



**SUIKERKOP LUGHAWE (PTY) LTD  
t/a EASTGATE AIRPORT**

**Manual prepared in accordance with section 51 of The Promotion of  
Access to Information Act 2 of 2000 (“the Act”)**



## CONTENTS

	<b>PAGE</b>
1. INTRODUCTION	2
2. CONTACT DETAILS	2
3. SECTION 10 GUIDE ON HOW TO USE THE ACT	3
4. AUTOMATIC AVAILABILITY OF INFORMATION	3
5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION	3
6. INFORMATION HELD IN TERMS OF THE ACT	4
7. PROCEDURE TO REQUEST ACCESS TO A RECORD	5
8. AVAILABILITY OF THE MANUAL	6
9. REQUEST FORM "FORM C"	7



## **1. INTRODUCTION**

New legislation has been enacted called the Promotion of Access to Information Act, 2 of 2000 ("the Act"). The purpose of this legislation is to address Section 32(2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual that provides information on both the types and categories of records held by the public or private body. In terms of the Act, a private body includes any former or existing juristic person.

This document serves as the Information Manual in terms of the above-mentioned Act, to provide a reference as to the records held and the process that needs to be followed to request access to such records.

## **2. CONTACT DETAILS** *[Section 51(1)(a)]*

Full name: Suikerkop Lughawe (Pty) Ltd

Company reg. no.: 1993/007670/07

Registered address: 56 Jerome Road, Lynnwood Glen, Pretoria

Postal address: PO Box 912-031, Silverton, 0127

Telephone: 0861 527262

Fax: 086 686 0301

Information officer: PS van der Merwe

Website: [www.eastgateairport-hds.co.za](http://www.eastgateairport-hds.co.za)

E-mail address: [pierre.vdmerwe@kapama.co.za](mailto:pierre.vdmerwe@kapama.co.za)



**3. SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51 (1)(b)]**

The South African Human Rights Commission ("SAHRC") compiled a comprehensive guide, in each official language, to assist a person to exercise any right contemplated in this Act.

Queries can be directed to:

The South African Human Rights Commission  
PAIA Unit  
Private Bag 2700  
Houghton  
2041  
Telephone: +27 11 484 8300  
Telefax: +27 11 484 0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**4. AUTOMATIC AVAILABILITY OF INFORMATION [Section 51(1)(c)]**

The following information is available without a person having to request access in terms of the Act:

- Marketing brochures
- Rate lists
- Information contained on the Eastgate Airport website
- Other literature intended for public viewing
- Records lodged in terms of Government requirements with various statutory bodies, including the Registrar of Companies.

**5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION [Section 51(1)(d)]**

Records are available in accordance with the following legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act. No 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Employment Equity Act No. 55 of 1998
- Financial Intelligent Center Act No. 38 of 2001
- Intellectual Property Laws Amendment Act No. 38 of 1997
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995 as amended



- Medical Schemes Act No. 131 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Pension Fund Act No. 24 of 1956
- Promotion of Access to Information Act No. 2 of 2000
- Regional Services Councils Act No. 109 of 1985
- Short Term Insurance Act No. 53 of 1998
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Trade Marks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 36 of 2001
- Usury Act No. 81 of 1995
- Value Added Tax Act No. 89 of 1991

**6. INFORMATION HELD IN TERMS OF THE ACT [Section 51(1)(e)]**

Categories of records which are held by the company and may be requested:

- Accounting records
- Agreements
- Company secretarial records
- Correspondence
- Human resources and employment records
- Immovable and moveable property
- Information technology
- Insurance records
- Intellectual property
- Legal proceedings
- Licences and permits
- Sales and marketing records
- Supplier agreements
- Taxation records



## **7. PROCEDURE TO REQUEST ACCESS TO A RECORD**

### **7.1 Form of request:**

- The requester must use the prescribed form (attached and known as Form C) to make the request for access to a record. This must be made to the information officer. This request must be made to the address, fax number or electronic mail address [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the information officer 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 information officer [s 53(2)(f)].

### **7.2 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 requester (other than a personal requester) will be notified to pay the prescribed fee (if any) before further processing of the request is done [s 54(1)].
- The fee that the requester must pay is R57 (VAT included). The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- Our information Officer will respond to your request within 30 days of receiving the request, by indicating whether your request for access has been granted.
- 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)].



**8. AVAILABILITY OF THE MANUAL**

Kindly take note that the manual is available at the offices at the address mentioned above. Copies are also available with the South African Human Rights Commission and on the company's website.



**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))

**[FORM C]**

**A. Particulars of private body**

The Head/Designated Person: \_\_\_\_\_

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

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

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**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_





**D. Particulars of record**

- |   |
|---|
| <p>(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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b></p> |
|---|

1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_
2. Reference number, if available: \_\_\_\_\_
3. Any further particulars of record: \_\_\_\_\_

**E. Fees**

- |   |
|---|
| <p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a <b>request fee</b> has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The <b>fee payable for access</b> to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
|---|

Reason for exemption from payment of fees: \_\_\_\_\_

**F. Form of access to record**

<p>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.</p>
--

Disability: _____	Form in which record is required: _____
-------------------	---

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



<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (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*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<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? <b>Postage is payable.</b>			<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 at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHO'S BEHALF REQUEST IS MADE