

**MARKET DEMAND TRADING 113 (PTY) LTD
T/A POLOKWANE OBSERVER
REG NO 2004/012825/07**

**ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**



1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Market Demand Trading 113 (Pty) Ltd t/a Polokwane Observer

2. Request for access to information

(2) In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact W J Esterhuysen In terms of section 25 (2) states that:

If the request for access is granted, the notice in terms of subsection (1)(b) must state –

- (a) The access fee (if any) to be paid upon access;
- (b) The form in which access will be given; and
- (c) That the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must –

- (a) state adequate reason for the refusal, including the provisions of this Act relied upon;
- (b) exclude, from such reasons, any reference to the content of the record; and
- (c) state that the requester may lodge an internal appeal or an application with a court, as case may be, against the refusal of the request and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

4. Background of printing and publishing of Polokwane Observer newspaper.

5. Organisation details

- a. Name:
Market Demand Trading 113 (Pty) Ltd t/a Polokwane Observer
- b. Physical address:
5 General Joubert Street, Polokwane, Limpopo, 0699
- c. Postal address:
P O Box 11140, Bendor, 0699
- d. Contact details: 015 - 291 1061.
- e. Email address: willie.e@mwebbiz.co.za
- f. Website address: <http://www.observer.co.za>
- g. Information officer: Mr. W J Esterhuysen



6. Section 51 (1)(c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- For inspection
- For purchase or copying from the private body; and
- From the private body free of charge

7. Section 51(1)(d)

The manual must describe those records which the private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered. This list is by no means exhaustive and is intended to serve as a guide only.

- Arbitration Act 42 of 1965
- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial advisory AND Intermediary Services Act no 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 95 of 1967
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Labour Relations Act 66 of 1995
- Long term Insurance Act 52 of 1998
- Non-profit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Protection of Business Act 99 of 1978
- Sectional Titles Act 95 of 1986
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

8. Section 51(1)(e)

This section of the manual must set out a description of the subjects on which your organisation holds records and categories of records held



on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel records
- Sales and Marketing
- Statutory Company Records
- Client Databases
- Internal Phone lists
- Policies
- Directives
- Minutes and Meetings
- Administrative Information

9. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required and identify the right that is sought to be exercised or protected and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information.

10. Availability of the Manual

This section should state where individuals can access a copy of this manual and it must be stated if there will be a fee attached to it.

- 10.1. This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our office. Copies of the manual may be made available subject to the prescribed fees.
- 10.2. Copies may also be requested from the South African Human Rights Commission at the address listed below.

11. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the requested fees. Any other requester who is not a personal requester must pay the required fee:

- 11.1. A fee will be required by the head (W J Esterhuysen) before further processing of the request in terms of S54 of the Act
- 11.2. A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused
- 11.3. A portion of the access fee (not more than one third) may be required before the request is considered



- 11.4. The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act
- 11.5. The head may withhold a record until the requester has paid the applicable fees

12. Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:
The South African Human Rights Commission; PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Phone: 011 484 8300
Fax: 011 484 0582
Email: PAIA@sahrc.org.za
Website: www.sahrc.org.za

Date of Compilation: 19 October 2015
Date of Revision: 19 October 2015

A handwritten signature in black ink, consisting of a large, stylized initial 'G' followed by a long horizontal stroke that tapers to the right.