

POLICY STATEMENT AND MANUAL OF:

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (“The Act”)
MANUAL IN TERMS OF SECTION 51 OF
THE ACT**

FOR

SENTRAAL-SUID Co-operative Ltd.

(hereinafter referred to as “SSK”)

(Registration number: 1943/000002/24)

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A. INTRODUCTION

1. The Promotion of Access to Information Act, Number 2 of 2000 was enacted on 03 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
2. In terms of section 51 of the Promotion of Access to Information Act, all Private Bodies are required to compile a PAIA policy manual.

B. PARTICULARS OF THE PRIVATE BODY

SSK is a group of companies functioning within the agricultural, retail, insurance, finance, grain storage and production space that is obligated to comply with section 51 of the Promotion of Access to Information Act, Number 2 of 2000.

1) Contact details [Section 51(1)(a)]

The details of SSK's Information Officer, Deputy Information Officers, Co-operative Secretary and Head Office are as follows:

SSK Information Officer:

Name: Francois Swanepoel
Telephone number: (028) 514 8611
Fax number: (028) 514 8656
E-mail address: francois.swanepoel@ssk.co.za

SSK Deputy Information Officer:

Name: Francois Smit
Telephone number: (028) 514 8665
Fax number: (028) 514 8656
E-mail address: francois.smit@ssk.co.za

SSK Deputy Information Officer:

Name: Alwyn Burger
Telephone number: (028) 514 8628
Fax number: (028) 514 8656
E-mail address: alwyn.burger@ssk.co.za

SSK Deputy Information Officer and Co-operative Secretary:

Name: Villiers van Veen
Telephone number: (028) 514 8607
Fax number: (028) 514 8656
E-mail address: villiers.vanveen@ssk.co.za

Head Office details:

Telephone number: (028) 514 8600 **Fax number:** (028) 514 8656
Postal address: PO Box 12, Swellendam, 6740
Physical address: 34 Voortrek Street, Swellendam,
6740 **E-mail address:** info@ssk.co.za
Website: www.ssk.co.za

2) The Section 10 Guide on how to use the Act [Section 51(1)(b)]

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Park town and on its website at www.sahrc.org.za.

3) The latest notice in terms of Section 52(2) [Section 51(1)(c)]

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4) Records available in terms of other legislation [Section 51(1)(d)]

The private body is subject to all laws of the Republic of South Africa. The list of Acts shown below may not be exhaustive; accordingly, the entity may be subject to further Acts; alternatively, there may be Acts listed which are not applicable to the entity.

- Administration of Estates Act No. 66 of 1965
- Arbitration Act No. 42 of 1965
- Basic Conditions of Employment No. 75 of 1997
- Closed Corporations Act No. 69 of 1984, as amended
- Companies Act No. 71 of 2008
- Compensation for Occupation Injuries and Health Diseases Act No. 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Consumer Protection Act
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchange Act No. 9 of 1933
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Intelligence Centre Act of 2001
- Financial Services Board Act No. 97 of 1990
- Financial Relations Act No. 65 of 1976
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Insurance Act No. 27 of 1943
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No. 52 of 1998
- Medical Schemes Act No. 131 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Post Office Act No. 44 of 1958
- Regional Service Councils Act No. 109 of 1985
- SA Reserve Bank Act No. 90 of 1989
- Short Term Insurance Act No. 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998

- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Tax on Retirement Funds Act No. 38 of 1996
- Trade Marks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Usury Act No. 73 of 1968
- Value Added Tax Act No. 89 of 1991

5) Subjects and categories of records held by the private body [Section 51(1)(e)]

5.1 Limited

- Founding Statement and amendments thereto
- Minute Book

5.2 Financial Records

- Annual Financial Statements
- Accounting records
- Asset register
- Bank and related records
- Inventory register
- Income and expense vouchers

5.3 Taxation Records

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Private body tax return
- All other statutory compliances:
 - VAT
 - Regional Service Levies
 - Skills Development Levies
 - UIF

5.4 Personnel Documents and Records

- Disciplinary records
- Employment contracts
- Labour relation correspondence
- Leave records
- Remuneration records and policies
- SETA records
- Training manuals
- Training records
- Workmen's Compensation
- All other related records

5.5 Detail on how to make a request for access [Section 51(1)(e)]

- Records of subjects and categories of the private body, 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)]
- The request procedures

Form of request:

The requester must use the prescribed form (Refer **Annexure 1 – PAIA Request for access to record form** below) to make the request for access to a record. The request must be made to the SSK Information Officer or the Co-operative Secretary. (See **section B 1** of this policy above for contact details).

The requester must provide sufficient detail on the request form to enable the SSK Information Officer or the Co-operative Secretary to identify the record and the requester.

The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53(2)(a), (b) and (c)].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].

If a request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body [Section 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The member 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 [Section 54(1)].
- The fee that the requester must pay to a private body is R50,00. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- After the member of the private body made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid (**Refer Annexure 2 – PAIA Fees for Request of Records** form below) for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

6) Other information as may be prescribed [Section 51(1)(f)]

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

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

The manual is available for inspection at the offices of the private body free of charge and copies are available with the South African Human Rights Commission and in the Gazette.