

**PROMOTION OF ACCESS TO INFORMATION ACT  
SECTION 51 MANUAL: BILTONG AT ZA (PTY) LTD**

The Company's core business is that of meat product manufacturing, meat product wholesale and meat product retail service.

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. **Contact details** [Section 51(1)(a)]  
**Name of body:** BILTONG AT ZA (PTY) LTD  
**Registration No:** 2012/11870/07  
**Physical Address:** Unit 9 Dirk Smit Industrial Park, 14 Jakaranda Street, Hennospark, Centurion, South Africa  
**Postal Address:** PO Box 3094, Lyttleton South, 0176  
**Telephone:** 012 653 6333  
**Fax:** 086 601 6176  
**E-mail:** info@biltong.co.za
  
2. **Description of Guide (Section 10) on how to use the Act** [Section 51(1)(b)]  
The Guide will be available from the South African Human Rights Commission.  
Please direct any queries to:  
**The South African Human Rights Commission:**  
**PAIA Unit, The Research and Documentation Department**  
Postal address: Private Bag 2700, Houghton, 2041  
Telephone: (011) 484-8300  
Fax: (011) 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)
  
3. **Records available in accordance with the following legislation** [Section 51(1)(d)]  
**Copies of records held in accordance with the requirements of the following legislation (if and where applicable to our business) are available on request:**
  1. Administration of Estates Act, No. 66 of 1965
  2. Arbitration Act No. 42 of 1965
  3. Basic Conditions of Employment No. 75 of 1997
  4. Companies Act No. 71 of 2008
  5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
  6. Copyright Act No. 98 of 1978
  7. Currency and Exchanges Act No. 9 of 1933
  8. Employment Equity Act No. 55 of 1998
  9. Finance Act No. 35 of 2000
  10. Financial Services Board Act No. 97 of 1990
  11. Financial Relations Act No. 65 of 1976
  12. Income Tax Act No. 95 of 1967
  13. Insolvency Act No. 24 of 1936
  14. Insurance Act No. 27 of 1943
  15. Intellectual Property Laws Amendments Act No. 38 of 1997
  16. Labour Relations Act No. 66 of 1995
  17. Long Term Insurance Act No. 52 of 1998
  18. National Credit Act No. 34 of 2005
  19. Occupational Health & Safety Act No. 85 of 1993
  20. Pension Funds Act No. 24 of 1956
  21. Post Office Act No. 44 of 1958
  22. Regional Services Councils Act No. 109 of 1985
  23. Short Term Insurance Act No. 53 of 1998
  24. Skills Development Levies Act No. 9 of 1999
  25. Skills Development Act No. 97 of 1998
  26. Stock Exchange Control Act No. 1 of 1985
  27. Tax on Retirement Funds Act No. 38 of 1996
  28. Trade Marks Act No. 194 of 1993
  29. Unemployment Contributions Act No. 4 of 2002

30. Unemployment Insurance Act No. 63 of 2001
31. Value Added Tax Act No. 89 of 1991 and
32. Any other legislation which may be applicable.

4. **Access to the records held:** [Sections 51(1)(c) and 51(1)(e)]

1. The request must be made to the relevant person at the above contact details.
2. Any request for access to records in terms of the act must be completed on the prescribed form in terms of the act and regulations.
3. The requester must provide sufficient detail on the request form to enable the head of the retirement fund to identify the record and the requester. The requester should also indicate what form of access is required.
4. The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
5. If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the request is being made.
6. The abovementioned member of the company must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before processing the request. The prescribed fee is in the Regulations.
7. The Company will then make a decision in accordance with the provisions of the act, whether to grant the request or not and notify the requester of the decision.
8. If the request is granted, a further fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
9. Legal remedies are available to a requester who believes that there has been a failure to comply with the act. The requester may lodge an appeal or an application to court.

5. **Records that may be requested, currently held by the Company:** [Section 51(1)(e)]

1. Company Act Records
2. Financial Records
3. Income Tax Records
4. Personnel Records

6. **Fees**

1. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
2. The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
3. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
4. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
5. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

7. **Availability of the manual** [Section 51(3)]

This manual is also available for inspection at the abovementioned offices, free of charge copies are available at the SAHRC (South African Human Rights Council) and at the company's registered office

**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:**

**BILTONG AT ZA (PTY) LTD**

Attention: The Managing Director

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD:**

Full names and surname: .....

Identity number: .....

Postal address: .....

Fax number: .....

Telephone number: .....

E-mail address: .....

*[The address and/or fax number in the Republic to which the information is to be sent must be given]*

Capacity in which request is made: .....

*[Proof of the capacity in which the request is made, if applicable, must be attached]*

If request is made on behalf of another person, details on behalf of whom person is acting:

Full names and surname and ID number:.....

**C. PARTICULARS OF RECORDS:**

1. Description of record or relevant part of the record:.....

2. Reference number, if available: .....

3. Any further particulars of record: .....

**D. FEES**

1. 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.

2. You will be notified of the amount required to be paid as the request fee.

3. 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.

4. If you qualify for exemption of the payment of any fee, please state the reason for exemption: .....

**E. 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 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required:
<p>Mark the appropriate box with an <b>X</b>.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (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"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form*		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**F. 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.
- Indicate which right is to be exercised or protected.
- Explain why the record requested is required for the exercise or protection of the aforementioned right.

**G. NOTIFICATION**

The requester will be notified in writing whether the request has been approved/denied. Please specify the manner and provide the necessary particulars to enable compliance with your request.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE