



Government Gazette

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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

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DE BEERS

A DIAMOND IS FOREVER

DE BEERS CONSOLIDATED MINES LIMITED
Reg No. 1888/000007/06

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

INTRODUCTION

“The moment De Beers Consolidated Mines was incorporated by Cecil Rhodes some 110 years ago it became the largest and most successful diamond company in the world, and so it has remained. I always feel longevity must mean we are doing something right and fulfilling a need.”

Nicky Oppenheimer, March 1999

September 2002, Version 2

A copy of this manual will be available for inspection at the Human Rights Commission, at De Beers Consolidated Mines Limited Registered Office and on the following website:
www.debeersgroup.com



SCOPE OF MANUAL

This manual has been prepared in respect of the De Beers Consolidated Mines (DBCM) group of Companies, including the De Beers Pension Fund and De Beers Benefit Society, as well as the following wholly-owned South African subsidiary companies:-

Name	Registration Number
Arosa Investments (Pty) Ltd	1982/010479/07
Central Selling Organisation (Pty) Ltd	1975/004047/07
DTC Valuations, RSA (Pty) Ltd	1976/003864/07
De Beers Holdings (Pty) Ltd	1896/001242/07
De Beers Investments (Pty) Ltd	1998/017455/07
De Beers Marine (Pty) Ltd	1983/009536/07
Debex (Pty) Ltd	1995/013301/07
Disorval Services (Pty) Ltd	1975/000544/07
Finsch Diamonds (Pty) Ltd	1962/000326/07
Hartington Investments (Pty) Ltd	1982/010502/07
Jurien Investment Holdings (Pty) Ltd	1996/016556/07
Magnificent Property Investments (Pty) Ltd	1968/009647/07
Plantagane (Pty) Ltd	1975/004417/07
Seduna Investment Holdings (Pty) Ltd	1996/016561/07
Smade Holdings (Pty) Ltd	1975/004048/07
The Diamond Corporation (Pty) Ltd	1930/002171/07
The Diamond Development Company (Pty) Ltd	1956/002223/07
The Diamond Purchasing and Trading Company (Pty) Ltd	1949/035577/07
The Diamond Trading Company (Pty) Ltd	1934/005253/07
Debex Process (Pty) Ltd	1990/007264/07
Three Sea (Pty) Ltd	1982/010436/07
Twelve Sea (Pty) Ltd	1982/010438/07
Advanced Mining Technology (Pty) Ltd	1981/005727/07
Debex Cape Properties (Pty) Ltd	1990/006984/07
Dancarl Diamonds (Pty) Ltd	1969/000726/07
Premier (Transvaal) Diamond Mining Company (Pty) Ltd	1902/001807/07
Village of Cullinan (Pty) Ltd	1992/005690/07

This manual covers only information held at the South African business areas listed in Part E.

**PART A****CONTACT DETAILS SECTION 51(1) (a)**

POSTAL ADDRESS: PO BOX 616
KIMBERLEY
8300

STREET ADDRESS: 36 STOCKDALE STREET
KIMBERLEY
8301

PHONE NUMBER: 053- 839 4111

FAX NUMBER: 053- 839 4210/839 4230

SECRETARY: R W KETLEY
(Designated head of the private body)

ENQUIRIES: brenda.feder@debeersgroup.com
(INFORMATION OFFICER)

PART B**HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51 (1) (b)**

In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (herein after referred to as the Act) the Human Rights Commission is required to prepare a user's guide. The Guide will be available from the South African Human Rights Commission by no later than August 2003. Please direct any queries 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
E-mail: PAIA@sahrc.org.za



PART C

SECTION 51 (1) (D) – RECORDS KEPT UNDER THE FOLLOWING LEGISLATION

ACCOUNTING AND FINANCE

Income Tax Act, No 58 of 1962
Stamp Duties Act, No 77 of 1968
Value Added Tax Act, No 89 of 1991

HUMAN RESOURCES

Basic Conditions of Employment Act, No 3 of 1983
Employment Equity Act, No 55 of 1998
Manpower Training Act, No 56 of 1981
Skills Development Levies Act, No 9 of 1999
Unemployment Insurance Act, No 30 of 1966
Wages Act, No 5 of 1957
Workmen's Compensation Act, No 30 of 1941

ENVIRONMENTAL/ ECOLOGY

National Environmental Management Act, No 107 Of 1998

COMPANY SECRETARIAL AND ADMINISTRATION

Companies Act, No 61 of 1973
Diamonds Act No 56 of 1986

SAFETY

Mine Health and Safety Act 29/1996 and Regulations
Occupational Diseases in Mines and Works Act 78/1973 and Regulations
Occupational Health and Safety Act 85/1993 and Regulations

PART D

Section 51(1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.



The DBCM Information Officer, acting under the supervision of the head of the body, has been delegated with the task of receiving and co-ordinating all requests for access to information in terms of the Act. Requests should accordingly be directed to the Information Officer at the address referred to in Part A, must substantially correspond with form C of Annexure B to Government Notice No. R. 187 dated 15 February 2002, and should be specific in terms of the information requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the DBCM Information Officer who will assist in identifying the information concerned.

The DBCM group holds information on the subjects underlined and listed below. Reflected beneath each subject is a broad indication of the categories of records held on each subject:

ACCOUNTING AND FINANCE

Accounting (financial and management)	Forecasts
Annual financial statements	Forex
Auditing	Loans
Audits	Project Finance
Banking	Reports
Bookkeeping	Revenues
Budgets	Shares
Capital expenditure	Stores
Costs	Taxation
Creditors	Tenders
Debtors	Warrants
Estimates	

BENEFIT SOCIETY

Administration	Financial
Booklets	Forms
Claims	Funds
Communications	Medication
Deceased estates	Membership
Declarations	Projects
Dependants	Reconciliations
Employment	Trustees minutes



COMPANY SECRETARIAL AND ADMINISTRATION

Agreements and Contracts	Group Company information
Aircraft Management and Safety	Joint Venture Companies Information
Annual Financial Statements	Legislation - various
Annual General Shareholder's meetings minutes and agendas	Licences
Appointments	Maps/drawings
Associated Companies information	Memorandum and Articles of Association
Audits	Mine Museum Records
Budgets	Projects
Certificate of Incorporation	Property Leases
Certificate to Commence Business	Property Registers
Circulars to share holders	Register of Directors and Officers
Companies Act records	Scholarships
Corporate Identity	Share Certificates
Correspondence - general	Share Registers
Countries - General and specific information	Signing Authorities
Directorate	Statutory Information
Directors Attendance Registers	Stock exchange listings
Directors board meetings minutes and agendas	Strategic planning
Directors committee meetings (minutes and Agendas)	Subsidiary Companies information
	Title Deeds - various

ENVIRONMENTAL/ ECOLOGY

Buildings/property	Projects
Conservation	Rehabilitation
Correspondence	Remote sensing
Environmental issues	Reports
Farming - Game and Cattle	Research
Game - Count and Audit	Safaris
Hunting	Tourism
ISO 14001	Transport
Minutes	Various Registers
Occupational hygiene	Water
Permits	



EXPLORATION

Alluvial
Anomalies
Concessions
Conferences
Correspondence
Countries - Various
Databases
Diamonds
Geochemistry
Geological models
Geology
Geomorphology
Geophysics
Geoscience – technical
Kimberlites
Methods

Micro diamonds
Mine prospecting
Mineral chemistry
Mineral resources
Mineralogy
Minutes of Meetings
Other minerals
Petrography
Policies and procedures
Presentations
Projects
Remote sensing
Reports
Research and studies
Technical Information
Valuations

HISTORICAL/ ARCHIVES

Agreements – Various
Benguella Beleggings
Cape Coast Exploration
Cape Coast Explosive Works
Central Mines Public Affairs
Certificates - Various
Chameis Bay Holdings (Pty) Limited
Chief Accountant Records
Constitutions - Company
Correspondence
De Beers Benefit Society
De Beers Cold Storage
De Beers Industrial Corporation
Directors Board Meetings Minutes,
Agendas and Correspondence
Drawings – Technical and Historical
Employee Record of Service
Farms & Estate Department – General
Information
General Manager's Records

German South West Africa Diamonds
Hans Merensky Association
HLG Limited
Indwe Railway, Collieries and Land
Company Limited
Kamfersdam Diamond Mining Company
Klerksdorp Fourteen Streams Railway
Koffiefontein Diamond Mining
Company
Legal Records
London and South African Exploration
Company
Maps
Marine Diamond Corporation Limited
Marmora Mines and Estates Limited
Minutes
Moodies Gold Mining and Exploration
Company Limited
New Bultfontein Mining Company
Limited



New Jagersfontein Mining and
Exploration Company Limited
Photographs
Reports
Rhodes Fruit Farms
Secretarial Records
Small Ventures

South African Collieries
South African Marine, Fire and General
Insurance
SWA Concession Commission
Title Deeds
Voltas Syndicate
Voorspoed Diamond Mining Company

HUMAN RESOURCES

Career Path Assessment
Clinic/hospital service
Complements and strengths
Conditions of Employment
Employee development
Employment equity
Housing – Loans and Assistance
Industrial relations
Job Applications and Appointments
Kleinzee School Records

Labour broker
Minutes of Meetings
Non trade union staff
Personal Records
Policies & procedures
Reports
Scholarships/bursaries
Staff Accommodation
Trade unions

INFORMATION TECHNOLOGY

Contracts - Various
Correspondence
Data maps
Databases
Disaster recovery
E-commerce
Internet
Intranet

Procedures and standards
Research
Security
System documentation
User liaison
Y2K documentation



LEGAL

Acts and amendments
Agreements / various
Appointments
Commercial Law Matters
Commission of Inquiry
Competition Law
Court Cases and Judgements
Diamond Legislation
Disposal of Mineral Rights
Environmental issues
Health and Safety Legislation
International law

Joint Ventures
Land Claims
Land Rights
Legal Correspondence
Legislative Bills
Licenses, Permissions and Exemptions
Mining and Minerals Law
Opinions
Other agreements
Property Law
Water Law

MINING AND RECOVERY

Engineering Information
Geology
Geotech
Metallurgy Information
Mine planning Information
Mining Procedures
Mining techniques

Projects / Various
Recovery methods
Reports / Various
Resource databases
Survey Information
Technical Services Information

PENSION FUND

Administration
Booklets
Claims
Communications
Deceased estates
Declarations
Dependants
Employment
Financial
Forms
Funds
Medication
Membership
Projects
Reconciliations

Trustees minutes



PUBLIC AND CORPORATE AFFAIRS

Briefs and Announcements
Charities
Community and Social Responsibility
Corporate Responsibility
Environmental Awareness
Functions
HIV/AIDS
Mine Visits
Photographic Library

Press Releases
Producer Relations
Profiles
Public relations
Publications – In-House
Shows, presentations and videos
Social responsibility
Speeches
Sponsorship

PROPERTY

See Company Secretarial and Administration

RESEARCH AND DEVELOPMENT

Blueprints - Technology
Diamond research
Drawings - Technology
Feasibility studies
Geological models
Mineral resource management
Patents - Technology

Procedures
Projects
Reports - Technology
Resource sampling
Specifications
Technical documents and notes

SALES AND MARKETING

Advertisements
Diamond Cutting industry
Diamond Information
Diamonds Act records
DTC Information
Profiles

Publications
Sales and purchases
Sightholder records
Statistics
Stock records

SECURITY

Ammunition and firearm registers
Case Dockets
Diamond control
Emergency Procedures
Explosives Register
Incident Logs
Information Technology
Investigations
Police reports
Polygraph results

Profiles
Projects / Various
Reports / Various
Sorthouse Information
Surveillance
System drawings
Training
X-ray Records



SAFETY & HEALTH

Accident Investigations
Chamber of Mines Correspondence
Emergency Procedures
Good Housekeeping
Legal Appointments
NOSA Information
Policy and Procedures
Registers / Various

Reports / Various
Safety Statistics
Samrass Statutory Information
SHE Minutes of Meeting
SHE Records
SHE Training
Vessel Safety

The records are held across the following DBCM business areas in South Africa:

- Cape Town Depot
- Corporate Headquarters (Johannesburg)
- De Beers Benefit Society (Kimberley)
- De Beers Dispensary (Kimberley)
- De Beers Geology (Centurion)
- De Beers Geology (Kimberley)
- De Beers Marine (Cape Town)
- De Beers Pension Fund (Kimberley)
- Diamond Development Company (Pty) Limited (The)
- Finsch Mine
- Harry Oppenheimer House (Kimberley)
- Head Office (Kimberley)
- Johannesburg Depot
- Kimberley Mines
- Koffiefontein Mine
- Namaqualand Mines
- Premier Mine (Cullinan)
- Shared Services (Kimberley)
- The Klipspringer Joint Venture
- The Oaks Mine (Limpopo Province)
- Venetia Mine (Limpopo Province)

PART E

The De Beers Website www.debeersgroup.com contains information on the following subjects:-

Careers at De Beers
Corporate Citizenship
De Beers
Debid
Debswana
Diamonds
DTC

Environment
Exploration
Namdeb
Operations
Recent news and topics
Research and Development



PART F

FORM OF REQUEST

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. 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 Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if 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)].
- The requester must identify the right that is sought to be exercised or to be 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 then 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)].

FEEES

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 notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 22(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee [s 22(3)(b)].
- After the head of the private body 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 22(6)].



PART G

AVAILABILITY OF THE MANUAL

The manual is available for inspection at the Company Head Office at the address referred to in Part A, the South African Human Rights Commission, the Government Gazette and the Company web site referred to in Part E.

PART H

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. | |

PART I

PRESCRIBED FORMS

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (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"/>		<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"/>		<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?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Postage is payable.			

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

THE MANUAL OF

RETROP TRUST

Deeds number : IT 12004/97

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
Number 2 of 2000 ("The Act")

1. CONTACT PARTICULARS

Head of the Trust : Mr. P.J. Janse van Rensburg

713 Hestileen street
GARSFONTEIN
0042

P O Box 90536
GARSFONTEIN
0042

Tel (013) 932-4168

Fax: (013) 932-4169

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 DEEDS REGITRIES ACT 47 OF 1937

4.2 INCOME TAX ACT 95 OF 1967

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

5.1 FINANCIAL RECORDS:

5.1.1 Annual Financial statements and work papers

5.1.2 Income tax returns and assessments

5.1.3 All ledgers and records thereof

5.1.4 Bank records

5.1.5 Audit reports

5.2 FIXED ASSETS:

5.2.1 Assets registers

5.2.2 Mortgage bond

5.2.3 Maintenance

5.3 STATUTORY RECORDS:

5.3.1 Trust Deeds

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Retrop Trust, or can be accessed on .

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Trustee of the Trust.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee structure applicable to private bodies is available in Annexure B of the manual or at the office of Retrop Trust on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Retrop Trust; copies are also available from the South African Human Rights Commission; from the Government printers.

- (i) for an A4-size page or part thereof R 20.00
 - (ii) for a copy of an audio record R 30.00
 - (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation.
3. The postal fee payable when a copy of a record must be posted to the requester Actual postal fee
4. Fee payable when the preparation for the record exceeds six hours 1/3 of access is payable as deposit by the requester

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000)
(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 the 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 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) *In 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 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:

	Copy of record*		Inspection of record
--	-----------------	--	----------------------

2. If record consists of visual Images (this includes photographs, slide, video recordings, computer-generated images, sketches, etc.):			
view the images		Copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine readable form:			
printed copy of record*		printed copy of information derived from the record*	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

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B**FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

1. For every photocopy of an A4-size page or part thereof R 1.10
2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
3. For a copy in a computer-readable form on:
 - (a) stiffy disc R 7.50
 - (b) compact disc R 70.00
4. For a transcription of visual images,
 - (a) for an A4-size page or part thereof R 40.00
 - (b) for a copy of visual images R 60.00
5. For a transcription of an audio record,
 - (a) for an A4-size page or part thereof R 20.00
 - (b) for a copy of an audio record R 30.00

PART B**Request and access fees for information requested (other than voluntarily available information)**

1. The request fee payable by requester, other than personal requester R 50.00
2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted)
 - (a) for every photocopy of an A4-size page or part thereof R 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 R 0.75
 - (c) for a copy in a computer-readable form on -
 - (i) stiffy disc R 7.50
 - (ii) compact disc R 70.00
 - (d) for a transcription of visual images,
 - (i) for an A4-size page or part thereof R 40.00
 - (ii) for a copy of visual images R 60.00
 - (e) for a transcription of an audio record,

**THE MANUAL OF
GLOBAL TYRES CC
Registration number : 1992/24770/23**

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
Number 2 of 2000 ("The Act")

1. CONTACT PARTICULARS

Head of the CC : Mr. P.J. Janse van Rensburg

28 Market street
BRONKHORSTSPRUIT
1020

P O Box 424
BRONKHORSTSPRUIT
1020

Tel (013) 932-4168

Fax: (013) 932-4169

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSE CORPORATION ACT 69 OF 1984
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- 4.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 4.8 REGIONAL SERVICE COUNCILS ACT 109 OF 1985
- 4.9 INCOME TAX ACT 95 OF 1967
- 4.10 VALUE ADDED TAX ACT 89 OF 1991

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

5.1 OPERATIONAL RECORDS:

- 5.1.1 Price lists
- 5.1.2 Contract / customer details
- 5.1.3 Administrative matters

5.2 FIXED ASSETS:

- 5.2.1 Assets registers
- 5.2.2 Lease / Installment agreements
- 5.2.3 Maintenance
- 5.2.4 Licenses

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices
- 5.3.3 Delivery notes

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 UIF records
- 5.4.5 Training schedules and material
- 5.4.6 MIFA records
- 5.4.7 Personnel records
- 5.4.8 Job description
- 5.4.9 PAYE records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial statements and work papers
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 All ledgers and records thereof
- 5.5.5 Bank records
- 5.5.6 Insurance records
- 5.5.7 Investment records

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Global Tyres CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee structure applicable to private bodies is available in Annexure B of the manual or at the office of Global Tyres CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Global Tyres CC; copies are also available from the South African Human Rights Commission; from the Government printers.

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000)
(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 the 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 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) *In 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 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:

Copy of record*	Inspection of record
-----------------	----------------------

2. If record consists of visual Images (this includes photographs, slide, video recordings, computer-generated images, sketches, etc.):				
	view the images		Copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine readable form:				
	printed copy of record*		printed copy of information derived from the record*	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

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B**FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

- | | |
|---|---------|
| 1. For every photocopy of an A4-size page or part thereof | R 1.10 |
| 2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form | R 0.75 |
| 3. For a copy in a computer-readable form on: | |
| (a) stiffy disc | R 7.50 |
| (b) compact disc | R 70.00 |
| 4. For a transcription of visual images, | |
| (a) for an A4-size page or part thereof | R 40.00 |
| (b) for a copy of visual images | R 60.00 |
| 5. For a transcription of an audio record, | |
| (a) for an A4-size page or part thereof | R 20.00 |
| (b) for a copy of an audio record | R 30.00 |

PART B**Request and access fees for information requested (other than voluntarily available information)**

- | | |
|--|---------|
| 1. The request fee payable by requester, other than personal requester | R 50.00 |
| 2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted) | |
| (a) for every photocopy of an A4-size page or part thereof | R 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 | R 0.75 |
| (c) for a copy in a computer-readable form on - | |
| (i) stiffy disc | R 7.50 |
| (ii) compact disc | R 70.00 |
| (d) for a transcription of visual images, | |
| (i) for an A4-size page or part thereof | R 40.00 |
| (ii) for a copy of visual images | R 60.00 |
| (e) for a transcription of an audio record, | |

- (i) for an A4-size page or part thereof R 20.00
 - (ii) for a copy of an audio record R 30.00
 - (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation.
3. The postal fee payable when a copy of a record must be posted to the requester Actual postal fee
4. Fee payable when the preparation for the record exceeds six hours 1/3 of access is payable as deposit by the requester

THE MANUAL OF

EXHAUSTEC CC

Registration number : 2000/055924/23

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
Number 2 of 2000 ("The Act")

1. CONTACT PARTICULARS

Head of the CC : Mr. P.J. Janse van Rensburg

28 Market street
BRONKHORSTSPRUIT
1020

P O Box 424
BRONKHORSTSPRUIT
1020

Tel (013) 932-4168

Fax: (013) 932-4169

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSE CORPORATION ACT 69 OF 1984**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998**
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**
- 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993**
- 4.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**
- 4.8 REGIONAL SERVICE COUNCILS ACT 109 OF 1985**
- 4.9 INCOME TAX ACT 95 OF 1967**
- 4.10 VALUE ADDED TAX ACT 89 OF 1991**

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

5.1 OPERATIONAL RECORDS:

- 5.1.1 Price lists**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 DISTRIBUTION RECORDS:

- 5.2.1 Orders
- 5.2.2 Invoices
- 5.2.3 Delivery notes

5.3 HUMAN RESOURCES:

- 5.3.1 Disciplinary records
- 5.3.2 Payroll records
- 5.3.3 Leave, sick leave, maternity and special leave records
- 5.3.4 UIF records
- 5.3.5 Training schedules and material
- 5.3.6 MIFA records
- 5.3.7 Personnel records
- 5.3.8 Job description
- 5.3.9 PAYE records

5.4 FINANCIAL RECORDS:

- 5.4.1 Annual Financial statements and work papers
- 5.4.2 VAT returns
- 5.4.3 Income tax returns and assessments
- 5.4.4 All ledgers and records thereof
- 5.4.5 Bank records

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Exhaustec CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee

structure applicable to private bodies is available in Annexure B of the manual or at the office of Exhaustec CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Exhaustec CC; copies are also available from the South African Human Rights Commission; from the Government printers.

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000)
(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 the 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 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) *In 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 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:

Copy of record*	Inspection of record
-----------------	----------------------

2. If record consists of visual images (this includes photographs, slide, video recordings, computer -generated images, sketches, etc.):					
	view the images		Copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine readable form:					
	printed copy of record*		printed copy of information derived from the record*		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 _____

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

ANNEXURE B**FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

1. For every photocopy of an A4-size page or part thereof R 1.10
2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
3. For a copy in a computer-readable form on:
 - (a) stiffy disc R 7.50
 - (b) compact disc R 70.00
4. For a transcription of visual images,
 - (a) for an A4-size page or part thereof R 40.00
 - (b) for a copy of visual images R 60.00
5. For a transcription of an audio record,
 - (a) for an A4-size page or part thereof R 20.00
 - (b) for a copy of an audio record R 30.00

PART B**Request and access fees for information requested (other than voluntarily available information)**

1. The request fee payable by requester, other than personal requester R 50.00
2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted)
 - (a) for every photocopy of an A4-size page or part thereof R 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 R 0.75
 - (c) for a copy in a computer-readable form on -
 - (i) stiffy disc R 7.50
 - (ii) compact disc R 70.00
 - (d) for a transcription of visual images,
 - (i) for an A4-size page or part thereof R 40.00
 - (ii) for a copy of visual images R 60.00
 - (e) for a transcription of an audio record,

- | | |
|---|---------|
| (i) for an A4-size page or part thereof | R 20.00 |
| (ii) for a copy of an audio record | R 30.00 |
- (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation.
3. The postal fee payable when a copy of a record must be posted to the requester Actual postal fee
4. Fee payable when the preparation for the record exceeds six hours 1/3 of access is payable as deposit by the requester



MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act 2 of 2000
for assistance in obtaining access to information from:**

- Sanlam Life Insurance Limited ("Sanlam Life")
- Sanlam Limited
- Sanlam Trust Limited
- Sanlamtrust Managers Limited
- I-Compli (Pty) Limited
- Multi-Data (Pty) Limited
- Sanlam Endowment Options (Pty) Limited

CATEGORIES OF RECORDS AND SUBJECTS ON WHICH RECORDS ARE HELD

<i>Products and Services subjects –</i>	
▪ Long-term insurance products	▪ Retirement annuities, Pension Funds
▪ Savings products	▪ Trust services
▪ Unit trust products	▪ Money transfer services
▪ Investment and risk products to groups and schemes	▪ Actuarial and consulting services to the group retirement industry
▪ All records kept in terms of legislation applicable to any of the above products or services and the Financial Services Industry in general	
<i>Company Records subjects –</i>	
▪ Finance	▪ Distribution
▪ Actuarial	▪ Marketing
▪ Client care	▪ Information technology
▪ Product management	▪ Human resources
▪ All records kept in terms of the Company Laws of South Africa	
<i>Subjects on whom records are held –</i>	
▪ Shareholders	▪ Subsidiary companies
▪ Policyholders	▪ Advisers
▪ Directors	▪ Brokers
▪ Employees	▪ Clients
▪ Officials	▪ Banking institutions
▪ Consultants	▪ External companies / contractors
▪ Investors	▪ Third Parties
▪ Auditors	▪ Associate Companies
<i>Which records are held in respect of the above-mentioned subjects?</i>	
▪ Confidential	▪ Scientific
▪ Personal	▪ Research
▪ Commercial	▪ Operational
▪ Financial	▪ Trade
▪ Group/company incorporation	▪ Business
▪ Group/company financial	▪ Internal group/company divisions
▪ Group/company departments	▪ Group/company structure
▪ Strategy	▪ Operational
▪ Contractor	▪ Policyholder
▪ Medical	▪ Shareholder
▪ Subsidiary companies	▪ External companies
▪ Adviser	▪ Broker
▪ Consultant	▪ Directors
▪ Information technology	▪ Employee
▪ Client	▪ Banking institutions
▪ Product and services	▪ Official/legal
▪ Contracts	▪ Policy documents
▪ Rules of Funds	▪ Board of Trustees decisions
▪ Statutory required reports	

RECORDS HELD IN TERMS OF THE FOLLOWING LEGISLATION

▪ Long-term Insurance Act, 52 of 1998	▪ Employment Equity Act, 55 of 1998
▪ Pension Funds Act, 24 of 1956	▪ Prevention of Organised Crime Act, 121 of 1998
▪ Policyholder Protection Rules	▪ Financial Intelligence Centre Act, 38 of 2001
▪ Unit Trust Control Act, 54 of 1981	▪ Financial Markets Control Act, 55 of 1998
▪ Inspection of Financial Institutions Act, 80 of 1998	▪ Insider Trading Act, 135 of 1998
▪ Stock Exchange Control Act, 1 of 1985	▪ Income Tax Act, 58 of 1962
▪ Labour Relations Act, 66 of 1995	▪ Value-Added Tax Act, 89 of 1991
▪ Basic Conditions of Employment Act, 75 of 1997	▪ Unemployment Insurance Act, 30 of 1966
▪ Companies Act, 61 of 1973	▪ Custody and Administration of Securities Act, 81 of 1987
▪ Consumer Affairs (Unfair Business Practices Act), 71 of 1988	▪ Trade Marks Act, 194 of 1993
▪ Compensation of Occupational Injuries and Diseases Act, 130 of 1993	▪ Pension Fund Regulations
▪ Administration of Estates Act, 66 of 1965	▪ Participation Bonds Act, 55 of 1981
▪ Trust Property Control Act, 57 of 1988	▪ National Payment System Act, 78 of 1998
▪ Usury Act, 73 of 1965	▪ Financial Institutions (Protection of Funds) Act, 28 of 2001

HAS SANLAM LIFE PUBLISHED A NOTICE STATING WHICH RECORDS CAN BE OBTAINED VOLUNTARY AND AUTOMATICALLY WITHOUT A PERSON HAVING TO MAKE A REQUEST AS PROVIDED FOR IN SECTION 52(2) OF THE ACT?

No notice in terms of Section 52(2) of the Act has been published. Certain records are however freely available on Sanlam's website WWW.SANLAM.CO.ZA.

WHAT PROCEDURE IS PRESCRIBED BY THE ACT IF YOU WISH TO OBTAIN INFORMATION?

- ☐ Complete the necessary application form. (If you need help on where to obtain the application form or you need help on any other matter, contact Anne-Marie van Dyk at (021) 947-2507*)
- ☐ Send the completed application form to the address below and mark it for the attention of the relevant Company Official mentioned below
- ☐ The Company Official will then process your application and inform you of the fees (if any) you have to pay and the different procedures that must be followed until your application is finalized*
- ☐ *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000*

* The forms and fees payable are available on our website WWW.SANLAM.CO.ZA

Address 2 Strand Street, Bellville, 7530
P O Box 1, Sanlamhof, Bellville, 7532

Company Officials

Sanlam Life – Louis Venter		Sanlam Limited – Johan P Bester	
E-mail	louis.venter@sanlam.co.za	E-mail	johan.bester@sanlam.co.za
Tel	(021) 947-3522	Tel	(021) 947-3082
Fax	(021) 947-2653	Fax	(021) 947-1068
Sanlam Trust Limited – Berrie Botha		Sanlamtrust Managers Limited – Fanie Lategan	
E-mail	berrie.botha@sanlam.co.za	E-mail	fanie.lategan@sanlam.co.za
Tel	(021) 947-4062	Tel	(021) 947-6248
Fax	(021) 947-1496	Fax	(021) 947-6710
I-Compli (Pty) Limited – Emil Scheepers		Multi-Data (Pty) Limited – Robert Dommissie	
E-mail	emil.scheepers@sanlam.co.za	E-mail	robert.dommissie@sanlam.co.za
Tel	(021) 947-2449	Tel	(021) 947-5792
Fax	(021) 947-6500	Fax	(021) 947-3850
Sanlam Endowment Options (Pty) Ltd – Danie Claassen			
E-mail	danie.claassen@sanlam.co.za		
Tel	(021) 947-4810		
Fax	(021) 947-2102		

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

The Human Rights Commission must compile a guide to help people who wish to exercise any rights granted by the Act. If you need any help, you can contact the Human Rights Commission at the following address:

Private Bag 2700, HOUGHTON, 2041

Tel (+27 11) 484 8300

Fax (+27 11) 484-0582

Web www.sahrc.org.za

GLOBAL RESORTS (EAST RAND) (PROPRIETARY) LIMITED
Registration Number 1996/009361/07

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

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

PART 1

1. Contact details

The Deputy-Chief Executive Officer of Global Resorts (East Rand) (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

Address:	64 Jones Road Kempton Park
Postal Address:	P O Box 956 Kempton Park
Telephone Number:	011 928 1000
Fax Number:	011 928 1001
e-mail:	aia@caesars.co.za

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

PART 2

2. The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. Please direct any queries 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
E-mail: PAIA@sahrc.org.za

PART 3

3. Notice(s) in terms of Section 52(2) of the Act

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).

No section 52(2) notice has yet been published by the Minister.

PART 4

4. Records available in terms of any other legislation

Companies Act, 61 of 1973
Income Tax Act, 58 of 1962
Value Added Tax Act, 89 of 1991
Unemployment Insurance Act, 30 of 1966
Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 66 of 1998
Basic Conditions of Employment Act, 75 of 1997
Employment Equity Act, 55 of 1998
Skills Development Levies Act, 9 of 1999
Occupational Health and Safety Act, 85 of 1993
Gauteng Gambling Act, 4 of 1995

PART 5

5. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.**

Web Page

The Web Page (www.caesars.co.za) is accessible to anyone who has access to the Internet. The Web Page has the following categories:

- Entertainment
- Casino
- Conference and Function Facilities
- Hotels
- Competitions and Specials
- Winners Circle
- What's New
- Contact Details
- Where to find us
- Jobs @ Caesars
- Terms and Conditions

Other

The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

Company Secretarial and Legal

- Agreements
- Company Secretarial Records
- Trademarks

Finance

- Financial Statements
- Management Accounts
- Budgets
- Management Plans
- Asset Registers
- Company Policies
- Banking Records
- Purchasing Records
- Audit Reports

Security

- Records

Human Resources

- Benefits
- Provident Fund
- Staff Records
- Employment Equity Reports
- Skill Levy Reports
- Training and Development Records
- Industrial Relations Records

Operational

- Hotel Database
- Database and Computer Software
- Health and Safety Records
- Maintenance Records
- Winners Circle Details

PART 6**6. Other information as may be prescribed**

None

PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site (www.sahrc.org.za) and will be published in the Government Gazette. The manual is also published on the web-site of the Company, www.caesars.co.za together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission

GRER HOLDINGS (PROPRIETARY) LIMITED
Registration Number 1997/015805/07

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

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

PART 1

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. **Contact details**

The Deputy-Chief Executive Officer of GRER Holdings (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

Address:	64 Jones Road Kempton Park
Postal Address:	P O Box 956 Kempton Park
Telephone Number:	011 928 1000
Fax Number:	011 928 1001
e-mail:	aia@caesars.co.za

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

PART 2

2. The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. Please direct any queries 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
E-mail: PAIA@sahrc.org.za

PART 3

3. Gaining access to the records held by the private body in question

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).

No section 52(2) notice has yet been published by the Minister.

PART 4

4. Records available in terms of any other legislation

Companies Act, 61 of 1973
Income Tax Act, 58 of 1962

PART 5

5. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.

The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

Company Secretarial and Legal

- Company Secretarial Records

Finance

- Financial Statements
- Banking Records
- Audit Reports

PART 6

6. Other information as may be prescribed

None

PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site (www.sahrc.org.za) and will be published in the Government Gazette. The manual is also published on the web-site, www.caesars.co.za together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission

**CAESARS GLOBAL RESORTS MANAGEMENT (PROPRIETARY)
LIMITED**

Registration Number 1996/009634/07

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

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

PART 1

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Deputy-Chief Executive Officer of Caesars Global Resorts Management (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

Address:	64 Jones Road Kempton Park
Postal Address:	P O Box 956 Kempton Park
Telephone Number:	011 928 1000
Fax Number:	011 928 1001
e-mail:	aia@caesars.co.za

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;

- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

PART 2

2. The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. Please direct any queries 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
E-mail: PAIA@sahrc.org.za

PART 3

3. Gaining access to the records held by the private body in question

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).

No section 52(2) notice has yet been published by the Minister.

PART 4

4. Records available in terms of any other legislation

Companies Act, 61 of 1973
Income Tax Act, 58 of 1962
Value Added Tax Act, 89 of 1991

PART 5

5. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.

The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

Company Secretarial and Legal

- Company Secretarial Records

Finance

- Financial Statements
- Banking Records
- Audit Reports

PART 6

6. Other information as may be prescribed.

None

PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site (www.sahrc.org.za) and will be published in the Government Gazette. The manual is also published on the web-site, www.caesars.co.za together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission

MÖLLER & PIENAAR ING / INC

Reg. No.: 2001/003958/21

**MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT,
NO 2 OF 2002**

1. INTRODUCTION

1.1 PURPOSE OF THE ACT

RECOGNISING *inter alia* THAT:

- * Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and
- * Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights**

AND IN ORDER TO-

- * foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information
- * actively promote a society in which the people of South Africa have effective access to information

the Promotion of Access to Information Act, 2 of 2002 ('the Act') was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

1.2 MAIN BUSINESS OF MÖLLER & PIENAAR INCORPORATED

Möller & Pienaar Incorporated is a firm of attorneys admitted to practise as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

2. DEFINITIONS

The following words will bear the following meaning in this manual:

<i>"the Act"</i>	The Promotion of Access to Information Act, No 2 of 2002
<i>"working days"</i>	Means any day other than a Saturday, Sunday or Public Holiday
<i>"head"</i>	The senior director of Möller & Pienaar Inc who is acting as head of the Company
<i>"Personal Requester"</i>	means a requester who is seeking access to a record containing personal information about that requester.
<i>"Requester"</i>	means any person making a request for access to a record
<i>"Third Party"</i>	means any other than the requester

PART 1**SECTION 51(1)(a) OF THE ACT****3. CONTACT DETAILS:**

HEAD: J H MÖLLER

Postal address: Möller & Pienaar Incorporated
P. O Box 12854
Hatfield
0028

Physical address: Möller & Pienaar Incorporated
Hatfield Forum West
1067 Arcadia Street
Hatfield

Tel: 012-342 3549

Fax: 012-342 4724

E-Mail: jan@mollers.co.za

PART 2

SECTION 51(1)(b) OF THE ACT

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to:

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

PAIA Unit

The Research and Documentation Department

Private Bag X2700, Houghton, 2041

Tel: 011-484 8300

Fax: 011-484 1360

Website: www.sahrc.org.za

E-mail address: paia@sahrc.org.za

PART 3

SECTION 51(1)(c) OF THE ACT

5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2)

NONE PUBLISHED

Möller & Pienaar Inc holds no information that is freely available without a requestor having to request access in terms of the Act.

PART 4**SECTION 51(1)(d)&(e)****6. RECORDS**

Möller & Pienaar Inc. holds records on the following subjects and categories:

6.1 PERSONNEL RECORDS

- 6.1.1 Personal records provided by employees
- 6.1.2 Records provided by individuals other than employees
- 6.1.3 Employment agreements and conditions of employment
- 6.1.4 Disciplinary and evaluation records
- 6.1.5 Correspondence relating to personnel
- 6.1.6 Training material
- 6.1.7 Requests for leave
- 6.1.8 Absence record
- 6.1.9 Personnel file

6.2 CLIENT RECORDS

- 6.2.1 Records provided by a client
- 6.2.2 Records provided by a client to a third party acting for or on behalf of Möller & Pienaar

6.2.3 Records provided by third parties

6.2.4 Records generated by or within Möller & Pienaar

6.2.5 Fee structures and agreements

6.3 GENERAL

6.3.1 Financial records

6.3.2 Insurance records

6.3.3 Asset Register

6.3.4 Databases

6.3.5 Law Society Records

6.3.6 Marketing Records

6.3.7 Internal Correspondence

6.3.8 External Correspondence

6.3.9 Securities

6.3.10 Commercial Agreements

All information requested shall only be made available subject to the provisions of the Act and subject to Attorney-Client Privilege.

PART 5**7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. (Annexure A)

No request, other than a personal request, will be processed without payment of the prescribed request fee. (Annexure B)

If a request is granted an access fee must be paid. (Annexure B)

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.

PART 6**8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one of more of the following grounds:

- 8.1 Mandatory protection of the privacy of a third party who is a natural person.
 - 8.1.1 Mandatory protection of the commercial information of a third party
- 8.2 Mandatory protection of certain confidential information of a third party
- 8.3 Mandatory protection of the safety of individuals and the protection of property
- 8.4 Mandatory protection of records privileged from production in legal proceedings;
 - 8.4.1 The commercial information of Möller & Pienaar Inc
- 8.5 Mandatory protection of research information of a third party

Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

PART 7**9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF MÖLLER & PIENAAR INCORPORATED**

A requester that is dissatisfied with the decision of the Head of Möller & Pienaar Inc., may subject to the provisions of the Act within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8**10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of Möller & Pienaar Inc free of charge.

Copies of the manual may be obtained, subject to the payment of the prescribed fee (Annexure B) at the offices of Möller & Pienaar Inc.

The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of The Law Society of the Northern Provinces and will be published in the Government Gazette.

ANNEXURE A

FORM C

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

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

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|---|
| (a) | <i>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.</i> |
| (b) | <i>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.</i> |

1. Description of record or relevant part of the record:**2. Reference number, if available:**

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"/>		<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"/>		<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> </table>	YES	NO
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**PART III****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. | |
-