

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000
FOR**

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2. Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 877 3750, fax (011) 403 0668 or by letter to Private Bag X2700 Houghton 2041.

3. Section 51 (1) (c)

No notices have been published thus far.

4. Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request.

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| Basic Conditions of Employment Act 75 of 1997 | Protected Disclosures Act 26 of 2000 |
| Companies Act 61 of 1973 | Protection of Information Act 84 of 1982 |
| Companies Act 71 of 2008 | Promotion of Access to Information Act 2 of 2000 |
| Close Corporations Act 69 of 1984 | Skills Development Levies Act 9 of 1999 |
| Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | Skills Development Act 97 of 1998 |
| Consumer Protection Act 68 of 2008 | Customs and Excise Act 91 of 1964 |
| Employment Equity Act 55 of 1998 | Unemployment Contributions Act 4 of 2002 |
| Income Tax Act 58 of 1962 | Unemployment Insurance Act 63 of 2001 |
| Labour Relations Act 66 of 1995 | Value Added Tax Act 89 of 1991 |

5. Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances:

- Trademarks
- Trademark Registration
- Statutory documentation
- Agreements
- Members or Shareholders
- Employment Contracts and, where applicable,
- Domain Name Registration and Website information

6. Section 51 (1) (f) and Section 53 and 54

Form of request and fees

The form of request and fees payable for access to records of a private body you must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto.

The full version of this manual is available from the Human Rights Commission, details contained in (2) above and can be requested via email on gcs@fsp.co.za.