

THE OFFICE IN STELLENBOSCH (PTY) LTD

PROMOTION OF ACCESS TO INFORMATION MANUAL

(in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000)

COMPANY PARTICULARS IN TERMS OF THE SECTION 51 MANUAL FOR THE OFFICE IN STELLENBOSCH (PTY) LTD

Company Contact Details

The Office in Stellenbosch (Pty) Ltd

Postal Address: 10 Drosdy Street, Stellenbosch, 7600

Physical Address: 10 Drosdy Street, Stellenbosch, 7600

Telephone: +27 083 267 9486 Fax: +27 086 5112 164

Email: Ilzemarie@theoffices.co.za

Information Officer: Ilzemarie Knoetze

The Promotion of Access to Information Act ("Act")

Section 10 of the Act required 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.

This guide is available at www.sahrc.org.za and includes the following:

- The objectives of the Act
- Particulars of the information officer of every private and public body(if available)
- The process that needs to be followed to request access to records;
- The assistance available from the information officer and the SAHRC;
- All the remedies available in law to you;
- Details on prescribed fees payable in respect of requests for information;
- Regulations made in terms of this Act

Enquiries can be made to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton, 2041

Telephone: +27 (0)11 877 3750; Fax: +27 (0)11 403 0668; Website: www.sahrc.org.za

Email: dmalesa@sahrc.org.za

Categories of Information:

At **The Office in Stellenbosch (Pty) Ltd**, we hold the following categories of information subject to grounds for refusal to the access thereof. We have not submitted any description to the Minister for publication in the Gazette:

Company Information

- All statutory records relating to The Office in Stellenbosch (Pty) Ltd
- Annual Financial Statements
- Books of account including journals and ledgers, orders, invoices, receipts,

- Banking records
- Contracts
- Tax records
- Correspondence

Legal

- Material licenses, permits and authorizations

Other Party Records

The Office in Stellenbosch (Pty) Ltd may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers.

Grounds for Refusal of Access to Records

The main grounds for the refusal of a request for information relates to the mandatory protection of the privacy of a third party who is:

- a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- mandatory protection of the commercial information of a third party, if the record contains –
 - trade secrets of that third party;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- information disclosed in confidence by a third party to the private body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- mandatory protection of the safety of individuals and the protection of property;
- mandatory protection of records which would be regarded as privileged in legal proceedings;
- the commercial activities of The Office in Stellenbosch (Pty) Ltd, which may include trade secrets of the private body;
- Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

Request procedure to access records held by The Office in Stellenbosch (Pty) Ltd

If you wish to request access to any of the above categories of information, you are required to send a written request to:

- a) For attention: Ilzemie Knoetze at Ilzemie@theoffices.co.za
- b) the SAHRC website: www.sahrc.org.za

There is a prescribed fee for requesting and accessing information in terms of the Act. This fee is payable in advance and details are contained in the request form. There may also be additional fees prescribed by regulation for searching for and compiling the information requested by you, including copying charges.

Please note that access is not automatic. You must identify the right that you are seeking to exercise or protect and provide an explanation of why the requested record 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.

Availability of this Manual

The manual is available for inspection at the offices of The Office in Stellenbosch (Pty) Ltd free of charge; and copies are available with the SAHRC and on our website at www.theoffices.co.za