

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF
2000**

FOR



Manline (Pty) Ltd
Reg. No. 199800502407

1. COMPANY OVERVIEW:

MANLINE (PTY) LTD is a transport company with its Head Office situated at Mkondeni in Pietermaritzburg and depots throughout KwaZulu - Natal. The company engages in business activities throughout the Republic of South Africa

2. CONTACT PARTICULARS:

COMPANY NAME:	MANLINE (PTY) LTD
HEAD:	Mr Neil Henderson
PHYSICAL ADDRESS:	45 Eden Park Drive Mkondeni PIETERMARITZBURG 3201
POSTAL ADDRESS:	Box 100015 Scottsville PIETERMARITZBURG 3209
TELEPHONE NO:	(033) 3865948
FAX NO:	(033) 3865968
EMAIL:	sue@manline.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person wishing to exercise any right contemplated in the Promotion of Access to Information Act, 2000 may obtain a copy of the information guide issued by the South African Human Rights Commission from:

The South African Human Rights Commissioner
PAIA Unit
Postal Address: Private Bag 2700
Houghton
2070
Telephone No: (011)- 484 8300
Fax No: (011)- 484 0482
Website: www.sahrc.org.za
Email: paia@sahrc.org.za

4. INFORMATION AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52 OF THE ACT.

At the time of submission of this manual, no notice in terms of section 52(2) of the Act had been published by the Minister.

5. INFORMATION / DOCUMENTATION AVAILABLE IN TERMS OF OTHER LEGISLATION *(Please note that this is not an exhaustive list).*

- Companies Act No. 61 of 1973
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991
- Regional Services Councils Act No. 109 of 1985
- Unemployment Insurance Act No. 63 of 2001
- Labour Relations Act No. 66 of 1995
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Pension Funds Act No. 24 of 1956
- Occupational Health and Safety Act No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Bargaining Council for the Road Freight Industry

6. RECORDS AVAILABLE (ONLY ON REQUEST IN TERMS OF THE ACT)

The information listed in paragraph 7 below is not readily available and may be requested in accordance with the procedures prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms requesting information are available from Manline (Pty) LTD or in Government Gazette No. 23119 Regulation No. 7278 of 15 February 2002 - Form C.

Manline (Pty) LTD will consider all such requests received and decide whether or not access to the record will be granted based on *inter alia* the confidentiality and sensitivity of the information requested.

7. CATEGORIES OF RECORDS HELD BY MANLINE (PTY)LTD.

Records relating Manline (Pty) LTD:

Records relating to commercial, financial, and business interests of Manline (Pty) LTD, including but not limited to its customer, supplier and contractor database, cost structures, commercial contracts with third parties and its business plans, systems and procedures and statutory records.

Personal records:

Records of personal information of present, past and prospective employees and directors of Manline (Pty) LTD .

Other records:

Records held by the company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties and records that third parties have provided which relate to contractors and suppliers.

8. THE REQUEST PROCEDURE AND FEES

Any request for information in terms of this Act shall be in writing and shall comply with the terms set out in section 53 of the Act. Where applicable, payment of request and access fees shall be made in terms of section 54 of the Act.

9. AVAILABILITY OF THE MANUAL

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of Manline (Pty) LTD and copies may also be requested from the South African Human Rights Commission.

The Act, forms and fee structures prescribed under the Act are available at the website of the Department of Justice and Constitutional Development, www.doj.gov.za under Legislation, Regulations.

ANNEXURE A**GENERAL: VALUE-ADDED TAX**

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

**PART I
FEES IN RESPECT OF GUIDE**

1. The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0,60 for every photocopy of an A4-size page or part thereof.

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on-	
(i) stifty disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(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	12,00
(ii) For a copy of an audio record	17,00

PART III
FEES IN RESPECT OF PRIVATE BODIES

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

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffydisc	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
(iii) 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 -	

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

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax number: _____
E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

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))

[Regulation10] A.

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax 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: _____

H. 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: _____ _____ _____ _____
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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.):			
	view the images		copy of the images*
			transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record*
			Copy in computer readable form* (stiffy or compact disc)
* If you requested a copy or transcription of a record 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::

