

MANUAL FOR BEIRAMAR SHIPPING SERVICES (PROPRIETARY) LIMITED

(Registration number 90/02207/07)

("Beiramar")

in terms of Section 51 of the Promotion of Access to Information Act No 2 of 2000
("the Act")

The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / records from Beiramar as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requester is advised to contact our Information Officer should he / she require any assistance in respect of the utilisation of this manual and/or requesting of documents / records from Beiramar.

The following words will bear the following meaning in this manual:-

"the Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published.

"the/this manual" shall mean this manual together with all annexures thereto as available at the offices of Beiramar from time to time.

"Beiramar" shall mean Beiramar Shipping Services (Proprietary) Limited.

"SAHRC" shall mean the South African Human Rights Commission.

Beiramar is a private body as defined in the Act.

1. The guide. (in terms of Section 51(1)(b))

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people in exercising their rights under the Act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

The South African Human Rights Commission:

Postal address: 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

2. Records available in terms of any other legislation (in terms of Section 51(1)(d))

1. Banks Act 94 of 1990
2. Basic Conditions of Employment No. 75 of 1997

3. Companies Act No. 61 of 1973
4. Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
5. Copyright Act No. 98 of 1978
6. Income Tax Act No. 95 of 1967
7. Labour Relations Act No. 66 of 1995
8. Promotion of Access to Information Act No.2 of 2002
9. Regional Services Councils Act No. 109 of 1985
10. Unemployment Contributions Act No. 4 of 2002
11. Unemployment Insurance Act No. 63 of 2001
12. Value Added Tax Act No. 89 of 1991.
13. Customs & Excise Act No. 91 of 1964
14. Import & Export Control Act No 45 of 1963

3. Gaining access to records held by Beiramar (in terms of Sections 51(1)(c) and 51(1)(e)).

4.1 What categories of records are, or will be, automatically available without you having to request access to these records in terms of the Act?

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such disclosure. If a private company chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act. This notice will list the categories of the records that will be automatically disclosed by the private company.

However, Beiramar has not yet issued this notice. Beiramar is currently in the process of reviewing all records held by it and will, in the course of the near future, issue a comprehensive list and description of the categories of records, which will automatically be available to you without you having to make a formal request to us.

When this notice is issued, it will list records that will automatically be available in terms of the Act, including the categories available:

- for inspection in terms of legislation other than this Act;
- for purchase or copying (at a fee) from us; and
- those records that will be available from us free of charge.

The list will also be updated periodically. Together with this list, we will also set out the procedure that will need to be followed in order to obtain access to such records.

4.2 What records can you request? (in terms of Section 51(1)e))

Requests for records are to be forwarded to our Information Officer:

Information Officer:	C Kennedy
Street Address:	1 st Floor, Cross Berth Cold Store Building, C/r Vanguard & Monument Road, Table Bay Harbour, Cape Town 8000
Postal Address:	P O Box 6983 Roggebaai, 8012
Telephone number:	+ 27 21 448 4950
Fax number:	+ 27 21 448 0416

Email: beiramar@iafrica.com

Records that may be requested are set out in the following subjects and categories set out below.

RECORD SUBJECT	RECORD CATEGORY	RECORD TYPE
INCORPORATION	Corporation documents	Memorandum and Articles of Association
		Certificates of Incorporation
		Company Minute Book
		Company Share Register
		Register of Directors and Officials
		Statutory Records
LEGAL	Property & Assets	Intellectual Property rights
		Agreements
	Immoveable	Lease Agreements
	Moveable	Purchase & Lease Agreements
	Legislation & Regulations	Licences
		Permits
		Tariffs
		Customs Manuals
		Valuation Guide
	Insurance	Policies
External, Client & Contractors	Agreements	
ADMINISTRATIVE	General	Correspondence
		Memoranda
		Electronic Mail
		Policies and Procedures
INFORMATION TECHNOLOGY	System & Data	Hardware & Software
		Technical Specifications & Manuals
HUMAN RESOURCES	Staff & employees	Employee Contracts & Details
		Directors Contract & Details
	Industrial Relations	Disciplinary Policies & Procedures
		Records
	Provident Fund	Details & Member Records
	Medical Aid	Details & Member Records
OPERATIONS	Ships Agency	Operating Manual
		Policies & Procedures
		Rate Structures and Tariffs

	Marketing	Marketing Material & Brochures
FINANCE	Creditors & Debtors	Information & Records
		Sundry Debtors & Accounting Information
		Accounting Manuals & Procedures
	Banking	Statutory Requirements & Records
	Audit	Reports
	Taxation	Statutory returns

4.3 How do you request records?

When requesting a record, the following procedures must be followed.

- You must use the prescribed form to make the request for access to a record. The forms and fees may be found at the Department of Justice website: www.doj.gov.za
- Your request must be made to our Information Officer.
- Your request must be made to the address, or fax number or electronic mail address as set out above.
- You must provide sufficient detail on the request form to enable the Information Officer to clearly identify the record as well as your specific identity.
- You must also indicate which form of access you require.
- You must also indicate if you wish to be informed in any other manner and if so, you must state the necessary particulars required to be so informed.
- You must identify the right that you are seeking to protect or that you wish to exercise and you must provide an explanation as to why the requested record is required for the protection or exercise of that right.
- If you are making the request on behalf of another person, you must submit proof, to the satisfaction of the Information Officer, of the capacity in which you are making the request.
- The prescribed fee (if any) must be paid as set out in the fee schedule, available from the Department of Justice (see link above).

5. Other information as may be prescribed in terms of Section 51(1)(f)

In terms of this Section, the Minister may publish a notice prescribing any other information that companies will have to disclose. The Minister has not yet published this Notice.

6. Availability of the manual (in terms of Section 51(3))

- 6.1 This manual is available for inspection during office hours, at no cost, at our offices situated at, 1st Floor, Cross Berth Cold Store Building, C/r Vanguard & Monument Road, Table Bay Harbour, Cape Town, Western Cape, 8000
- 6.2 Should you wish to obtain a copy of this manual, or part thereof, such copy can be obtained from either:
- 6.1.1 Our head office, at the prescribed fee as set out in Item 1 of Part III of the Fee Schedule; or

- 6.1.2 The South African Human rights Commission. Please direct your query for a copy directly to the SAHRC details of which are set out in 2 above; or
- 6.1.3 The Government Gazette (the Government Printers)