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MANUAL

IN ACCORDANCE WITH

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

INDEX

Company Name	Gazette No.	Date	Page No.
River Crossing Trading CC	28507	24 February 2006	3

Section 51 Manual for River Crossing Trading cc

- A. Contents
- B. Particulars in terms of section 51 manual:
1. Contact details (section 51(1)(a))
 2. This section 10 Guide on how to use the Act (section 51(1)(b))
 3. Records available in terms of any other legislation (section 51(1)(d))
 4. Access to the records held by the private body in question (section 51(1)(c) and 51(1)(e):
 - 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) [section 51(1)(c)].
 - ii. Records that may be requested (section 51(1)(e))
 - iii. The request procedures
 5. Other information as may be prescribed (section 51(1)(f))
 6. Availability of the manual (section 51(3))

INTRODUCTION TO RIVER CROSSING TRADING CC

The Close Corporation deals with the processing, marketing and selling of all products from the farm Groenlaagte. Presently in the process only of becoming operational.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. **Contact details (section 51(1)(a))**
 - a. The postal address: P.O. Box 3539 Florida 1710
 - b. The street address: No 4 – 8th Street, Parkhurst
 - c. The phone and fax number: Tel: (011) 447 5452
Fax: (011) 447 8467
 - d. And, if applicable, electronic mail address of the head of the body: Brigitte@groenlaagte.co.za
2. **The section 10 guide on how to use the Act (section 51(1)(b))**

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
Private Bag 2700
HOUGHTON
2041

Tel : +2711 484 8300
Fax : +2711 484 0582
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za
3. **Records available in terms of any other legislation (section 51(1)(d))**
 - Basic conditions of Employment Act no 7 of 1997
 - Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
 - Employment Equity Act No. 55 of 1998
 - Income Tax Act No. 95 of 1967
 - Labour Relations Act No. 66 of 1995
 - Occupational Health & Safety Act No. 85 of 1993
 - Skills Development Levies Act No. 9 of 1999
 - Skills Development Act No. 97 of 1998
4. **Access to the records held by the private body in question (section 51(1)(c) and section 51(1)(e))**
 - 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) section 51(1)(c).
 - Not applicable
 - ii. Records that may be requested. A description of the subject of the records held by the body and the categories in which the subjects are classed (section 51(1)(e).
Administration (subject):

- Minutes of management meetings
- Minutes of staff meetings
- Correspondence

Human Resources

- Employment contracts
- Remuneration records

Operations

- Sales records
- Production records

Finances

- Financial statements
- Annual financial statements
- Stock records

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 (section 53(1)).
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. 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 (section 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 (section 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 (section 53(2)(f)).

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 (if any) before further processing the request (section 54(1)).
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the Court against the tender or payment of the request fee (section 54(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 records for disclosure (section 54(6)).

5. **Other information as may be prescribed (section 51(1)(f))**

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

6. **Availability of the manual (section 51(3))**

- i. This manual is available for inspection at the offices of River Crossing Trading cc, free of charge.
- ii. Copies of the manual may be obtained subject to the prescribed fees at the offices of River Crossing Trading cc.
- iii. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette does not include the request forms or 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.doi.gov.za), under 'regulations'.