

PROMOTION OF ACCESS TO INFORMATION ACT
(ACT No 2 of 2000)
SECTION 51 MANUAL FOR Industri-Bag cc
CK/1998/013240/23

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1 Introduction to Industri-Bag cc

Industri-Bag cc is a manufacturer of liquid packaging, supplying products to the food and beverages industry, and is situated in Blackheath in the Western Cape.

2. Contact details

Christa McIver
Industri-Bag cc
PO Box 20
Blackheath
7581

Tel/Fax (021) 905-1431
Fax (021) 905-1632
E-mail christa@ibag.co.za

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not 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

4. Records available in terms of any other legislation

Industri-Bag cc holds details of its own registration as a closed corporation, together with its financial statements and all other documentation relating to its business as a company as outlined in the "Introduction to Industri-Bag cc" above.

5. Access to the records held by Industri-Bag cc

Company Classification Schedule

Classification Number	Classification
1	Public Access Documents
2	Limited Disclosure - Personal information known to the individual
3	May not be disclosed - would breach a confidence owed to a third party.
4	May not be disclosed - likely to harm the commercial or financial interests of the company.

i **Categories of records of the body which are available without a person having to request access in terms of Section 51 (1)(c)**

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention Period
1	Public company records	Hard Copy	Member	Industri Bag cc Blackheath	1	Indefinite
2	Records relative to past employees	Hard copy and electronic	Member	Industri Bag cc Blackheath	2	Indefinite

ii Records that may be requested in terms of Section 51 (1) (e) of the Act

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention Period
3	Records relevant to third parties	Hard copy and electronic	Member	Industri Bag cc Blackheath	3	Indefinite
4	Company specific correspondence and documentation	Hard copy and electronic	Member	Industri Bag cc Blackheath	4	Indefinite

iii The request procedures

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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 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. 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
- 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.

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 notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- 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.
- 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.

6. Other information as may be prescribed

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

7. Availability of the manual

This Manual is available for scrutiny at the offices of Industri-Bag cc, 20 Nebula Crescent, Blackheath, and copies are available from the SAHRC, and in the Government Gazette.

8. 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.

9. 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:
Industri-Bag cc
PO Box 20
Blackheath
7581

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? 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

10 Acknowledgements

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission, whose assistance is acknowledged. The Section 51 Manual is produced by Peter Riches of TSG, 3 de Kock Ave, Constantia, 7806, Western Cape. Tel/Fax (021) 794-8242. E-mail priches@iafrica.com

**PROMOTION OF ACCESS TO INFORMATION ACT
(Act 2 of 2000)**

**SECTION 51 MANUAL FOR Uniplastics 2002 (Pty) Ltd
2001/018938/07**

A. CONTENTS

- 1 Introduction to Uniplastics 2002 (Pty) Ltd
- 2 Contact details
- 3 The section 10 Guide on how to use the Act
4. Records available in terms of any other legislation
5. Access to the records held by Uniplastics 2002 (Pty) Ltd
 - i. 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).
 - ii. Records that may be requested
 - iii. The request procedures
6. Other information as may be prescribed
7. Availability of the manual
8. Prescribed fees
9. Prescribed forms
10. Acknowledgements

1 Introduction to Uniplastics 2002 (Pty) Ltd

Uniplastics 2002 (Pty) Ltd is a specialist manufacturer of refuse bags in a variety of colours, plain and printed, in flat format or rolls. It also manufactures products to service the building industry, including damp proof course, roof underlay and hazard tape.

2. Contact details

Ronald George Sampson
Uniplastics 2002 (Pty) Ltd
Tederic Ave
Stickland Industria
Bellville
7530

Tel (021) 945-1017/8
Fax (021) 948-1864
E-mail

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not 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

4. Records available in terms of any other legislation

Uniplastics 2002 (Pty) Ltd holds details of its own registration as a company, together with its financial statements and all other documentation relating to its business as a company as outlined in the "Introduction to Uniplastics 2002 (Pty) Ltd" above.

5. Access to the records held by Uniplastics 2002 (Pty) Ltd

Company Record Classification Key

Classification Number	Classification
1	Public Access Documents
2	Limited Disclosure - Personal information known to the individual
3	May not be disclosed - would breach a confidence owed to a third party.
4	May not be disclosed - likely to harm the commercial or financial interests of the company.

i. **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 51 (1)(c)**

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention Period
1	Demographic company details	Hard Copy	Member	Tedric Ave Stickland Industria	1	Indefinite
2	Details of past employees	Hard Copy and Electronic	Member	Tedric Ave Stickland Industria	2	Indefinite

ii. Records that may be requested in terms of Section 51 (1) (e) of the Act

Records

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention Period
3	Details relating to third parties	Hard copy and electronic	Member	Tedric Ave Stickland Industria	3	Indefinite
4	Company correspondence and documentation	Hard copy and electronic	Member	Tedric Ave Stickland Industria	4	Indefinite

iii. The request procedures

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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 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. 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.
- 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.
- 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.

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 notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.

- 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.
- 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.

6. Other information as may be prescribed

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

7. Availability of the manual

This Manual is available for scrutiny at the offices of Uniplastics 2002 (Pty) Ltd at Tedric Ave, Stickland Industria, Bellville, and copies are available from the SAHRC, and in the Government Gazette.

8. 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. | |

9. 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:

Uniplastics 2002 (Pty) Ltd

PO Box 503

Sanlamhof

7532

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? 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

10 Acknowledgements

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission, whose assistance is acknowledged. The Section 51 Manual is produced by Peter Riches of TSG, 3 de Kock Ave, Constantia, 7806, Western Cape. Tel/Fax (021) 794-8242. E-mail priches@iafrica.com

ACME (PTY) LTD PROVIDENT FUND

("Fund")

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 20/2000 ("Act")**

The Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund:

AURIEL N WEBER

2. Registrar of Pension Funds PF Number of the Fund:

12/8/28348

The registered address of the Fund:

MONTREAL DRIVE, AIRPORT INDUSTRIA, 7490

3. The postal address of the Fund:

P O BOX 6074, ROOGEBAAI, 3012

4. The contact telephone number for the Fund:

(021) 386 1923

5. The contact facsimile number for the Fund:

(021) 386 2514

6. The e-mail address of the Head of the Fund:

mcivil@iafrica.com

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

Address Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: www.sahrc.org.za.

**C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION
FUNDS ACT 24 of 1956**

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:

- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:
- Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 3470221
Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- 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 what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a 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 Fund.
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 38 notifications
- Tax Certificate (Duplicate -where applicable)
- Client / broker payment instruction (where applicable).
- Section 37D- deduction instruction (where applicable).
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- Insurance received -statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member investment choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate -where applicable)
- Payment letter (liquidations only)
- Copy of Section 14 application lodged (transferor fund)
- Copy of Section 14 (1) (e) certificate (transferee and transferor funds)

Pensioners (where applicable):

- Special tax directives or court orders
- Commutation of pensions –calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Disability (if applicable):

- Medical Reviews -correspondence (where applicable)
- Certificate of continued disability
- Payment/Benefit confirmation
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records**If audit exempt:**

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

- Cashbooks and reconciliations to bank
- General Ledgers.
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)
- Trustees' annual reports

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the fund
- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

**Pryde Trussus and Roofing Supplies cc.
(Registration Number CK97/28504/23)**

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Pryde Trussus and Roofing
Supplies cc.

Registration Number : CK97/28504/23

Chief executive officer : Stephen Ronald Mostert

The appointed information officer : M.A. Baird

Address : 20 Kariga Street, Stikland, 7530

Postal Address : P.O. Box 6154, Welgemoed, 7538

Telephone : 021 949 8344

Fax Number : 021 949 0099

E-Mail :

2. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Gromek Investments cc t/a Cupboards & Kitchens
(Registration Number CK1995/47840/23)
Softform Components
(Registration Number CK1997/05882/23)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Gromek Investments cc t/a
Cupboards & Kitchens

Registration Number : CK1995/47840/23

Name of Body (business) : Softform Components

Registration Number : CK1997/05882/23

Chief executive officer : A.H Grobbelaar & E.M. Mekel

The appointed information officer : A. Vorster

Address : 60 Gemini Street, Brackenfell 7560

Postal Address : P.O. Box 1472, Durbanville, 7551

Telephone : 021 981 4924

Fax Number : 021 981 4997

E-Mail : cupkit@mweb.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Sub-Contractors records

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

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Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Sale's Hire
(Registration Number CK95/52972/23)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Sale's Hire

Registration Number : CK95/52972/23

Chief executive officer : Shaun Sale

The appointed information officer : Hermann Voigt

Address : 140 Joubert Street, Parow Valley, 7500

Postal Address : 140 Joubert Street, Parow Valley 7500

Telephone : 021 936 8606

Fax Number : 021 931 4163

E-Mail :

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

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Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

E-Mail : Jan@Leatherchem.co.za

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

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.
- Import documentation

● Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

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E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Drs. Schnetler, Corbett & Partners Incorporated
Radiologists

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) Registration Number :
and all subsidiary companies :

Drs. Schnetler, Corbett & Partners Inc.	
Practice Number: 3903279	1994/007331/21
Northern Radiology Trust	IT3294/97
26 Dorp Street (Pty) Ltd.	1996/016359/07
28 Dorp Street (Pty) Ltd.	1993/003065/07
30 Dorp Street (Pty) Ltd.	1993/003066/07
42 Oxford Street (Pty) Ltd.	1992/002571/07
SCP Trust	IT4662/96
Paarl Radiology Trust	IT5053/97
Diagnostic Management Services (Pty) Ltd.	1994/000632/07
Roentgen Equipment (Pty) Ltd.	1997/003033/07
Durbanville Doctors Properties (Pty) Ltd.	1996/005609/07
Delta Trust (Travel Trust)	IT5038/97
Dr. Melonas & Partners	
Dr. Truter & Partners	
Durbanville Orthopedic Centre – Body Corporate	

Chief executive officer : J.S. Kruger
Body Corporate : Dr. Rocco de Villiers

The appointed information officer : J.J.B. Louw

Address : 30 Dorp Street, Panorama, 7500

Postal Address : P.O. Box 15094, Panorama 7506

Telephone : 021 930 5564

Fax Number : 021 930 4464

E-Mail : bennie@xray.co.za

2. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Patients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Weskem Apteek
(Registration Number BK92/15484/23)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Engelbrecht & van Heerden BK t/a
Weskem Apteek

Registration Number : BK92/15484/23

Chief executive officer : Mnr. Ben van Heerden

The appointed information officer : Mnr. Ben van Heerden

Address : Pick 'n Pay Centre, Hoofstraat,
Vredenburg, 7380

Postal Address : Pick 'n Pay Centre, Hoofstraat,
Vredenburg, 7380

Telephone : 022 713 1184

Fax Number : 022 713 1851

E-Mail : Weskem@Webmail.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Hannasbaai Fishing Company (Pty) Ltd.
(Registration Number 92/002567/07)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Hannasbaai Fishing Company
(Pty) Ltd.

Registration Number : 92/002567/07

Name of body (business) : Jaloersbaai (Pty) Ltd.

Registration Number : 92/021359/07

Chief executive officer : (MD) Sarel Meiring

The appointed information officer : Bernie Pols

Address : Main Road, St. Helena Bay, 7390

Postal Address : P.O. Box 78, St. Helena Bay 7390

Telephone : 022 736 1028

Fax Number : 022 7361308

E-Mail : bernie@vdg.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

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Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Bongolethu Fishing Enterprises (Pty) Ltd.
(Registration Number 1998/016997/07)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Bongolethu Fishing Enterprises
(Pty) Ltd.

Registration Number : 1998/016997/07

Chief executive officer : Mr. Abe Esau

The appointed information officer : Mrs. A. Barnard

Address : Kreef Avenue, Pepper Bay, Saldanha,
7395

Postal Address : P.O. Box 1044, Saldanha, 7395

Telephone : 022 714 4510/1

Fax Number : 022 714 4493

E-Mail : bong@imaginet.co.za

2. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

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E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

A.J.F. Eigelaar & Seuns (Edms) Bpk.
(Registration Number 58/00821/07)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

- | | |
|--|-----------------------|
| 1. Name of body (business)
and all subsidiary companies : | Registration Number : |
|--|-----------------------|

A.J.F. Eigelaar & Seuns (Edms) Bpk 58/00821/07

Hoedjiesbaai Eiendomme (Edms) Bpk 70/02669/07

Vredenburg Kelders (Edms) Bpk. 56/01753/07

Laaiplek Handelshuis (Edms) Bpk. 63/02888/07

King's Cellars Hotel (Pty) Ltd. 60/02543/07

Diazvill Liquor Sales (Pty) Ltd. 94/01706/07

Chief executive officer : A.J.F. Eigelaar

The appointed information officer : **A.J. Gresse**

Address : de Villiersstraat, Laaiplek

Postal Address : P.O. Box 242, Velddrif, 7365

Telephone : 022 783 1125

Fax Number : 022 783 0618

E-Mail :

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Komicx Products(Pty) Ltd.
(Registration Number 1995/012949/07)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Komicx Products (Pty) Ltd.

Registration Number : 1995/012949/07

Name of body (business) : Biz Afrika 131 (Pty) Ltd.

Registration Number : 1999/04544/07

Chief executive officer : Keith Anthony Anderson

The appointed information officer : Michelle Shortt

Address : 25 Fish Eagle Place, Fish Eagle Park,
Kommetjie, 7975

Postal Address : P.O. Box 48145, Kommetjie, 7976

Telephone : 021 783 5016

Fax Number : 021 783 5020

E-Mail : komicx@gem.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

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PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za



DE JAGER ♦ KRUGER ♦ VAN BLERK

Attorneys

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

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PAGE 1

1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from De Jager, Kruger, Van Blerk as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Philip De Jager should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of documents / information from De Jager, Kruger, Van Blerk.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published in terms thereof;
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"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of De Jager, Kruger, Van Blerk from time to time;
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"De Jager, Kruger, Van Blerk"	shall mean De Jager, Kruger, Van Blerk Attorneys;
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"SAHRC"	shall mean the South African Human Rights Commission.
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PAGE 2

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

Name of body: De Jager, Kruger, Van Blerk Attorneys

**Partner and appointed
information Officer:** Philip De Jager

Address: Lexforum
Corner 5th Street and 7th Avenue
Springs, 1560

Postal Address: P.O. Box 835
Springs
1560

Telephone: (011) 812-1455

Fax: (011) 362-4493

E-mail: PdeJager@webmail.co.za

PAGE 3**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

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The Research and Documentation Department
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HOUGHTON
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

PAGE 5**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

De Jager, Kruger, Van Blerk keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Valued-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Attorneys Act, Act No. 53 of 1979
- Skills Development Act, Act No. 97 of 1998
- Regional Services Act, Act No. 109 of 1985 as amended
- Promotion of Access to information Act, Act 2 of 2000

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6. **DOCUMENTS / INFORMATION HELD BY DE JAGER, KRUGER, VAN BLERK IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

The documents / information listed herein below pertain to the day-to-day management of the business of De Jager, Kruger, Van Blerk:-

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Rules and regulations relating to Pension funds
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

PAGE 7**7. OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

PAGE 8

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 1.1 This manual is available for inspection at the offices of De Jager, Kruger, Van Blerk free of charge.
- 1.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of De Jager, Kruger, Van Blerk.
- 1.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

DE JAGER, KRUGER, VAN BLERK EIENDOMME (PTY) LTD
(95/011667/07)

PROPERTY OWNING COMPANY

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

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PAGE 1

1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Philip De Jager should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of documents / information from De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published in terms thereof;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd from time to time;
"De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd"	shall mean De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd
"SAHRC"	shall mean the South African Human Rights Commission.

PAGE 2**2. CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body:	De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd
Director and appointed information Officer:	Philip De Jager
Address:	Lexforum Corner 5 th Street and 7 th Avenue Springs, 1560
Postal Address:	P.O. Box 835 Springs 1560
Telephone:	(011) 812-1455
Fax:	(011) 362-4493
E-mail:	PdeJager@webmail.co.za

PAGE 3**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
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

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4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

PAGE 5**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Income Tax Act, Act No. 58 of 1962 (Section 75)
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- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
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- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Skills Development Act, Act No. 97 of 1998
- Regional Services Act, Act No. 109 of 1985 as amended
- Promotion of Access to information Act, Act 2 of 2000

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6. **DOCUMENTS / INFORMATION HELD BY JAVLIN INVESTMENTS CC IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

The documents / information listed herein below pertain to the day-to-day management of the business of De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd:-

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Rules and regulations relating to Pension funds
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

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7. **OTHER INFORMATION** (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

PAGE 8

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 1.1 This manual is available for inspection at the offices of De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd free of charge.
- 1.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of De Jager, Kruger, Van Blerk Eiendomme (Pty) Ltd.
- 1.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

JAVLIN INVESTMENTS CC
(88/015441/23)

CESSIONARY OF CIVIL ACTIONS AND EMPLOYEE CONTRACTOR

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

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PAGE 1 ~

1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Javlin Investments CC as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Philip De Jager should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of documents / information from Javlin Investments CC.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published in terms thereof;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Javlin Investments CC from time to time;
"Javlin Investments CC"	shall mean Javlin Investments CC
"SAHRC"	shall mean the South African Human Rights Commission.

PAGE 2**2. CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body:	Javlin Investments CC
Member and appointed information Officer:	Philip De Jager
Address:	Lexforum Corner 5 th Street and 7 th Avenue Springs, 1560
Postal Address:	P.O. Box 835 Springs 1560
Telephone:	(011) 812-1455
Fax:	(011) 362-4493
E-mail:	PdeJager@webmail.co.za

PAGE 3**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

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2041

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Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

PAGE 4

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

PAGE 5**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

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

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Valued-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Skills Development Act, Act No. 97 of 1998
- Regional Services Act, Act No. 109 of 1985 as amended
- Promotion of Access to information Act, Act 2 of 2000

PAGE 6

6. **DOCUMENTS / INFORMATION HELD BY JAVLIN INVESTMENTS CC IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

The documents / information listed herein below pertain to the day-to-day management of the business of Javlin Investments CC:-

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Rules and regulations relating to Pension funds
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

PAGE 7 ~

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

PAGE 8

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 1.1 This manual is available for inspection at the offices of Javlin Investments CC free of charge.
- 1.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Javlin Investments CC.
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