

**MEIHUIZEN FREIGHT (PTY) LTD
MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION
ACT**

**Meihuizen Freight (Pty) Ltd T/A
MEIHUIZEN INTERNATIONAL**

MANUAL

in terms of

The Promotion of Access to Information Act

Act 2 of 2000

(the "ACT")

December 2011

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1. INTRODUCTION

Meihuizen Freight (Pty) Ltd trading as Meihuizen International, was formed in 1984 and conducts business as a Clearing & Forwarding Agent, Ships Agent and Export Procurement Agent – Company Registration Number: 1983/007382/07

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors Peter Meihuizen (Managing Director), Peter Buchanan, Gerald Hagemann, Zahid Hassan, Mark Kilbride.

Office Manager Belinda Courtenay

Postal Address: P.O. Box 5492, Cape Town, 8000

Street Address: 6th Floor, 5 St Georges, St Georges Mall, Cape Town, 8001

Telephone Number: 021 4405400

Fax Number: 021 421 5563

Chief Information Officer : Peter Meihuizen

Email Address: peterm@meihuizen.co.za

3. THE ACT

- 3.1 The ACT grants a requester access to records of the COMPANY, 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.
- 3.2 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.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:
- Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website:

4. APPLICABLE LEGISLATION (*add or delete to table as required)

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act
10	No 91 of 1964	Customs Act
11	No 130 of 1993	Compensation for Occupational Injuries & Health Diseases Act
12	No 85 of 1993	Occupational Health & Safety Act
13	No 97 of 1998	Skills Development Act
14	No 9 of 1999	Skills Development Levies Act

5. ACCESS TO RECORDS AND AVAILABILITY

Information that may be requested

	Availability
Products / Services Information	Freely available on web site www.meihuizen.co.za
Brochures	Available on request

Operational Information

Information required for the day to day running of Meihuizen International

- Address Lists
- Internal Telephone Lists
- Company Directives
- Company Policies
- Employee Records
- Employment Equity Plan
- Licenses
- Permits
- Client records
- Remuneration Records and Policies
- Marketing Strategies
- Sales Records

Communications

Correspondence between persons within Meihuizen International and external parties

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2 Address your request to the Information Officer
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

8. ACCESS TO MANUAL

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Meihuizen International. Copies are also available upon request from the South African Human rights Commission. The manual is also published on Meihuizen International's website referred to above.

SIGNED AT CAPE TOWN BY PETER MEIHUIZEN ON THIS 13TH DAY OF DECEMBER 2011.



PETER MEIHUIZEN
MANAGING DIRECTOR