**PART II**

**(Information required under Section 51(1)(b) of the Act)**

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

**The South African Human Rights Commission:**

**PAIA Unit, The Research and Documentation Department**

Postal Address: Private Bag 2700  
Houghton  
2041  
Telephone: + 27 11 484-8300  
Fax: + 27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**PART III**

**(Copy of notice, if any required under Section 51(1)(c) of the Act)**

**(Currently not applicable)**

**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 Iberia Aerolíneas De España, S.L. [South African Branch Office] , which includes but is not limited to, the following legislation:

Companies Act 61 of 1973  
Income Tax Act 58 of 1962  
Unemployment Insurance Act 63 of 2001  
Value Added Tax Act 89 of 1991  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Occupational Health and Safety Act 85 of 1993  
Labour Relations Act 66 of 1955  
Basic Conditions of Employment Act 75 of 1997  
Employment Equity Act 55 of 1998  
Skills Development Levies Act 9 of 1999  
Aviation Act 74 of 1962  
Convention for the Unification of Certain Rules relating to International Carriage by air, Warsaw 12 October 1929, as amended at the Hague, 28 September 1955.

**PART V****(Information required under Section 51(1)(e) of the Act)****A: Records that may be requested****i. Operational Information**

Such information as is required for the day to day running of Iberia Aerolíneas De España, S.L. [South African Branch Office]. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

Correspondence between persons within and without Iberia Aerolíneas De España, S.L. [South African Branch Office].

**iii. Website**

www.iberia.com

**iv. Other Sources of Information**

(Not applicable)

**B. The Request Procedures****1. Form of Request**

\* The request must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- \* If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- \* The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

**PART VI**

**(Other information as may be prescribed under Section 51(1)(f))**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**PART VII**

**(availability of manual under Section 51(3))**

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Iberia Aerolineas De España, S.L. [South African Branch Office]. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. The manual is also published on Iberia Aerolineas De España, S.L. [South African Branch Office] website referred to above.

**PART VIII**

**(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 Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)), under the "regulations" section.

**CROOKES BROTHERS LIMITED**

Registration Number : 1913/000290/06

**MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

**MANUAL for PRIVATE BODIES**

In terms of the

**PROMOTION OF ACCESS TO INFORMATION ACT**

**No. 2 of 2000**

(hereinafter referred to as "the Act")

**NAME OF THE COMPANY**

Crookes Brothers Limited

**HEAD OF THE COMPANY**

Mr. D.J. Crookes

**(a) POSTAL ADDRESS**

P O Renishaw  
KwaZulu-Natal  
4181

**REGISTERED OFFICE ADDRESS**

Renishaw Estate  
KwaZulu-Natal  
4181

**TELEPHONE NUMBER**

(039) 978 3850

**TELEFAX NUMBER**

(039) 976 1423

**EMAIL ADDRESS**

djcrookes@cbl.co.za

**(b) GUIDE REFERRED TO IN SECTION 10**

The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of

Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

**(c) LATEST NOTICE IN TERMS OF SECTION 52(2)**

Not applicable.

**(d) RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

The relevant records of a public nature provided in terms of the following Acts can be found in the Company's various policies and procedures, and the relevant notifications, and are held at the Registered office address in South Africa.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Environmental Management Act 107 of 1998
- National Water Act 36 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value-Added Tax Act 89 of 1991

**(e) REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS**

Requests for access to the records available under (d) above, or other relevant operational information, should be made in terms of section 53 of the Act and directed to the Company Secretary, at P O Renishaw, KwaZulu-Natal, 4181. Public information on the Company can be found on Crookes Brothers Limited's Website ([www.cbl.co.za](http://www.cbl.co.za)).

**(f) OTHER INFORMATION AS PRESCRIBED**

Not applicable.

**GOLDEN ARROW BUS SERVICES (PTY) LTD**  
**Registration No: 1992/001234/07**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT 2 OF 2000**  
**("the Act").**

**PART 1**

**[Information required under section 51(1)(a) of the Act]**

Name of Body: Golden Arrow Bus Services (Pty) Ltd

Head of Body: Nic Cronjé (Chairman) who has delegated this power to  
Karin de Jongh (Legal Advisor).

Postal address: P O Box 1795  
CAPE TOWN  
8000

Street address: Arrowgate Depot  
Palotti Road  
Montana  
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: [karindelongh@gabs.co.za](mailto:karindelongh@gabs.co.za)

Website: <http://www.gabs.co.za>

**PART II**

**[Information required under section 51 (1) (b) of the Act]**

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. To date this guide has not been compiled and the SAHRC believes it will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 16 February 2002 detail how the Human Rights Commission should make this guide available.

**PART III**

**[Copy of notice, if any, required under section 51(1)(c) of the Act]**

No information is available in terms of this section.

**PART IV**

**[Information required under section 51(1)(d) of the Act]**

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Labour Relations Act 68 of 1995

The Road Traffic Act 29 of 1989

The Tobacco Products Control Act 83 of 1993

Guidance and Placement Act 61 of 1981

Income Tax Act 58 of 1962

The Road Accident Fund Act 56 of 1996

Occupational Health and Safety Act 85 of 1993

Road Transportation Act 74 OF 1977

Value Added Tax Act 89 of 1991

Unemployment Insurance Contribution Fund Act 4 of 2000

Unemployment Insurance Fund Act 63 of 2001

The Prescription Act 68 of 1969

Customs & Excise Act, No. 91 of 1964

**PART V**

**[Information required under section 51(1)(e) of the Act]**

**GENERAL DOCUMENTS**

Rental and Hire Purchase Agreements;

Suspensive Sale Agreements;

Internal and external correspondence;

Monthly management accounts;

Newspaper/magazine clippings;

**ENGINEERING DOCUMENTS**

Documents relating to maintenance, servicing and repair of buses, radio licences, engineering drawings and plans.

**PURCHASING DOCUMENTS**

These relate the purchasing function within company and supply contracts.

**OPERATIONS DOCUMENTS**

This relates to all aspects of operations, including charter hire, contracts, tariffs of fares, timetables, general passenger information, traffic fines, lost property and the local Road Transportation Board.

**INFORMATION TECHNOLOGY RECORDS**

Software manuals and installation instructions, as well as the licensing documentation.

The full version of this manual can be found on the Golden Arrow Bus Services (Pty) Ltd Website (<http://www.gabs.co.za>)

**DATED**

**CSIR<sup>1</sup>**

**Manual on the functions of a Public or Private Body  
and  
Index of Records held  
as required by  
The Promotion of Access to Information Act (PROATIA)  
Act 2 of 2000, Section 14**

**Information Officer**

The President  
Dr Sibusiso Sibisi  
Tel: (012) 841 2429  
Fax: (012) 841 3549

**Deputy Information Officer**

Mrs Ilse Lombard  
Tel: (012) 841 2286  
Fax: (012) 841 4726  
e-mail: [ilombard@csir.co.za](mailto:ilombard@csir.co.za)

**Street Address:**

Scientia, Meiring Naude Ave  
Pretoria

**Postal Address**

P O Box 395  
PRETORIA  
0001

---

<sup>1</sup> Council for Scientific and Industrial Research

**Contents**

**The CSIR<sup>2</sup> - Mandate, Functions and Structure**

**Information/Records held by the CSIR and accessible to enquirers**

---

<sup>2</sup> See also <http://www.csir.co.za/aboutus.html>

## **The CSIR<sup>3</sup> - Mandate, Functions and Structure**

### **Mandate**

The CSIR is the largest scientific and technological research, development and implementation organisation in Africa. Constituted as a Science Council by an Act of Parliament, the CSIR operates under the following mandate:

"In the national interest, the CSIR, through directed and multi-disciplinary research and technological innovation, should foster industrial and scientific development, either by itself, or in partnership with public and private sector institutions, to contribute to the improvement of the quality of life of the people of South Africa".

### **Function and Objectives**

Within the framework of our mandate, the CSIR sources and develops knowledge and technology that enables us to provide technology solutions and information, establish ventures and license intellectual property. We support sustainable development and economic growth in the context of our country's national priorities and global challenges.

The focus of our Parliamentary Grant investment is the National System of Innovation, and the complementary priorities of the government.

The CSIR's mission acknowledges that global challenges have become our challenges, that relationships with our partners, clients and stakeholders are integral to our success, and that licensing intellectual property and establishing ventures are the key areas of future growth.

The CSIR's strategy is to accelerate our evolution to a knowledge intensive technology organisation that contributes to the African Renaissance and is both internationally competitive and regionally relevant.

### **Structure**

The CSIR functions as a corporation with 8 semi-autonomous business units, focused on industry sectors as follows:

1. Building and Construction
2. Defence
3. Food, Biological and Chemical
4. Information and Communications
5. Materials and Manufacturing
6. Mining
7. Transportation and Roads
8. Water, Environment and Forestry

In addition to these units we have cross Divisional teams focusing on

- Sports Technology
- Crime Prevention
- Technology for Development

---

<sup>3</sup> See also <http://www.csir.co.za/aboutus.html>

### Information/records held by the CSIR and available to enquirers

In the course of its work as defined above, the CSIR accumulates a wide variety of records. Some of these are made available as a matter of course to enquirers and these are listed below.

*The list does not include those records that fall in the following 3 categories. (The relevant sections of the Act are given in brackets):*

1. *Information supplied by or acquired on behalf of a third party (Sections 36 & 37)*
2. *Information relating to the CSIR's own commercial activities in terms of its mandate (Section 42)*
3. *Research information belonging to the CSIR itself (Section 43)*

General Topic	Nature eg CD Rom, Web site	Conditions of Access	Contact Point (Person/Office/ Function)
Policy and governance of the CSIR	In Annual Report, paper or on the CSIR Website <a href="http://www.csir.co.za">www.csir.co.za</a>	Free	
Research results sponsored by the Safety in Mines Research Advisory Committee (SIMRAC)	On the SIMRAC website <a href="http://www.simrac.co.za">www.simrac.co.za</a>	Free	Alrina de Bruyn. 011 358 0336 <a href="mailto:adebruy@csir.co.za">adebruy@csir.co.za</a>

# **MINTEK MANUAL**

## **PROMOTION OF ACCESS TO INFORMATION ACT**

**(NO 2 OF 2000)**

This manual has been compiled in compliance with the provisions of the above Act, and lists the records in the possession of Mintek.

## MINTEK

A statutory body existing in terms of section 2(1) of the Mineral Technology Act, no 30 of 1989 as amended, with its principal place of business at 200 Hans Strijdom Drive, Randburg, South Africa.

## FUNCTIONS OF MINTEK

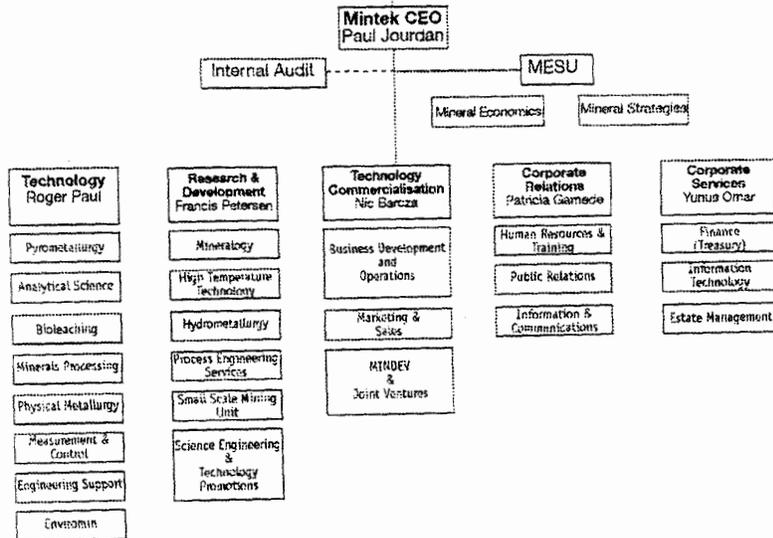
Mintek undertakes research and development in the fields of mineral processing and metallurgical technology and fosters the establishment and expansion of small, medium, and large industries in the field of minerals and products derived from them.

### Mintek Structure

**Minister of Minerals and Energy**  
Phumzile Mlambo-Ngcuka

#### Mintek Board

Nchakha Moloi (Chairman), Paul Jourdan, Mzilikazi Khumalo, Claire Minnitt, Louisa Mqjela, Phuti Ngoepe, Thibedi Ramontja, Zulmira Ramos, Sipho Shezi



Mintek's scientific and engineering divisions undertake product development and process design work, and provide a complete suite of consulting and testwork services to meet industry needs. Each division focuses on a specific technology area within the broad spectrum of metallurgy and minerals processing, although many projects require input from several areas of specialisation. In addition, Mintek's output activities are divided into programmes that are based largely on the major resource sectors, thus enhancing market orientation and focus.

### **CONTACT DETAILS [SECTION 14(1)(b)]**

Information Officer                      Head: Library  
Address                                   : 200 Hans Strijdom Drive  
  Randburg  
Postal Address                         : Private Bag X3015  
  Randburg  
  2125  
Telephone                               : (011) 709-4259  
Telefax                                   : (011) 793-4122  
E-mail                                    : info@mintek.co.za  
Website                                 : http://www.mintek.co.za

### **THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 14(1)(c)]**

The Human Rights Commission is required to produce a guide containing the information that may be reasonably required by a person who wishes to exercise any right contemplated in the Act.

The Commission may  
be contacted at                         : Private Bag 2700  
  Houghton  
  2041  
Telephone                               : (011) 484-8300  
Telefax                                   : (011) 484-1360

## **RECORDS THAT MAY BE REQUESTED [SECTIONS 14(1)(d)]**

### **DESCRIPTION OF THE SUBJECTS**

Mintek's records are classified by the past and present divisions and cover the following areas:

#### **Analytical Science**

- Geological and metallurgical certified reference materials
- Fire assay
- Atomic absorption spectroscopy
- X-ray fluorescence spectroscopy
- Emission spectroscopy
- Mass spectroscopy
- Gamma ray spectroscopy
- Wet chemical analysis
- High performance liquid chromatography
- Rock, mineral and ore sample analysis

#### **Biotechnology**

- Bacterial oxidation
- Bioleaching.

#### **Enviromin/Environmental**

- Acid Rain analysis
- Air quality monitoring
- Cyanide waste water treatment
- Inorganic aqueous effluent treatment
- Metallurgical process dusts, slags and residues treatment
- Speciation of metals
- Mine drainage treatment
- Water purification
- Waste characterisation.

**High Temperature Technology**

- High temperature process development
- High temperature solid-state studies
- Phase equilibrium studies
- Performance investigations of refractory materials
- Investigation and development of alloys for high temperature investigations.

**Hydrometallurgy**

- Leaching
- Pressure leaching
- Precipitation
- Adsorption
- Solvent extraction
- Ion exchange
- Carbon-in-pulp (CIP)
- Resin-in-pulp (RIP)
- Carbon regeneration.

**Instruments**

- Data-logging
- Furnace control
- Milling control
- Multivariable control
- Computer control of industrial processes
- Instrument evaluation
- Instrument development and improvement.

**Measurement and Control**

- Cyanide monitoring
- Carbon activity determination
- Milling circuit control and optimisation
- Measurement techniques for cyclones
- Submerged-arc-furnace control
- Flotation circuit control and optimisation

- Resistance and power control methods
- Sampling devices
- Process plant control and optimisation.

#### **Mineralogy**

- Sample preparation
- Sample characterisation
- Small scale mineral separations
- Electron microprobe and image analysis
- \* Ore microscopy and photomicrography techniques.

#### **Minerals Processing**

- Flowsheet design and optimisation
- Crushing and grinding
- Dense media separation
- Classification
- Electrostatic techniques
- Magnetic techniques
- Gravity concentration
- Ultrafine grinding
- Circuit audits.

#### **Ore-Dressing**

- Physical ore beneficiation
- Comminution
- Gravity separation
- Flotation
- Magnetic separation
- Electrostatic separation
- Particle-size analysis.

#### **Physical Metallurgy**

- Cost-effective alloy development
- Novel jewellery alloy development
- Cost-effective low-alloy stainless steels

- ◆ High-performance PGM-based superalloys
- ◆ 'Smart' materials based on phase transformations
- ◆ New industrial uses for gold
- ◆ Materials selection
- ◆ Corrosion testing
- ◆ Wear and tear testing
- ◆ Failure investigations
- ◆ Granulation technology

#### **Process Chemistry**

- ◆ Electrochemistry
- ◆ Flotation chemistry
- ◆ Ion exchange
- ◆ Solvent extraction.

#### **Pyrometallurgy**

- ◆ Preheating.
- ◆ Prereduction.
- ◆ Fuming and condensing.
- ◆ DC-arc technology.
- ◆ Ilmenite smelting.
- ◆ Ferronickel production from laterites.
- ◆ Cobalt-copper recovery from slags.
- ◆ Zinc recovery from slags and residues.
- ◆ Ferro-alloy recovery from steel-plant dusts.
- ◆ Matte and alloy smelting of low-sulphide high-chromium PGM concentrates.

#### **Techno-economics/Mineral Economics and Costing**

- ◆ Economic assessment of metallurgical processes
- ◆ Feasibility studies
- ◆ Eco-techno-economic process routes synthesis
- ◆ Regional mineral-based development studies.

**Metals and Minerals**

Aluminium  
Chromium  
Cobalt  
Copper  
Gold  
Magnesium  
Manganese  
Nickel  
Platinum Group Metals  
Nickel  
Titanium  
Uranium  
Zinc  
Ferro-alloys  
Stainless Steels  
Chromite  
Ilmenite  
Laterite  
Magnetite  
Refractory Ores  
Base Minerals  
Industrial Minerals

**DOCUMENTS COVERING THE FORMER TOPICS  
THAT MAY BE REQUESTED**

- Reports
- Papers that have been published in journals or given at symposia
- Patents
- Special Publications
- Executive Comments
- Minerals Industry Overviews

- Mintek Communications
- Mintek Bulletin - a technical news bulletin
- Eyethu - a people's news bulletin
- Mintek News - an internal news bulletin
- Annual Review - an annual report
- Mintek in Brief - a short guide to Mintek.

## **LIBRARY**

Mintek's Library consists of a collection of works on mineral processing and metallurgy and related disciplines. Persons wishing to make use of the facilities may do so, but access is strictly by arrangement only. The costs that are incurred will be for the account of the user.

## **WEBPAGE**

Mintek's WebPage ([www.mintek.co.za](http://www.mintek.co.za)) is accessible to anyone that has access to the Internet. Mintek's WebPage has the following categories:

- About Mintek
- News
- Technologies
- Mintek Information Services
- Annual Review.

## **REQUEST FOR ACCESS TO DOCUMENTS**

A requester for access to any document or record must supply the following information:

- Indication if the request is for a copy of the item or access to come in and look at the record
- Particulars of the requester including a postal or telefax address
- Particulars of the items requested
- Proof of the capacity of the requester, if the request is made on behalf of some other person.

The prescribed fees will be charged for all document requests. In addition, the prescribed fees for copying and access will be charged.

Requests should be made to:

Head: Library

Mintek Library

Private Bag X3015

Randburg

2125

Telephone : (011) 709-4259

Telefax : (011) 793-4122

E-mail : info@mintek.co.za

## **SERVICES AVAILABLE [SECTION 14(1)(F)]**

### **ZENZELE CENTRE**

Assists artisanal and small-scale miners to assess deposits, draw up business plans, source equipment and develop processes to get their operations started.

### **SMALL SCALE MINING UNIT**

Offers a technical service to all small-scale miners by developing appropriate technology for the beneficiation of minerals and providing training and support.

### **ENVIROMIN DIVISION**

Provides environmental technologies to the mineral, metallurgical and metal industry.

### **MINERAL ECONOMICS AND STRATEGIES UNIT**

Undertakes regional studies on mineral-based development and of socio-economically important beneficiation projects.

### **CONFERENCE AND EVENTS MANAGEMENT**

Provides a comprehensive secretariat, flexibility in conferencing, and exhibition areas.

Where applicable the prescribed fees will be charged for the above services.

## **HOW TO GAIN ACCESS TO THESE SERVICES**

Zenzele Centre - Telephone: (011) 709-4429

Small Scale Mining Unit - Telephone: (011) 709-4445

Enviromin Services - Telephone: (011) 709-4061

Mineral Economics and Strategies Unit - Telephone: (011) 709-4724

Conference Services - Telephone: (011) 709-4255/4321

Information Centre - Telephone (011) 709-4259

Mintek Switchboard - Telephone: (011) 709-4111

Mintek Main Telefax Number: (011) 793-2413

Postal Address: Private Bag X3015  
Randburg  
2125

Street Address: 200 Hans Strijdom Drive  
Randburg

# **TeleMessage (Pty) Ltd**

**Reg No. 1998/05424/07**



## **Act 2 of 2000, The Promotion of Access to Information**

**Prepared in accordance with Section 51 of the Promotion of  
Access to Information Act No. 2 of 2000**

- A. Manual**
- B. Annexure A - Request for Access to Record of Private Body**
- C. Annexure B - Fees in Respect of Private Bodies**

**Effective Date: 1 October 2002**

## **A MANUAL**

### **1 INTRODUCTION**

Section 32 of the Constitution of the Republic of South Africa, No. 108 of 1996 ("the Constitution") provides:

- (1) *Everyone has the right of access to -*
  - (a) *any information held by the state; and*
  - (b) *any information that is held by another person and that is required for the exercise of protection of any rights.*
- (2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.*

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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 of protection of any rights. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such a request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

### **2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT**

Any person who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that:

- (1) *A requester must be given access to any record of a private body if -*
  - (a) *that record is required for the exercise or protection of any rights;*
  - (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
  - (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 8 of this Manual.*

### 3 PROCEDURES FOR OBTAINING ACCESS

#### 3.1 Contact Details

(Information required under section 51(1)(a) of the Act):

- a. Name of the Body  
TeleMessage (Pty) Ltd
- b. Information Officer of the Body  
Leanne Eales
- c. Postal Address  
PO Box 410353  
Craighall  
2024
- d. Street Address  
1<sup>st</sup> Floor, Edinburgh Gate  
Hyde Lane  
Hyde Park
- e. Telephone Number  
(011) 340 4000
- f. Fax Number  
(011) 340 4001
- g. Web Address  
[www.telemessage.co.za](http://www.telemessage.co.za)
- h. Contact Details of Information Officer
  - i. e-mail: [leanne@tmg.co.za](mailto:leanne@tmg.co.za)
  - ii. Phone: (011) 340 4005
  - iii. Fax: (011) 340 4001

### 3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of TeleMessage must be made in the prescribed form to TeleMessage at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- Sufficient information to enable the information officer to identify the requestor;
- Sufficient information to enable the information officer to identify the record(s) requested;
- The form of access required;
- The requestor's postal address or fax number;
- Identification of the right sought to be exercised or protected;
- An explanation on why the record is required to exercise or protect that right;
- The manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- If the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

For a specimen of the request form see ANNEXURE A to the manual. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

### 3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations of the Act provide for two types of fees:

- **Request fee:** This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- **Access fee:** This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

TeleMessage may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees is attached as ANNEXURE B to the manual.

### **3.4 Requestor other than Personal Requestor**

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

### **3.5 Personal Requestor**

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, but is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

## **4 HUMAN RIGHTS COMMISSION GUIDELINE**

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows:

Private Bag 2700  
Houghton  
2041  
Tel: 011 4848300  
Fax: 011 4841360

## **5 TYPES OF RECORDS**

The requestor may request access to the following types of documents:

### **5.1 Personnel Records**

These include:

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

### **5.2 Customer-related records**

A customer includes any entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

### **5.3 Private body records**

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

#### **5.4 Other Parties**

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

#### **5.5 Records Available in terms of other Legislation**

The requestor may also request information which is available in terms of legislation, such as the following:

Basic conditions of employment Act (75 of 1997)

Companies Act (61 of 1973)

Compensation for occupational injuries & diseases Act (130 of 1993)

Employment equity Act - Act 55 of 1998

Income tax Act 58 of 1962

Labour relations Act (66 of 1995)

Post Office Act 44 of 1958

Occupational health and safety Act (85 of 1993)

Promotion of equality and prevention of unfair discrimination Act

Regional services councils Act (109 of 1985)

Skills development Act (97 of 1998)

Skills Development Levies Act (9 of 1999)

Telecommunication Act 103 of 1996

Vat Act (89 of 1991)

Unemployment Insurance Act 30 of 1966

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

## 6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- *Granted*: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
  - *Declined*: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- The request is for a large number of records or requires a search through a large number of records;
  - Consultation with another private body is required; or
  - The requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefore, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4 Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

## 7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

## 8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions of this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- Trade secrets;
  - Financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
  - Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in

contractual or other negotiations, or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- Endanger the life or physical safety of an individual;
  - Prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
  - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6 Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. TeleMessage may refuse access to a record if the record:
- Contains trade secrets of TeleMessage.
  - Contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of TeleMessage.
  - Contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice TeleMessage in commercial competition; or
  - Consists of a computer program owned by TeleMessage.

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

8.7 Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to TeleMessage itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- Reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- If the public interest in the disclosure clearly outweighs the harm.

## 9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable, including:

- Confirming, amending or setting aside the information officer's decision
- Requiring the information officer to take any action, or refrain from taking any action as identified by the court within a specified period;
- Granting an interdict, interim or special relief, declaratory order or compensation; or costs.

**ANNEXURE A**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, (Act No.2 of 2000))  
[Regulation 10]

**A. Particulars of private body**

The Head: \_\_\_\_\_

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

\_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

\_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: \_\_\_\_\_ Form in which record is required: \_\_\_\_\_

*Mark the appropriate box with an X.*

**NOTES:**

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

**1. If the record is in written or printed form:**

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
--------------------------	---	--------------------------	--

**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	--

\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  
Postage is payable

YES	NO
-----	----

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

*The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected: \_\_\_\_\_

2. Explain why the record requested is required for the exercise or protection of the  
aforementioned right: \_\_\_\_\_  
\_\_\_\_\_

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access  
To the record? \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS MADE

**ANNEXURE B****FEEs IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75

- 
- |     |   |  |
|-----|---|--|
| (c) | For a copy in a computer-readable form on -   |  |
|     | (i) stiffy disc   | 7.50   |
|     | (ii) compact disc   | 70.00  |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof   | 40.00  |
|     | (ii) For a copy of visual images  | 60.00  |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof   | 20.00  |
|     | (ii) For a copy of an audio record  | 30.00  |
| (f) | To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation. |  |
| (2) | For purposes of section 54(2) of the Act, the following applies:  |  |
|     | (a)   | Six hours as the hours to be exceeded before a deposit is payable; and |
|     | (b)   | One third of the access fee is payable as a deposit by the requester.  |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.  |  |

**MITIC SYNDICATION (PTY) LTD**  
**"MITIC"**

**Reg No. 1995/013087/07**

**Act 2 of 2000,**  
**The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of  
Access to Information Act No. 2 of 2000

- A. Manual
- B. Annexure A - Request for Access to Record of Private Body
- C. Annexure B - Fees in Respect of Private Bodies

**Effective Date: 1 October 2002**

## **A MANUAL**

### **1 INTRODUCTION**

Section 32 of the Constitution of the Republic of South Africa, No. 108 of 1996 ("the Constitution") provides:

- (1) Everyone has the right of access to -
  - (a) any information held by the state; and*
  - (b) any information that is held by another person and that is required for the exercise of protection of any rights.**
- (2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.*

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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 of protection of any rights. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such a request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

### **2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT**

Any person who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that:

- (1) A requester must be given access to any record of a private body if -
  - (a) that record is required for the exercise or protection of any rights;*
  - (b) that person complies with the procedural requirements in this Act relating to a request for access to that record; and*
  - (c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 8 of this Manual.**

### 3 PROCEDURES FOR OBTAINING ACCESS

#### 3.1 Contact Details

(Information required under section 51(1)(a) of the Act):

- a. Name of the Body  
Mitic
- b. Information Officer of the Body  
Leanne Eales
- c. Postal Address  
PO Box 410353  
Craighall  
2024
- d. Street Address  
1<sup>st</sup> Floor, Edinburgh Gate  
Hyde Lane  
Hyde Park
- e. Telephone Number  
(011) 340 4000
- f. Fax Number  
(011) 340 4001
- g. Web Address  
-
- h. Contact Details of Information Officer
  - i. e-mail: leanne@tmg.co.za
  - ii. Phone: (011) 340 4005
  - iii. Fax: (011) 340 4001

### 3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Mitic must be made in the prescribed form to Mitic at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- Sufficient information to enable the information officer to identify the requestor;
- Sufficient information to enable the information officer to identify the record(s) requested;
- The form of access required;
- The requestor's postal address or fax number;
- Identification of the right sought to be exercised or protected;
- An explanation on why the record is required to exercise or protect that right;
- The manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- If the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

For a specimen of the request form see **ANNEXURE A** to the manual. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

### 3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations of the Act provide for two types of fees:

- **Request fee:** This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- **Access fee:** This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Mitic may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees is attached as **ANNEXURE B** to the manual.

### 3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

### 3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, but is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

## 4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows:

Private Bag 2700  
Houghton  
2041  
Tel: 011 4848300  
Fax: 011 4841360

## 5 TYPES OF RECORDS

The requestor may request access to the following types of documents:

### 5.1 Personnel Records

These include:

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

### 5.2 Customer-related records

A customer includes any entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

### 5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

#### 5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers.

Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

#### 5.5 Records Available in terms of other Legislation

The requestor may also request information which is available in terms of legislation, such as the following:

Basic conditions of employment Act (75 of 1997)

Companies Act (61 of 1973)

Compensation for occupational injuries & diseases Act (130 of 1993)

Employment equity Act - Act 55 of 1998

Income tax Act 58 of 1962

Labour relations Act (66 of 1995)

Post Office Act 44 of 1958

Occupational health and safety Act (85 of 1993)

Promotion of equality and prevention of unfair discrimination Act

Regional services councils Act (109 of 1985)

Skills development Act (97 of 1998)

Skills Development Levies Act (9 of 1999)

Telecommunication Act 103 of 1996

Vat Act (89 of 1991)

Unemployment Insurance Act 30 of 1966

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

## 6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
  - **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- The request is for a large number of records or requires a search through a large number of records;
  - Consultation with another private body is required; or
  - The requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefore, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4 Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

## 7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

## 8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions of this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- Trade secrets;
  - Financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
  - Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in

contractual or other negotiations, or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- Endanger the life or physical safety of an individual;
  - Prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
  - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6 Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Mitic may refuse access to a record if the record:
- Contains trade secrets of Mitic.
  - Contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Mitic.
  - Contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Mitic in commercial competition; or
  - Consists of a computer program owned by Mitic.

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7 Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Mitic itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- Reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- If the public interest in the disclosure clearly outweighs the harm.

## 9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable, including:

- Confirming, amending or setting aside the information officer's decision
- Requiring the information officer to take any action, or refrain from taking any action as identified by the court within a specified period;
- Granting an interdict, interim or special relief, declaratory order or compensation; or costs.

**ANNEXURE A****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, (Act No.2 of 2000))

[Regulation 10]

**A. Particulars of private body**

The Head: \_\_\_\_\_

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

---

---

2. Reference number, if available: \_\_\_\_\_

---

3. Any further particulars of record: \_\_\_\_\_

---

---

---

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

---

---

---

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: \_\_\_\_\_ Form in which record is required: \_\_\_\_\_

*Mark the appropriate box with an X.*

**NOTES:**

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

<b>1. If the record is in written or printed form:</b>							
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record				
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):							
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*				
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*				
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>							
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)				
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>							
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*				
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)				
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

*The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected: \_\_\_\_\_
  
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: \_\_\_\_\_  
\_\_\_\_\_

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access  
To the record? \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS MADE

**ANNEXURE B****FEEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75

- 
- |     |   |  |
|-----|---|--|
| (c) | For a copy in a computer-readable form on -   |  |
|     | (i) stiffy disc   | 7.50   |
|     | (ii) compact disc   | 70.00  |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof   | 40.00  |
|     | (ii) For a copy of visual images  | 60.00  |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof   | 20.00  |
|     | (ii) For a copy of an audio record  | 30.00  |
| (f) | To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation. |  |
| (2) | For purposes of section 54(2) of the Act, the following applies:  |  |
|     | (a)   | Six hours as the hours to be exceeded before a deposit is payable; and |
|     | (b)   | One third of the access fee is payable as a deposit by the requester.  |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.  |  |

ROAD 2 RICHES/NATIONAL LOTTERY 28 OCTOBER 2002									
EPISODE 142	SURNAME		ADDRESS	CITY	CODE	TELEPHONE	ID NO	DATE	TIME
No	MSG	NAME							
143									
8	551	Minah	Mabiletsa	Berea	2198	011 644 2707/09/072 2015543	740 301 0846 086	11/10/02	23h:39
15	72	Charmaine	Levendal	Muizenberg	7945	082 500 8048/021 788 1169	650 529 0138 082	12/10/02	18h:43
2	545	Thabo Josia	Matene	Soweto	1852	072 543 0934/011 939 2611	6604 2382 080	10/10/02	18h:10
19	5	Peter	Maema	Mogwase	0316	014 557 1693/082 223 2825	571 103 5850 087	18/10/02	12h:02
11	50	Elizabeth M	Makosholo	Bloemfontein	9323	051 404 2875/072 541 6671	720 228 0871 083	22/10/02	10h:30
9	5	Monica Nelisiwe	Mbambo	Durban	4310	031 302 5860	750 825 0880 080	8/10/02	12h:25
12	9	Lourette	Stone	Uitenhage	6229	041 9911315/041 9911315	570 611 0029 086	8/10/02	13h:16
5	522	Hayle	Poonisammy	Boksburg	1459	011 829 1099/083 762 5426	690 806 0188 081	9/10/02	19h:53
14	126	Natalie	Isaacs	Paarl	7646	021 914 5900/073 242 1193	681 111 0101 080	16/10/02	12h:20
17	169	Zama	Nkumalo	Halfway House	0264	012 251 1828/082 712 8652	770 130 5537 082	24/10/02	23h:30
1	908	Louisa	Mokgoetsi	Pretoria North	1685	011 805 4301/082 975 4565	501 220 0106 086	19/10/02	21h:07
6	721	Elize	Terblanche	Secunda	0118	083 257 0770/083 257 0770	821 116 5335 089	14/10/02	09h:38
18	66	Andile	Kubheka	Soweto	2285	017 685 1861/082 683 7875	6604 2382 080	10/10/02	18h:10
2	545	Thabo Josia	Matene	Durban	1852	072 543 0934/011 939 2611	400 711 0021 087	23/10/02	12h:04
10	101	Maureen	Ladegourdie	Port Elizabeth	4052	031 4611421/031 468 3183	690 803 5933 082	19/10/02	18h:19
13	168	Xotyeni	Bangani	Daveyton	6000	083 998 2468/083 998 2468	570 905 0850 081	21/10/02	20h:46
3	783	Audrey	Shange	Durbanville	1520	082 635 6693/082 635 6693	720 130 5041 086	17/10/02	16h:01
16	146	Craig	Eksteen	Namakgale	7550	073 171 5964/073 171 5964	780 707 5402 082	8/10/02	08h:31
20	2	Musa	Mabunda	Johannesburg	1391	015 290 0083/082 509 6594	630 724 5403 087	18/10/02	08h:56
4	686	Jabulani	Mazibuko		2000	011 717 9108/073 262 4153			

**RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000.**

**COUNCIL FOR MEDICAL SCHEMES**

Under section 15 [2] of the Promotion of Access to Information Act, 2000 [2 of 2000] I Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, hereby publish in the schedule the description submitted to me in terms of section 15 [1] of the said Act, by T. Patrick Masobe, Information Officer of the Council for Medical Schemes.

**SCHEDULE**

Postal address:

Council for Medical schemes  
Private Bag X 34  
Hatfield  
0028

Physical address:

Block E, Hadeffields Offices  
1267 Pretorius Street  
Hatfield

Telephone numbers: [012] 431 0500

Fax number: [012] 430 7644

Website address: [www.medicalschemes.com](http://www.medicalschemes.com)

Working hours: 8:00 – 17:00 [Monday to Friday]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 [1] OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000	MANNER OF ACCESS TO RECORDS
<b>1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING OR COPYING IN TERMS OF SECTION 15 [1] a [ii]</b>	
1. Research report and findings	1. The records can be viewed/ accessed at the Council for Medical Schemes Resource Centre 2. Records can also be viewed at Council for Medical Schemes

	<p>Website. <a href="http://www.medicalschemes.com">www.medicalschemes.com</a></p>
<p><b>2. Annual reports of the Council for Medical Schemes</b></p>	<p>1. The record may be obtained on request in writing to the Head: Communications Private Bag X 34 Hatfield 0028</p> <p>2 Copies of extracts from the record can be obtained by visiting the Resource Centre.</p> <p>3 The records can also be accessed on our web site. <a href="http://www.medicalschemes.com">www.medicalschemes.com</a></p>
<p><b>2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 [1] A [III]</b></p>	
<p>1. List of accredited brokers</p>	<p>1. Record may be obtained in writing or telephonically from Registration and Accreditation unit.</p> <p>1. Record can be viewed at Council for Medical Schemes web site, <a href="http://www.medicalschemes.com">www.medicalschemes.com</a></p>
<p>2. List of registered medical schemes</p>	<p>1. Record may be obtained in writing or telephonically from Registration and Accreditation unit.</p> <p>2. Record can be viewed at Council for Medical Schemes web site, <a href="http://www.medicalschemes.com">www.medicalschemes.com</a></p>
<p>3. Medical Schemes Act and Regulations</p>	<p>1. Record may be obtained by visiting the Resource Centre of the Council for Medical Schemes..</p> <p>2. Can be obtained by visiting the Council for Medical Schemes web site at, <a href="http://www.medicalschemes.com">www.medicalschemes.com</a></p>



THE TOBACCO INSTITUTE OF SOUTH AFRICA

P.O. BOX 7648, ROGEBAAI, 8012  
TELEPHONE +27 21 421 0011/12/10 FAX +27 21 421 0013  
UNIT 102, SOVEREIGN QUAY, ABOVE FOYER A, CNR. SOMERSET RD AND LIDDLE ST, CAPE TOWN 8001

**The Tobacco Institute of South Africa**  
**("TISA")**

**Index of Records Held**

**Manual Prepared in accordance with:**  
**Section 51 of**  
**The Promotion of Access to Information Act 2 of 2000**  
**("the Act")**

## INTRODUCTION

The Tobacco Institute of South Africa ("TISA") is a voluntary trade association with limited liability, which operates on a non-profit basis, but is deemed a private company as defined by the Act.

The aims and objectives of TISA are:

- To not involve itself in competitive trade matters and thus play no commercial role in affairs concerning the growing, purchase, manufacture, pricing or marketing of tobacco or tobacco products.
- To further the interests and convey the views of the Tobacco Industry in South Africa.
- To assist in protecting all of the rights, *inter alia* the constitutional and common law rights, of the Tobacco Industry in South Africa.

The information listed in this manual is available from TISA by means of a request as prescribed in section 53 of the Act. Requests are to be addressed to the Information Officer at the address and/or contact details as noted in this manual. If the request is granted, request fees, as prescribed in section 54 of the Act, must be paid to TISA before any request is processed.

TISA reserves the right to refuse requests for information where it falls under a specified exemption as set out in chapter 4 of the Act (sections 62 to 70).

**INFORMATION OFFICER CONTACT DETAILS**

Name: Denise Dalziel

Postal Address: P O Box 7648  
Roggebaai  
8012

Street Address: Sovereign Quay  
1<sup>st</sup> Floor, Foyer A  
34 Somerset Road  
Cape Town  
8001

Telephone: (021) 421 0011

Facsimile: (021) 421 0013

Email: [dd@tobins-sa.org](mailto:dd@tobins-sa.org)

---

## INDEX OF RECORDS HELD

In the course of its work in terms of the abovementioned aims and objectives, TISA accumulates a wide variety of industry-related information, the majority of which is already in the public domain. In terms of section 51 of the Act, the following availability of information refers:

### Section 51(1)(b)

The Human Rights Commissioner has yet to compile a guide in terms of section 10 of the Act.

### Section 51(1)(c)

All public articles and press releases related to the tobacco industry, as published in the South African and neighbouring countries' media, are available without a person having to request access.

### Section 51(1)(d)

Records retained in accordance with any other legislation are as follows:

- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Unemployment Insurance Act 30 of 1966
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Skills Development Levies Act 9 of 1999
- Value Added Tax Act 89 of 1991

### Section 51(1)(e)

Other records held by TISA are as follows:

- Statutes of the Association
  - Financial Records
  - Management Reports
-