

Vol. 488

Pretoria, 24 February 2006
Februarie

No. 28510

M A N U A L

IN ACCORDANCE WITH

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

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Phendula Perpetuity (Pty) Ltd**

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3. Records available in terms of any other legislation [Section 51(1)(d)]
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A. Introduction to Phendula Perpetuity

- The main object of the business is to establish recurring revenue sources through sales, marketing and distribution of low value, high volume business solutions.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal address: PO Box 1113, Pinegowrie, 2123
Street address: Block B, Burnside Island, 410 Jan Smuts Ave, Craighall
Phone number: 011 349 7300
Fax number: 0866 156 196
E-mail address: info@Phendula.com or Mikeh@Phendula.com
Website: www.Phendula.com

Shareholding: Perpetuity Trust 66%, Howard Balmer 8%, Guillaume Oosthuizen 6%, Sjelings Trust 15%, Gerhard Moolman 5%.

Directors: Michael Higgo, Howard Balmer, John Austen (Non-Executive), Guillaume Oosthuizen (Non-Executive) (UK)

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 31 August 2004. Please direct any enquiries to:

The South African Human Rights Commission:
PAJA Unit: The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAJA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

Companies Act No. 61 of 1973:
- Accounting records
- Register of Directors and shareholders
Basic Conditions of Employment No. 75 of 1997
- Register of employees, leave records, payroll
Compensation for Occupational Injuries and Health Diseases Act No.130 of

1993

- Register of injuries
Income Tax Act No. 95 of 1967
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

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

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 [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- 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 54(6)].

5. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of Phendula free of charge; and copies are available with the SAHRC, in the Gazette and on Phendula's website.

SECTION 51 MANUAL FOR
SaUae Investments (Pty) Ltd

A. Introduction

B. Particulars in terms of the section 51 manual

1. Contact details [Section 51(1)(a)]
2. The 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)]
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 - 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)]

A. Introduction to SaUae Investments

- The business is dormant.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]
Postal address: PO Box 1113, Pinegowrie, 2123
Street address: Block 8, Burnside Island, 410 Jan Smuts Ave, Craighall
Phone number: 011 349 7300
Fax number: 0866 156 196
E-mail address: info@Phendula.com or Mikeh@Phendula.com
Website: none

Shareholding: Michael Higgo 100%.

Directors: Michael Higgo.
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 31 August 2004. Please direct any enquiries 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 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za
3. Records available in terms of any other legislation [Section 51(1)(d)]
Companies Act No. 61 of 1973:
- Accounting records
- Register of Directors and shareholders
Income Tax Act No. 95 of 1967

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

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

Fees:

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- 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 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- 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 54(6)].

5. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of SaUae Investments free of charge; and copies are available with the SAHRC and in the Gazette.

SECTION 51 MANUAL FOR E-Cubed (Pty) Ltd

A. Introduction

B. Particulars in terms of the section 51 manual

1. Contact details [Section 51(1)(a)]
2. The 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 [Sections 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)]

A. Introduction to E-Cubed

- The business is dormant.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]
Postal address: PO Box 1113, Pinegowrie, 2123
Street address: Block 8, Burnside Island, 410 Jan Smuts Ave, Craighall
Phone number: 011 349 7300
Fax number: 0866 156 196
E-mail address: info@Phendula.com or Mikeh@Phendula.com
Website: none

Shareholding: Michael Higgo 100%.

Directors: Michael Higgo, Susan Higgo
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 31 August 2004. Please direct any enquiries 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 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za
3. Records available in terms of any other legislation [Section 51(1)(d)]
Companies Act No. 61 of 1973:
- Accounting records
- Register of Directors and shareholders
Income Tax Act No. 95 of 1967
4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]
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 [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. 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)].

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 [s 54(1)].
 - The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
 - 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 54(6)].
5. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of E-Cubed free of charge; and copies are available with the SAHRC and in the Gazette.

**SECTION 51 MANUAL FOR
Phendula Africa Business Solutions (Pty) Ltd**

A. Introduction

B. Particulars in terms of the section 51 manual

1. Contact details [Section 51(1)(a)]
2. The 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)]
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 - 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)]

A. Introduction to Phendula Africa Business Solutions

- Complies with definition of Black Economic Empowerment Commission;
- Provides Business and Human Capital Solutions to ensure positive ROI;
- Focuses on creating strategy focused organisations that align and operationalise people, processes and technologies;
- Differentiates through risk sharing models and taking accountability for operationalisation of the solution;
- Value Add opportunity search with clients and alliances

Phendula Africa Business Solutions (Pty) Ltd is a *de facto* empowerment and equal opportunity company. Phendula Africa Business Solutions is committed to addressing the imbalances created in our society through the development of people from previously disadvantaged groups.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal address: PO Box 1113, Pinetown, 2123
Street address: Block 8, Bumside Island, 410 Jan Smuts Ave, Craighall
Phone number: 011 349 7300
Fax number: 0866 156 196
E-mail address: info@Phendula.com or Mikeh@Phendula.com
Website: www.Phendula.com

Shareholding: Susan Higgo 18.6%, Perpetuity Trust 21.5%, Michael Higgo 13.1%, Gerhard Moolman 5%, Howard Balmer 8.4%; Guillaume Oosthuizen 7.4%; Phumza Mnyanda 26%

Directors: Michael Higgo, Phumza Mnyanda, Howard Balmer (Non-Executive), Guillaume Oosthuizen (Non-Executive) (UK)
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 31 August 2004. Please direct any enquiries to:

The South African Human Rights Commission:
PAJA Unit: The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAJA@sahrc.org.za

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Companies Act No. 61 of 1973:
- Accounting records
- Register of Directors and shareholders
Basic Conditions of Employment No. 75 of 1997
- Register of employees, leave records, payroll
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Register of injuries
Income Tax Act No. 95 of 1967
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

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 [s 53(1)].
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- 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 54(6)].

5. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of Phendula free of charge; and copies are available with the SAHRC, in the Gazette and on Phendula's website.

**SECTION 51 MANUAL FOR
Phendula E-Cubed (Gauteng) (Pty) Ltd**

A. Introduction

B. Particulars in terms of the section 51 manual

1. Contact details [Section 51(1)(a)]
2. The 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)]
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5. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]

A. Introduction to Phendula E-Cubed (Gauteng)

- **The business is dormant.**

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Postal address: PO Box 1113, Pinegowrie, 2123
Street address: Block 8, Burnside Island, 410 Jan Smuts Ave, Craighall
Phone number: 011 349 7300
Fax number: 0866 156 196
E-mail address: info@Phendula.com or Mikeh@Phendula.com
Website: none

Shareholding: Michael Higgs 50%, Susan Higgs 50%.

Directors: Michael Higgs, Susan Higgs, Deacon Sekibele Mathe, Guillaume Oosthuizen (Non-executive) (UK)

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 31 August 2004. Please direct any enquiries to:

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Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

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- Accounting records
- Register of Directors and shareholders
Income Tax Act No. 95 of 1967

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

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 [s 53(1)].
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- 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)].

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 [s 54(1)].
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5. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of Phendula E-Cubed (Gauteng) free of charge; and copies are available with the SAHRC and in the Gazette.