



**FOODPROP**  
G R O U P

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Our Manual in terms of Section 51 of the Promotion of Access to Information Act

PREAMBLE:-

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

SECTION 51 MANUAL FOR :-

**FOODPROP INVESTMENT HOLDINGS (PTY) LTD**

Registration number 2000/016098/07

**INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

Postal Address of head:

P O Box 17514, Lavistown. 7465

Street Address of head:

108 Bofors Circle, Epping Industria, 7460

Tel. No of head:

(021) 535 1670

Fax. No of head:

(021) 535 0845

E- Mail address of head:

[info@foodprop.co.za](mailto:info@foodprop.co.za)

Web Address

[www.foodprop.co.za](http://www.foodprop.co.za)

## **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 2nd Floor, Braampark Forum 3, 33 Hoofd Street, Braamfontein and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

## **THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

## **SUBJECTS AND CATEGORIES OF RECORDS HELD BY FOODPROP INVESTMENT HOLDINGS (PTY) LTD (Pty) Ltd: SECTION 51(1)(e)**

### **(a) STATUTORY COMPANY INFORMATION**

Certificate of Incorporation; Certificate of Change of Name (if any); Members' shareholdings; Annual Financial Statements including: Annual accounts; Books of Account regarding information required by the Companies Act, 1973; Supporting schedules to books of account and ancillary books of account;

### **(b) ACCOUNTING RECORDS**

Books of Account including journals and ledgers; invoices, statements, receipts, vouchers and bills of exchange.

### **(c) STATUTORY EMPLOYEE RECORDS AND OTHER EMPLOYEE RECORDS**

Employee details, salary details.

### **(d) MOVABLE PROPERTY**

Asset register; Finance and Lease Agreements, where applicable; Notarial Bonds, Deeds of Pledge.

(e) INTELLECTUAL PROPERTY

Any trademarks, trade names and protected names;

(f) AGREEMENTS AND CONTRACTS

Material agreements concerning provision of services or materials; Agreements with shareholders, officers or directors; Agreements with contractors and suppliers; Agreements with customers; Sale agreements; Distributor, dealer or agency agreements; Purchase or lease agreements.

(g) TAXATION

Copies of all Income Tax Returns and other tax returns and documents;

(h) LEGAL

Records relating to legal proceedings; Licences, permits and authorisations; settlement agreements.

(i) INSURANCE

Insurance policies; Claim records; Details of insurance coverages, limits and insurers.

(j) INFORMATION TECHNOLOGY

Hardware; Operating Systems; Telephone Exchange Equipment; Telephone Lines, Leased Lines and Data Lines; LAN Installations; Software Packages; Disaster Recovery; Internal Systems Support and Programming / Development; Capacity and Utilization of Current Systems; Agreements; Licenses.

**DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his address, fax number, or electronic mail address
- The form must:
  - ✓ provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
  - ✓ indicate which form of access is required,
  - ✓ specify a postal address or fax number of the requester in the Republic,
  - ✓ identify the right that the requester is seeking to exercise or protect,
  - ✓ provide an explanation of why the requested record is required for the exercise or protection of that right,
  - ✓ if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
  - ✓ if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

ANNEXURE "A"

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))[Regulation 10]

**A. Particulars of private body**

The Head:

.....  
.....  
.....

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

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

.....  
.....

Identity number:

.....

Postal address:

.....  
.....  
.....

Fax number: .....

Telephone number:.....

E-mail address:.....

Capacity in which 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: .....

.....  
.....  
.....

(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:

Select one of the following with an X

Either a copy of record\* .....  
or an inspection of the record ....

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):  
view the images.....  
copy of the images\*.....  
transcription of the images\* .....

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

listen to the soundtrack (audio cassette)....  
transcription of soundtrack\* ..... (written or printed document)

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

printed copy of record\* .....  
printed copy of information .....  
derived from the record\* .....  
copy in computer readable form\* .....

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

Postage is payable.  
YES .....  
NO .....

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

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

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

.....  
.....  
.....

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

.....  
.....

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

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

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

.....

Signed at.....this .....day of..... 20

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

## ANNEXURE "B"

### **AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.**

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

#### 1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

#### 2. Reproduction fees

1 Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

#### 3. Access fees

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

#### 4. Other fees

4.1 A request fee of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.

4.2 A search fee may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2). 8

## PART III

### **FEES IN RESPECT OF PRIVATE BODIES**

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

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

(a) For every photocopy of an A4-size page or part thereof R1,10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0,75

(c) For a copy in a computer-readable form (compact disc) R70,00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00

(ii) For a copy of an audio record R30,00

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:

(1) (a) For every photocopy of an A4-size page or part thereof R1,10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75

(c) For a copy in a computer-readable form on compact disc R70,00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00

(ii) For a copy of an audio record R30,00

(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.