



Promotion of Access to Information Act, Act 2 of 2000 "PAIA"

SECTION 51 MANUAL

for

STANDBY TRAVEL LIMITED

Previously Standby Travel (Pty) Ltd

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INTRODUCTION TO AGM ONLINE (PROPRIETARY) LIMITED

STANDBY TRAVEL LIMITED is a public company, conducting the business of General Trading in all aspects. The business operates from the premises at Office 0101, First Floor, Edward III Building, Edward Street, Bellville, Western Cape, South Africa, 7530

PARTICULARS IN TERMS OF SECTION 51 MANUAL

1. CONTACT DETAILS

Street Address: Office 0101, First Floor, Edward III Building, Edward Street, Bellville, Western Cape, South Africa, 7530

Postal Address: Office 0101, First Floor, Edward III Building, Edward Street, Bellville, Western Cape, South Africa, 7530

Telephone No.: +27 21 919 4439

Fax No.: +27 21 919 0956

Email: cheryl@standby.co.za

Contact Person(s): Mr A L Dickinson (MD)
Mr D Coetzee (Chairman)

2. THE SECTION 10 GUIDE ON HOW TO USE THIS ACT

The guide is available from the South African Human Rights Commission by now later then 30 May 2008. Any enquiries should be directed to:

**The South African Human Rights Commission, PAIA Unit, Research and Documentation Department,
Private Bag 2700, Houghton, 2041.**

Tel No.: (011)484-8300 **Fax No.:** (011)484-0582

Website: www.sahrc.org.za **E-mail:** PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION APPLICABLE TO STANDBY TRAVEL LIMITED

- 3.1** Records in terms of the Income Tax Act;
- 3.2** Records in terms of the Unemployment Insurance Fund Act;
- 3.3** Records in terms of the Labour Relations Act;
- 3.4** Records in terms of the Basic Conditions of Employment Act.
- 3.5** Records held in terms of the Companies Act
- 3.6** Records held in terms of the Securities Services Act
- 3.7** Records held in terms of the Financial Intelligence Centre Act

4. ACCESS TO THE RECORDS HELD BY STANDBY TRAVEL LIMITED

Records available without having to request access in terms of Section 52 of this Act.

Records and brochures are sporadically made available and distributed to the public. These include product brochures, etc.

Records that may be requested.

The records referred to in *paragraph 3* above, are available for inspection at the premises of STANDBY TRAVEL LIMITED. In addition to these, the following records may be requested on showing good cause:

Asset Register, Goods received, Financial Statements, Receipts, Quotes, Employees' Contracts, Payslips for Employees, Employees' Increase Reports, Medical History of Employees, Long Service Awards, Training Manuals and Attendance Register.

The request procedures (Form of request)

The requester must use the forms prescribed to lodge a request to access any record of STANDBY TRAVEL LIMITED. Such request must be made to the Managing Director of STANDBY TRAVEL LIMITED, in writing to the address or fax number of STANDBY TRAVEL LIMITED per email at cheryl@standby.co.za.

Sufficient detail must be provided on the form to enable the MD of STANDBY TRAVEL LIMITED to identify the record and the requester, as well as what form of access is required.

The requester should also indicate in which manner he/she should be informed, and also state the necessary particulars to be so informed.

The requester should provide sufficient explanation as to why the record is required and must identify the right that is sought to be exercised.

If the request is made on behalf of another person, the requester must provide proof of the capacity in which the requester is making the request to the satisfaction of the MD of STANDBY TRAVEL LIMITED.

Fees

A requester who seeks access to a record containing personal information about that requester, is not required to pay the requested fee. Every other requester who is not a personal requester, must pay the request fee.

1. The MD of STANDBY TRAVEL LIMITED must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing of the request.
2. The fee that the requester must pay to the MD is R50-00. The requester may lodge an application to the court against the tender or payment of the request fee.
3. After the MD of STANDBY TRAVEL LIMITED has made the decision on the request, the requester must be notified in the required form.
4. If his/her/their request has been granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. OTHER INFORMATION AS MAY BE PRESCRIBED

No regulations have been promulgated by the Minister of Justice and Constitutional Development in this regard.

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of STANDBY TRAVEL LIMITED. Copies are available with the South African Human Rights Commission and the Government Gazette and the STANDBY TRAVEL LIMITED website: www.standby.co.za