

GREENSOUTH TRADING (PTY) LTD

ACCESS TO INFORMATION MANUAL
PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000

1. Purpose of the Manual in terms of PAIA
2. The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Greensouth Trading (PTY) LTD
3. Request for access to information. In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Miguel Goncalves on 011 432 1251. In terms of section 25(2) states that: (1) If the request for access is granted, the notice in terms of subsection (1)(b) must state R250.00 (a) the access fee of R250.00 request to be paid upon access; (b) the form in which access will be given; and (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be. (2) If the request for access is refused, the notice in terms of subsection (1)(b) must— (a) state adequate reasons for the refusal, including the provisions of this Act relied upon; (b) exclude, from such reasons, any reference to the content of the record; and (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.
4. Terms used in this document
 - Terms defined in the act shall have the meaning set out therein;
 - Reference to sections shall be a reference to sections in the Act

5. Background of Greensouth Trading (PTY) LTD
Exporters of food

Organisation Details:

- a. Name – Greensouth Trading (PTY) LTD
- b. Physical address – 72 Kolberg Drive, Glenvista
- c. Postal address – P O Box 86474, City Deep, 2049
- d. Contact details – 0114321251
- e. Website address – www.greensouthtrading.co.za

6. Details of the information officer: Miguel Goncalves 0114321251

7. Section 51(1) (c) In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available: • for inspection • for purchase or copying from the private body; and • from the private body free of charge.

8. Section 51(1) (d) The records which a private body must make available.
• Basic Conditions of Employment Act 75 of 1997 • Compensation for Occupational Injuries and Diseases Act 130 of 1993 • Consumer Protection Act 68 of 2008 • Employment Equity Act 55 of • Labour Relations Act 66 of 1995 • Occupational Health and Safety Act 85 of 1993
• Skills Development Act 97 of 1998 • Skills Development Levies Act 9 of 1999 • Unemployment Insurance Act 63 of 2001 • Unemployment Insurance Contributions Act 4 of 2002 • Value Added Tax Act 89 of 1991.

9. Section 51(1) (e) Description of the subjects on which the organisation holds record, and categories of records held on each subject. • Accounting records • Information Technology • Intellectual Property • Personnel Records • Sales and Marketing • Statutory Company records •

Client Databases • Internal Phone lists • Policies • Directives • Minutes of Meetings • Administrative information

10. Requesting Procedure - A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the email address (miguel@gsouth.co.za) provided in this manual, and marked for the attention of the information officer (Miguel Goncalves). The requester must indicate which form of access is required, identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual – PAIA Manual is available on our website (www.greensouthtrading.co.za) and a physical copy is available from our offices at 72 Kolberg Drive, Glenvista for an admin fee of R250.00.

10.3 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (72 Kolberg Drive, Glenvista). Copies of the manual may be made available subject to the prescribed fee of R250.00.

10.4 Copies may also be requested from the South African Human Rights Commission at the address indicated below. Fees A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee of R250.00

A fee will be required by the head before further processing of the request in terms of S54 of the Act 10.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused.

A portion of the access fee (not more than one third) may be required before the request is considered.

The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act 10.3.5 The head may withhold a record until the requester has paid the applicable fees.

Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to: The South African Human Rights Commission; PAIA Unit Research and Documentation Department Private Bag 2700 Houghton 2041

Phone: 011 484 8300 Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za