

TWO-A-DAY

TWO-A-DAY GROUP LIMITED
Reg. No. 1993/007906/06

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

February 2003
Updated:
December 2011

A copy of this manual will be available for inspection at the Human Rights Commission, at Two-a-Day Group Ltd Registered Office and on the following website: www.tad.co.za.

SCOPE OF MANUAL

This manual has been prepared in respect of **Two-a-Day (TAD) Group Limited** including the following wholly-owned South African subsidiary company within the Two-a-Day Group of Companies:-

Directly held:

Elgin Fruit Juices (Pty) Ltd

BEE Projects:

Elands River Farming Company (Pty) Ltd
Lakeview Farming Company (Pty) Ltd

PART A

CONTACT DETAILS SECTION 51(1) (a)

POSTAL ADDRESS: P O BOX 43
GRABOUW
7160

STREET ADDRESS: 1 VILLIERSDORP ROAD
GRABOUW
7160

PHONE NUMBER: 021-859 7500

FAX NUMBER: 021-859 7607

SECRETARY: JP VAN ZYL

ENQUIRIES: sharon@tad.co.za
(INFORMATION OFFICER)

PART B

HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51(1) (b)

In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (hereinafter referred to as the Act) the Human Rights Commission is required to prepare a user's guide. The Guide is available from the South African Human Rights Commission since February 2003 and updated for August 2005.

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

Phone Number: +27 11 484-8300

Fax Number: +27 11 484-7146

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

PART C

SECTION 51(1)(d) - RECORDS KEPT UNDER THE FOLLOWING LEGISLATION

ACCOUNTING AND FINANCE

Income Tax Act, No. 58 of 1962
Stamp Duties Act, No. 77 of 1968
Value-Added Tax Act, No. 89 of 1991
Regional Services Councils Act, No. 109 of 1985

HUMAN RESOURCES

Basic Conditions of Employment Act, No. 3 of 1983
Employment Equity Act, No. 55 of 1998
Manpower Training Act, No. 56 of 1981
Skills Development Levies Act, No. 9 of 1999
Unemployment Insurance Act, No. 30 of 1966
Wages Act, No. 5 of 1957
Workmen's Compensation Act, No. 30 of 1941

ENVIRONMENTAL/ECOLOGY

National Environmental Management Act, No. 107 of 1998

COMPANY SECRETARIAL AND ADMINISTRATION

Companies Act, No. 71 of 2008

SAFETY

Occupational Health and Safety Act, 85/1993 and Regulations

Please note that the above may not be an exhaustive list.

PART D

Section 51(1)(e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.

The TAD Group Company Secretary, acting under the supervision of the head of the body, has been delegated with the task of receiving and coordinating all requests for access to information in terms of the Act. Requests should accordingly be directed to the Secretary at the address referred to in Part A, must substantially correspond with form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the information requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the TAD Group Company Secretary who will assist in identifying the information concerned.

TAD Group holds information on the subjects listed below.

ACCOUNTING AND FINANCE

COMPANY SECRETARIAL AND ADMINISTRATION

TAXATION

DIVISION OF POOLS

ENVIRONMENTAL/ECOLOGY

ENGINEERING

HORTICULTURE

HUMAN RESOURCES

INFORMATION TECHNOLOGY

PROPERTY

SALES AND MARKETING

SECURITY

SAFETY AND HEALTH

PART E

The TAD Website www.tad.co.za contains information on the following subjects:-

General Information
Product Profile
Affiliated Companies

PART F

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 Company Secretary. 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 Secretary 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 it 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 22(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee [s 22(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 [s22(6)].

PART G

AVAILABILITY OF THE MANUAL

The manual is available for inspection at the Company Head Office at the address referred to in Part A, the South African Human Rights Commission, the Government Gazette and the Company Website referred to in Part E.

PART H

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the Manual as contemplated in Regulation 9(2)(c) is R2,50 per every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in Regulation 11(1) are as follows:-

	<u>R</u>
(a) For every photocopy of an A4-size page or part thereof	2,50
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	
- Black and white	2,50
- Colour	15,00
(c) For a copy in a computer-readable form on:	
- Stiffy disc	15,00
- Compact disc	30,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	60,00
(ii) For a copy of visual images	100,00
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R100,00.
4. The access fees payable by a requester referred to in Regulation 11(3) are as follows:-

	<u>R</u>
(a) For every photocopy of an A4-size page or part thereof	2,50
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	
- Black and white	2,50
- Colour	25,00
(c) For a copy in a computer-readable form on:	
- Stiffy disc	15,00
- Compact disc	30,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	60,00
(ii) For a copy of visual images	80,00

- (f) To search for and prepare the record for disclosure, R150,00 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.

PART I 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:

B. Particulars of person requesting access to the record

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

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

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full Names and Surname:

Identity Number:

-2-

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 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:
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>

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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
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 ATTHIS..... DAY OF.....

.....
**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**