

PROMOTION OF ACCESS TO
INFORMATION ACT NO. 2, 2000

MANUAL OF

5 OCEANS EXPORTERS AND
IMPORTERS CC

SECTION 51 MANUAL FOR PRIVATE BODIES

This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act No. 2, 2000.

SECTION 51 (1) (a)

Name of Business: 5 Oceans Exporters and Importers cc

Contact Person: The Compliance Officer

Physical Address: 1086 Landhuis Street
Allen's Nek Extension 9
Roodepoort
1737

Postal Address: P O Box 4808
Cresta
2118

Telephone number: 011 475 4543

Fax number: 011 675 1962

Website: www.fiveoceans.co.za

E-mail: info@fiveoceans.co.za

SECTION 51 (1) (b)

The section 20 Guide on how to use the Act.

The Guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

SECTION 51 (1) (d)

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997

Closed Corporation Act No. 69 of 1984

Companies Act No. 61 of 1973

Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

Customs and Excise Act No. 91 of 1964

Electronic Communications and Transactions Act No. 25 of 2002

Employment Equity Act No. 55 of 1998

Income Tax Act No. 58 of 1962

Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000

Skills Development Levies Act No. 9 of 1999

Trademarks Act No. 194 of 1993

Unemployment Insurance Act No. 30 of 1966

Value-Added Tax Act No. 89 of 1991

SECTION 51 (1) (c) AND 51 (1) (e)

Access to the records held (sections 51 (1) (c) and 51 (1) (e))

Records which are available without a person having to request access in terms of this Act in terms of section 52 (2) Section 51 (1) (c).

This information can be defined as operational information needed in the day to day running of the company and generally or little to no use to persons outside the company. (Examples of such information are: requisitions, internal phone lists, company policies, contract, employee records and general accounting records).

The Request Procedures

(Prescribed form and fee structure in respect of private bodies)

The form and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za).

SECTION 51 (1) (f)

Other information as may be prescribed

The Ministry of Justice and Constitutional Development has not made any regulations in this regard.

SECTION 51 (3)

Availability of the material

The manual is available at our offices free of charge, and copies are available with SAHRC, and on our website as listed above.