

Registration Number of Company:
2012/067197/07

SOGA ORGANIC (PTY) LTD

MANUAL in terms of Section 51 of The Promotion of Access to Information Act 02/2000 (the "ACT")



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SOGA ORGANIC (PTY) LTD**

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1. INTRODUCTION

SOGA ORGANIC (PTY) LTD conducts business as a farming enterprise.

2. COMPANY CONTACT DETAILS

Information Officer:	FP Marais (Director)
Other Director(s):	MLJ Jurgens KH Finnemore JE Ferreira
Postal Address:	PO Box 55 Kirkwood Kirkwood 6120
Street Address:	Hippo Pools Farm Klaas Kraal Road, Westbank Kirkwood 6120
Telephone Number:	042 230 1376
Fax Number:	086 232 3854
Email:	admin@sogaorganic.co.za



3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, 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 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700
Houghton
2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

- Companies Act (No 71 of 2008)
- Employment Equity Act (No 55 of 1998)
- Income Tax Act (No 95 of 1967)
- Labour Relations Act (No 66 of 1995)
- Value Added Tax Act (No 89 of 1991)
- Basic Conditions of Employment Act (No 75 of 1997)
- Unemployment Insurance Act (No 30 of 1996)
- Compensation for Occupational Injuries and Disease Act (No 130 of 1993)
- Skills Development Act (No 9 of 1999)
- Electronic Communications and Transactions Act (No 25 of 2002)
- Promotion of Access of Information Act (No 2 of 2000)
- Protection of Personal Information Act (No 4 of 2013)
- Consumer Protection Act (No 68 of 2008)
- Foodstuffs, Cosmetics and Disinfectants Act (No 54 of 1972)
- Agricultural Product Standards Act, 1990



5. Schedule of Records

5.1) Records automatically available:

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.

5.2) Records available for request:

<u>Records</u>	<u>Subject</u>
Administration	Correspondence Licences Share Register and other statutory registers List of Director(s)
Incorporation documents	Incorporation forms Memorandum of Incorporation
Public affairs:	Public product information

6. FORM OF REQUEST AND PRESCRIBED FEES

6.1 FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.1.2 Address your request to the Head of the Company (CEO).
- 6.1.3 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.

6.2 PRESCRIBED FEES

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

- 6.2.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 6.2.2 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);
- 6.2.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 6.2.4 Records may be withheld until the fees have been paid.
- 6.2.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

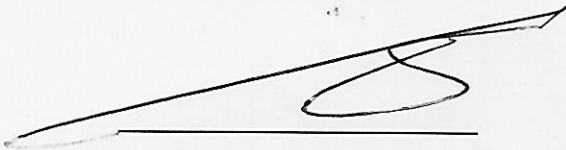


7. ANY OTHER INFORMATION AS MAY BE PRESCRIBED

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

8. AVAILABILITY OF MANUAL

The manual is also available for inspection during office hours at the offices of SOGA ORGANIC (PTY) LTD free of charge. Copies are available from the SAHRC.

A handwritten signature in black ink, consisting of a long horizontal stroke followed by a loop and a final upward stroke.

for and on behalf of

SOGA Organic (Pty) Ltd