

**NUNGU TRADING 472 PROPRIETARY LIMITED**

**Registration Number 2005/029428/07**

**MANUAL in terms of**

**The Promotion of Access to Information Act 2/2000**

**(the "ACT")**

Date of Compilation 25<sup>th</sup> December 2011

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**1. INTRODUCTION**

The company conducts business as a property investment company. It is a wholly owned subsidiary of Bonatla Property Holdings Limited.

**2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

|                   |   |
|-------------------|---|
| Directors:        | Mr. N G Vontas<br>Mr. R L Rainier       |
| Postal Address:   | 31 8 <sup>th</sup> Street Houghton 2198 |
| Street Address    | 31 8 <sup>th</sup> Street Houghton 2198 |
| Telephone Number: | 011 442 4944                            |
| Fax Number:       | 011 442 4943                            |



### 3. THE ACT

- 3.1** The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
 Telephone Number: +27-11-484 8300  
 Fax Number: +27-11-484 0582  
 Website:

| <u>No</u> | <u>Ref</u>     | <u>Act</u>  |
|-----------|----------------|---|
| 1         | No 71 of 2008  | Companies Act   |
| 2         | No 98 of 1978  | Copyright Act   |
| 3         | No 55 of 1998  | Employment Equity Act                                   |
| 4         | No 95 of 1967  | Income Tax Act  |
| 5         | No 66 of 1995  | Labour Relations Act                                    |
| 6         | No 89 of 1991  | Value Added Tax Act                                     |
| 7         | No 37 of 2002  | Financial Advisory and Intermediary Services Act        |
| 8         | No 75 of 1997  | Basic Conditions of Employment Act                      |
| 9         | No 69 of 1984  | Close Corporations Act                                  |
| 10        | No 25 of 2002  | Electronic Communications and Transactions Act          |
| 11        | No 2 of 2000   | Promotion of Access of Information Act                  |
| 12        | No 30 of 1996  | Unemployment Insurance Act                              |
| 13        | No 130 of 1993 | Compensation for Occupational Injuries and Diseases Act |
| 14        | No 9 of 1999   | Skills Development Act                                  |

### 4. APPLICABLE LEGISLATION

### 5. ACCESS TO RECORDS AND AVAILABILITY

| <u>Records</u> | <u>Subject</u>  | <u>Availability</u>  |
|----------------|---|--|
| Public Affairs | <ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>  | Freely available on web site<br>www.bonatl.com                         |
| Financial      | <ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>                  | Proprietary (Pty Ltd) -<br>Not required to disclose.<br>Not available. |
| Marketing      | <ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:                             <ul style="list-style-type: none"> <li>○ Product Brochures</li> </ul> </li> </ul> | Limited Information available on web site. (see above)                 |

## PAIA – NUNGU TRADING 472 Pty Ltd (2)

- Owner Manuals
- Field Records
- Performance Records
- Product Sales Records
- Marketing Strategies
- Customer Database
- Dealer Franchise Documents

### 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- 6.2 Address your request to the Company Secretary.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

### 7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>



R L Rainier

