

SPECIALISED FREIGHT SERVICES COASTAL  
(PROPRIETARY) LIMITED

Registration Number: 2011/000071/07

("the Entity")

A Manual to

# ACCESS TO INFORMATION

Prepared in terms of Section 51 of the  
Promotion of Access to Information Act No 2 of 2002



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*Information Officer's initials*

## Table of contents

Preamble.....

Introduction to this private body .....

Section A – Our details.....

Section B – The official guide .....

Section C – Information available in terms of the Act.....

Section D – Information available in terms of other legislation .....

Section E – Procedure for requesting access to information per Section C.....

Annexure “A” – Request for access to record of private body.....



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## Preamble

The Promotion of Access to Information Act No 2 of 2000, ("the Act") came into operation on 9 March 2001. Section 51 of the Act requires that I/we as a private body compile a Manual giving information to the public regarding the procedure to be followed in requesting information from me/us for the purpose of exercising or protecting rights.

## Introduction to this private body

The Entity's principal activities are logistics, courier, transport and freight services.

I/We, as a private body, have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

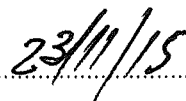
Inside these pages you will be able to view the categories of information which I/we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on my/our website.

Signed in confirmation that all information set out in this document is true and correct.



Information Officer



Date



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Section A – Our details

FULL NAME OF ENTITY	SPECIALISED FREIGHT SERVICES COASTAL (PTY) LTD
Registration Number	2011/000071/07
Business Address	15 MARINUS STREET, MONTAGUE GARDENS, 7441
Postal Address	P O BOX 37224, CHEMPET, 7442
Telephone Number	(021) 528 1000
Fax Number	(021) 552 3220
Head/CEO	PHILLIP JOHN SCHEEPERS
Designated Information Officer	KEVIN-PAUL MCKECHNIE
Email Address of Information Officer	kevin@specialisedfreight.co.za
Website Address	www.specialisedfreight.co.za



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## Section B – The official guide

The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Section 10 of the Act requires the South African Human Rights Commission (“SAHRC”) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officer and the SAHRC in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

**Post:** The South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Private Bag X2700, Houghton, 2041

**Telephone:** (011) 877 3600

**Fax:** (011) 403 0625

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**E-mail:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za) ; [info@sahrc.org.za](mailto:info@sahrc.org.za)

  
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## Section C – Information available in terms of the Act

### Categories of information

I/We hold the following categories of information:

#### 1. STATUTORY COMPANY INFORMATION

- Certificate of Incorporation
- Certificate of Change of Name (if any)
- Memorandum of Incorporation
- Certificate to Commence Business (if any)
- Minute Book, Special Resolutions, as well as Resolutions passed at general/class meetings
- Securities Register
- Register of Directors and certain Officers
- Annual Financial Statements including:
  - (a) Annual accounts
  - (b) Directors' reports
  - (c) Auditor's / Independent reviewer's report
- Books of Account regarding information required by the Companies Act, 2008
- Supporting schedules to books of account and ancillary books of account

#### 2. ACCOUNTING RECORDS

- Accounting records, including supporting schedules to accounting records and ancillary accounting records
- Books of Account including journals and ledgers
- Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange

#### 3. TAXATION

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

#### 4. AGREEMENTS AND CONTRACTS

- Material agreements concerning provision of services or materials
- Agreements with shareholders, officers or directors
- Acquisition or disposal documentation
- Agreements with contractors and suppliers



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- Agreements with customers
- Sale agreements
- Distributor, dealer or agency agreements
- Restraint agreements
- Agreements with governmental agencies
- Purchase or lease agreements

5. INSURANCE

- Insurance policies
- Claim records
- Details of insurance coverage, limits and insurers

6. 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
- Development or Investment Plans
- Agreements
- Licenses
- Audits

7. STATUTORY EMPLOYEE RECORDS

- Employees' names and occupations
- Time worked by each employee
- Remuneration paid to each employee
- Date of birth of each employee
- Wages register
- Attendance register



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- Employment equity plan
- Salary and wages register
- Collective agreements
- Arbitration awards
- Determinations made in terms of the Wage Act
- Records of strikes, lockouts or protest action
- Industrial training records
- Staff records (after date of employment ceases)
- Expense accounts

8. OTHER EMPLOYEE RECORDS

- Employee contracts
- Incentive schemes
- Staff loan schemes
- Study assistance schemes
- Maternity leave policy
- Funeral insurance scheme
- Group personal accident
- Code of conduct

9. PENSION AND RETIREMENT FUNDING RECORDS

- Pension Fund Rules
- Pension Fund account records
- Minutes of Meetings of trustees and members
- Actuarial Valuation Reports
- Contribution Reports
- Annual accounts

10. MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

  
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11. SALES AND MARKETING

- Products
- Services
- Markets
- Customers
- Clients
- Brochures, Newsletters and Advertising Materials
- Sales
- Domestic and Export Orders

12. TRANSPORTATION

- Transportation rights
- Permits
- Transportation System Delivery Plan
- Transportation, Warehouse and Storage Contracts



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## Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Companies Act No. 71 of 2008
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Diseases No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Protection Act No. 68 of 2008
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No. 91 of 1964
- Financial Intelligence Centre Act No. 38 of 2001
- Machinery and Occupational Safety Act No. 6 of 1983
- National Road Traffic Act No. 93 of 1996
- Road Transportation Act No. 74 of 1977



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## Section E – Procedure for requesting access to information per Section C

If you wish to request access to any of the above categories of information, you are required to complete a prescribed request form as set out in Annexure “A” hereto. This form is available from:

- our Information Officer (whose contact details are in Section A of this manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

Address your request, in writing, in the prescribed form, to our Information Officer.

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of the fee structure are available on the website of The South African Human Rights Commission ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of The Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)).

You may also be called upon to pay the additional fees prescribed by Regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.



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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: .....

  
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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: .....

  
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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
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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 (at the postal address provided in this Annexure A)? Postage is payable.	YES	NO
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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:.....  
.....  
.....

  
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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



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*Information Officer's initials*