 <p><b>PROTEA COIN</b> GROUP</p>	<p><b>MANUAL OF PROTEA AVIATION (PTY) LTD</b></p>
	<p><b>IN TERMS OF SECTION 51(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000</b></p>

**1. THE PURPOSE**

The purpose of this document is to serve as the Manual of Protea Aviation (Pty) Ltd (“The Company”), as required in terms of the Promotion of Access to Information Act No. 2 of 2000 (“The Act”).

**2. INTRODUCTION**

The aim of the manual is to assist potential requesters with understanding the procedure to be followed when requesting access to information/documentation from the Company as contemplated in terms of the Act.

The manual may be amended periodically and once any amendments have been finalised, the latest version of the manual will be made public on the Company’s website namely: [www.proteacoin.co.za](http://www.proteacoin.co.za).


Requesters are advised to contact the Information Officer should any assistance be requested in respect of the utilisation of this manual and/or the requesting of information/documents from the Company.

**3. CONTACT DETAILS: (Section 51(1)(a) of the Act)**

Name of Company	Protea Aviation (Pty) Ltd
Person appointed as Information Officer	Mr. Emile Grobler (or nominee)
Address:	Protea Coin Group House 222 Witch-Hazel Ave. Highveld Techno Park Centurion
Postal Address:	P O Box 29305 Sunnyside 0132
Telephone:	(012) 665 8000
Facsimile:	086 695 6306
e-mail:	robbetze@proteacoin.co.za
Website address:	www.proteacoin.co.za

**4. GUIDE IN TERMS OF SECTION 10: (Section 51(1)(b) of the Act)**

In terms of Section 10 of the Act, the South African Human Rights Commission (SAHRC) has compiled a guide containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in 2005 and access to it, and to any amended versions thereof can be found on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za), or a copy can be obtained directly from the SAHRC.

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The SAHRC's contact details are as follows:

Physical Address:       The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
29 Princess of Wales Terrace  
Cnr York and St Andrews Street  
Parktown  
Johannesburg

Postal address:       Private Bag 2700  
Houghton  
2041

Telephone:           (011) 484 8300  
Facsimile:           (011) 484 0582/1360  
E-mail address:       [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Web site:             [www.sahrc.org.za](http://www.sahrc.org.za)


**5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)**

At this stage no notice(s) has/have been published.

**6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

Records are available, where reasonably required, in accordance with the following current South African Legislation, and only to the extent that the relevant Act makes disclosure of records compulsory. This applies to any amendments of the Act:

- The Occupational Health and Safety Act No. 85 of 1993;
- The Hazardous Substances Act No. 15 of 1973;
- The Health Act No. 63 of 1977;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Compensation for Occupation Injuries and Diseases Act No. 130 of 1993;
- The Value Added Tax Act No. 89 of 1991;
- The Income Tax Act No. 58 of 1962;
- The Companies Act No. 71 of 2008;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- The Labour Relations Act No. 66 of 1985;
- Skills Development Act No. 97 of 1998;
- The Medical Schemes Act No. 131 of 1998;
- The Pension Funds Act No. 24 of 1956;
- Private Security Industry Regulation Act No. 56 of 2001;
- Insolvency Act No. 24 of 1936;
- Copyright Act No. 98 of 1978;
- Regional Services Councils Act No. 109 of 1985;
- Skills Development Levies Act No. 9 of 1999;
- Consumer Protection Act No. 68 of 2008;
- National Credit Act No. 34 of 2005;
- Unemployment Insurance Act No.63 of 2001.

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**7. DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS (Section 51(1)(e) of the Act)**

Any request for access to records should be submitted on the prescribed form C (a copy of which is attached) which should be sent to the Information Officer of the Company.

The Company has in its possession the following records on the subject matters referred to hereunder:

- General correspondence
- Accounting
- Administrative
- Property
- Intellectual property
- Statutory
- Human Capital
- Legal

**8. ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES**

A request for access to records must be made in the prescribed Form “C” (a copy of which is attached) which should be sent to the Information Officer of the Company.

In view of the Company’s business operations in the security industry, all the records of the Company will be treated as having restricted access. The Information Officer will only release records after careful consideration of applications, which complies with the procedural requirements as stipulated in the Act, in particular taking into account the grounds for refusal of access to records.

The requester must provide sufficient detail in the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which manner of access is required.

The requester should indicate if any other manner is to be used to provide the requester with requested information and state the necessary particulars required by the requester.


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.

If a request is made on behalf of another person, the requester must submit a sworn affidavit as proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of the Company.

An initial, non-refundable request fee is payable on submission of the form. This fee is not applicable to personal requests, i.e. individuals seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record.

The Information Officer 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.

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After the Information Officer has 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 for the search, reproduction, preparation and for any time that has exceeded prescribed limits.

## **9. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

The Information Officer may refuse to grant access to information. The grounds for refusal include but are not limited to the following:

- Mandatory protection of privacy of third party who is natural person.
- Mandatory protection of certain records of South African Revenue Service.
- Mandatory protection of commercial information of third party.
- Mandatory protection of certain confidential information, and protection of certain other confidential information, of third party.
- Mandatory protection of safety of individuals, and protection of property.
- Mandatory protection of police dockets in bail proceedings, and protection of law enforcement and legal proceedings.
- Mandatory protection of records privileged from production in legal proceedings.
- Mandatory protection of research information of third party, and protection of research information of public body.
- Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources.

## **10. OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

## **11. AVAILABILITY OF THE MANUAL (Section 51(3))**

This manual will be available at the Company Head Office at the physical address as indicated under Contact details above as well as on its website at [www.proteacoin.co.za](http://www.proteacoin.co.za).

The manual will also be available at SAHRC at the address mentioned above.