

# **SPUR GROUP (PTY) LTD**

## **Manual in terms of Section 51**

### **of the**

## **Promotion of Access to Information Act**

### **Act number 2 of 2000**

**HEAD OF COMPANY:**

[REDACTED]

[REDACTED]

[REDACTED]

#### **PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

This Act allows people an opportunity to obtain information and documents from the Government and from businesses when this is needed. But this does not mean that all information can be accessed whenever someone wants it. The PAIA makes it clear that people may only request information for legitimate reasons such as the protection of a right or similar and that a company may refuse to disclose information that is confidential or secret or if the information concerns a third party such as an employee. This PAIA affects all Governments Departments, Municipalities and businesses including independent operators, lawyers, doctors and private contractors. A special form has been designed for people to use when they wish to request information and this is called "Form C" and this form is attached to our Manual. This form must be fully completed when information is being requested. Form C is attached to this Manual and can also be obtained from the Government Printer or at the South African Human Rights Commission (SAHRC).

#### **COSTS**

There are costs for all information disclosed which the requestor must pay for before requested information is handed over. A schedule of costs that a company or the Government can charge a requestor according to the PAIA is attached to this Manual or can be found at the Government Printer or at the South African Human Rights Commission (SAHRC).

#### **SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)**

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 offices of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, and on its website at [www.sahrc.org.za](http://www.sahrc.org.za). The SAHRC can also be contacted as follows:

The South African Human Rights Commission.  
PAIA Unit. Private Bag X2700. Houghton. 2041  
Telephone (011) 877 3600.

Email: [info@sahrc.org.za](mailto:info@sahrc.org.za)

### **THIS MANUAL**

Spur Group (Pty) Ltd has drafted this Manual both because we must comply with the PAIA but more importantly because we believe in a free and transparent society. Our Manual is available at our registered office in Cape Town for anyone to read through without charge and naturally, it can be downloaded from our web site. The Manual is also available at the SAHRC and the Government Printer and copies can be obtained from our Information Officer at the legislated charge.

### **CONTACT DETAILS**

Spur Group (Pty) Ltd owns a national chain of family restaurants. Individual owners operate most of the spur Steak Ranches.

Spur Group (Pty) Ltd details are as follows: -

#### **REGISTERED NAME:**

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### **SPUR GROUP (PTY) LTD**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **REQUESTS FOR INFORMATION**

When someone wants to access information from Spur Group (Pty) Ltd (including any of our subsidiaries) the special Form C must be fully completed and sent by registered mail, telefax or email to our Information Officer together with a certified copy of the requestors' identity book. Requests for information that do not comply with this process will be returned to the requestor. When the Information Officer receives a properly completed request for information, the requestor will be notified in writing immediately that the request has been received. The company will have 30 days to either disclose the requested information or to notify the requestor that the information will be withheld. In certain cases, especially where the company must search for information, the Information Officer will in writing request an extension of 60 days. If the MD is satisfied that the requested information may be disclosed, the requestor will need to pay the copy costs before the information is supplied.

## **ACCESS TO RECORDS**

Spur Group (Pty) Ltd and its subsidiaries are not in possession of any information that is freely available without a proper and procedurally correct request.

## **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE PAIA** (Section 51(1) (c) of the PAIA)

At this stage no notice(s) has/have been published.

## **RECORDS AND INFORMATION IN THE POSSESSION OF SPUR GROUP (PTY) LTD**

We have elected to use a system of categories for all information in our possession and these categories are divided into lists. Requestors who wish to apply for access to information must first choose a category and then request and pay for a list from the Information Officer from where further specific information can be requested.

In terms of Section 51 (1) (e) of the PAIA the following records and information may be accessed through correct requests in terms of the PAIA and this Manual.

### **Statutory Records and Information.**

Companies Act, 61 of 1973;  
All Acts, returns and records concerning Tax, specifically Income Tax and VAT ;  
Basic Conditions of Employment Act;  
Labour Relations Act;  
Occupational Health and Safety Act;  
Compensation for Occupational Injuries and Diseases Act;  
UIF - payments, returns and records;  
Skills Development Act, returns and records;  
Skills Development Levies Act returns and records;  
Employment Equity Act and records;  
Salary and remuneration records;  
Asset register;  
Accounting Principals Act and all accounting records;  
All other statutory information and records;

### **Company Records and Information.**

Financial;  
Terms and conditions of service;  
Employee records and files;  
Contracts of Employment;  
Codes of Conduct - Grievance, Discipline, Sexual Harassment etc;  
HIV and AIDS Awareness campaign and staff training information;  
Records of staff disciplinary hearings;  
Records of and information pertaining to Training;  
Correspondence;  
Leases;

### **General Records and Information.**

Appraisement and valuation of properties;  
Appraisement of movable assets;  
Document Audit;  
Insurances;

Legal records - litigation and agreements;  
List of intellectual property;  
Records concerning Transport;  
All other acceptable records and Information;

**Marketing and Sales records.**

Group sales and marketing records;  
Brochures, pamphlets, posters and leaflets;  
Television, radio, magazine and newspaper adverts

## COSTS

- |      |  |        |
|------|--|--------|
| 6.1  | <b>MANUALS as per Section 9 (2) (c)</b><br>The fee for a copy of the Manual per A4-size page or part thereof each  | R 1:10 |
| 6.2. | <b>LISTS</b><br>The fee for a copy of ANY list in the Manual per A4-size page or part thereof each   | R 1:10 |
| 6.3  | <b>ACCESS FEES FOR REPRODUCTION as per Section 11(1)</b><br><ul style="list-style-type: none"> <li>i) For every photocopy of an A4-size page or part thereof each R 1:10</li> <li>ii) For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form each R 0:75</li> <li>iii) For a copy in a computer-readable form on stiffy disc each R 7:50</li> <li>iv) For a copy in a computer-readable form on compact disc each R70:00</li> <li>v) For a transcript of visual images for an A4-size page or part thereof each R40:00</li> <li>vi) For a copy of visual images each R60:00</li> <li>vii) For a transcription of an audio record per A4-size page or part thereof each R30:00</li> <li>viii) For a copy of an audio record each R30:00</li> </ul> |        |
| 6.4  | <b>ACCESS FEES FOR REPRODUCTION as per Section 11(3)</b><br><ul style="list-style-type: none"> <li>i) All fees the same as per 6.3 i) to vi)</li> <li>ii) For a transcript of an audio record per A4-size page or part thereof each R20:00</li> <li>iii) For a copy of an audio record each R30:00</li> </ul>  |        |
| 6.5  | <b>ACCESS FEE FOR TIME SPENT</b><br>Charge for Reasonable search time, finding information and preparation Per Hour  | R30:00 |
| 6.6  | <b>REQUEST FEE</b><br>The Fee per request by a requestor other than a personal requestor referred to in Section 11(2)  | R50:00 |
| 6.7  | <b>POST FEE</b><br>When a copy of a record or information must be posted to a Requestor minimal fee  | R 9:75 |
| 6.8  | <b>DEPOSIT</b><br>If it is believed by the Company that it will take longer than six hours to search for and/or Secure requested information, the company will be entitled to charge an advance deposit equivalent to one third of the total costs.  |        |
| 6.9  | <b>APPEAL FEES</b><br>For lodging an internal appeal by a requester against the refusal of his/her request for access to a record  | R50:00 |
| 6.10 | Private bodies registered under the Value Added Tax Act, 1991 may add VAT to all the above-mentioned fees  |        |

## 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: \_\_\_\_\_

The Information Officer: \_\_\_\_\_

#### 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>
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Full names and surname: \_\_\_\_\_

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

#### D. Particulars of record

- |     |   |
|-----|---|
| (a) | <i>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.</i> |
| (b) | <i>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></i>   |

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:
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
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**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"/>	transcription of the images*
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**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)
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**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"/>	Copy in computer Readable form* (stiffy or compact disc)
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\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? YES NO

Postage is payable.

**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.**

2. Indicate which Right is to be exercised or protected: \_\_\_\_\_

3. 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?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE