

**The Bidvest Group Limited
(Reg No. 1946/021180/06)**

**PROMOTION OF ACCESS TO
INFORMATION ACT
MANUAL**

INTRODUCTION

The Bidvest Group Limited is an international, investment holding company listed on the JSE Limited South Africa in the Industrial-Support Service sector.

The strategy of the Group is to be invested in companies operating in fields of service, distribution and trading, which could encompass light manufacturing, using the capacity of its South African growth engine to develop local operations and drive international expansion.

The Group comprises four umbrella divisions: The Services Division, The Foodservices Products Division, The Commercial Products Division and the Automotive Products Division, with operations located in Southern Africa, the United Kingdom, Australia, New Zealand and Europe.

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A copy of this manual will be available for inspection at the Human Rights Commission and at Bidvest at Bidvest House, 18 Crescent Drive, Melrose Arch, 2196 and on the following website: www.bidvest.com

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SCOPE OF MANUAL

The group operates on a decentralised basis and the information may be available at either corporate and/or divisional and/or company and/or branch level.

This manual has been prepared in respect of The Bidvest Group Limited (“Bidvest”) group of Companies, as well as its South African subsidiaries (i.e. where it exercises management control) which currently are:

Name	Registration No.
3663 FIRST FOR FOOD SERVICE (PTY) LTD	1996/004223/07
AEROMARITIME INTERNATIONAL MANAGEMENT SERVICES (PROPRIETARY) LIMITED	1978/001788/07
AFCOM GROUP LTD	1985/001287/06
AFRIC MAIL ADVERTISING (PROPRIETARY) LIMITED	1987/009493/07
AFRICAN COMMERCE DEVELOPING COMPANY (PTY) LTD	1961/001762/07
AFRICAN SHIPPING LIMITED	1922/006997/06
AFTER MARKET PRODUCTS (PTY) LTD	1934/006126/07
AIRPORT HANDLING SERVICES (PTY) LTD	2002/014494/07
AIRPORT LOGISTICS PROPERTY HOLDINGS (PTY) LTD	2003/018901/07
ALEX CARTAGE (PROPRIETARY) LIMITED	1965/000222/07
ATKINSON-OATES MOTORS LIMITED	1929/001589/06
ATOMIC OFFICE EQUIPMENT (PROPRIETARY) LIMITED	1981/012053/07
AUTOHAUS CENTURION (PTY) LTD	1968/005138/07
BACK TO SCHOOL SUPPLIES (PROPRIETARY) LIMITED	1977/000146/07
BALANCED AUDIO (PTY) LTD	1998/003350/07
BAROIL BUNKER BROKERS (PTY) LTD	1967/012274/07
BASFOUR 2490 (PROPRIETARY) LIMITED	2001/017926/07
BB INVESTMENT COMPANY (PTY) LTD	1988/005982/07
BEACHWAY MOTORS (PTY) LTD	1963/007434/07
BEARES LIMITED	1968/009752/06
BEDFORD PARK INDUSTRIAL ESTATE (PTY) LTD	1992/005483/07
BELLCO ELECTRICAL COMPANY (PROPRIETARY) LIMITED	1905/020582/07
BERDUR PROPERTIES (PROPRIETARY) LIMITED	1957/000403/07
BERZACK BROTHERS (JHB) (PROPRIETARY) LIMITED	1947/027121/07
BERZACK BROTHERS (PROPRIETARY) LIMITED	1963/004680/07
BID AFRICA (PTY) LIMITED	1997/009657/07
BID AVIATION SERVICES (PTY) LTD	2002/031323/07
BID COMMERCIAL PRODUCTS (PROPRIETARY) LIMITED	2001/019914/07
BID CORPORATE SERVICES (PTY) LTD	1988/006984/07
BID CORPORATION (PROPRIETARY) LIMITED	1995/008615/07
BID DIGITAL PRINTING SYSTEMS (PTY) LTD	1997/000606/07
BID FINANCIAL SERVICES (PTY) LTD	1994/000298/07
BID FOOD SERVICES DIVISION (PROPRIETARY) LIMITED	2001/019894/07
BID INDUSTRIAL HOLDINGS (PTY) LTD	1990/003829/07
BID INFORMATION EXCHANGE (PROPRIETARY) LIMITED	1997/022333/07
BID PROPERTY HOLDINGS (PTY) LTD	1992/003243/07
BID SERVICES DIVISION (PROPRIETARY) LIMITED	2001/019861/07

Name	Registration No.
BIDAIR SERVICES (PTY) LTD	1988/002125/07
BIDBAKE TECHNICAL (PTY) LTD	2002/012688/07
BIDBEE LTD	2003/018861/06
BIDEXPRESS (PTY) LIMITED	1997/018201/07
BIDFREIGHT (PROPRIETARY) LIMITED	1971/000757/07
BIDFREIGHT INTERMODAL (PROPRIETARY) LIMITED	1999/000652/07
BIDFREIGHT LOGISTICS (PROPRIETARY) LIMITED	1999/001080/07
BIDFREIGHT MANAGEMENT SERVICES (PROPRIETARY) LIMITED	1999/012440/07
BIDFREIGHT PORT OPERATIONS (PROPRIETARY) LIMITED	1999/000091/07
BIDFREIGHT TERMINALS (PTY) LIMITED	1999/000644/07
BID-IT (PTY) LTD	1984/009168/07
BIDOFFICE (PTY) LIMITED	1993/003107/07
BIDOFFICE CORPORATE FURNITURE (PTY) LTD	1999/008154/07
BIDPAC (PTY) LIMITED	1988/006084/07
BIDSERV (PTY) LTD	1993/007657/07
BIDSERV INTEGRATED SERVICE SOLUTIONS (PTY) LTD	1999/001612/07
BIDSERV SPORT (PTY) LTD	1999/003719/07
BIDSHELF 01 (PTY) LTD	1998/011561/07
BIDSHELF 05 (PTY) LTD	1965/007298/07
BIDSHELF 07 (PTY) LTD	1951/001078/07
BIDSHELF 11 (PTY) LTD	1973/003308/07
BIDSHELF 12 (PTY) LTD	1970/016316/07
BIDSHELF 14 (PTY) LTD	1995/010310/07
BIDSHELF 15 (PTY) LTD	1966/006663/07
BIDSHELF 16 (PTY) LTD	1972/003298/07
BIDSHELF 17 (PTY) LTD	1964/002095/07
BIDSHELF 18 (PTY) LTD	1996/011553/07
BIDSHELF 20 (PTY) LTD	1970/003214/07
BIDSHELF 22 (PTY) LTD	1940/014033/07
BIDSHELF 23 (PTY) LTD	1946/021671/07
BIDSUB (PROPRIETARY) LIMITED	1987/004361/07
BIDSURE CONSULTANTS (PROPRIETARY) LIMITED	2001/028388/07
BIDVEST (CISKEI) (PROPRIETARY) LIMITED	1990/092016/07
BIDVEST NETWORK SOLUTIONS (PTY) LTD	1995/008898/07
BIDVESTCO LIMITED	1966/011512/06
BLOCH & LEVITAN (PROPRIETARY) LIMITED	1930/002775/07
BLUE MARINE FROZEN FOODS (PROPRIETARY) LIMITED	1999/004243/07
BLUFF MECHANICAL APPLIANCE (PROPRIETARY) LIMITED	1999/000506/07
BONANZA HOLDINGS (PTY) LIMITED	1978/002943/07
BOSNANDI LAUNDRY (PTY) LTD	1998/003070/07
BOSTON LAUNDRY AND DRY CLEANERS (PTY) LIMITED	1971/010292/07
BUDGET DESKS AND CHAIRS (PTY) LTD	1985/002319/07
BUFFALO EXECUTAPE (PTY) LTD	1998/022667/07
BUFFALO TAPES (PTY) LTD	1975/002274/07
BURCHMORE'S CAR AUCTIONS LIMITED	1970/009532/06
BUSINESS FORMS PROPERTIES (PTY) LTD	1953/000140/07
C.C.W. CATERING SUPPLIES (PTY) LTD	1998/005155/07
CAM-ERA SURVEILLANCE (PTY) LTD	1998/022698/07
CAPE CONTAINER TERMINAL LEASING (PTY) LTD	1992/004794/07

Name	Registration No.
CAPE TOWN BULK STORAGE (PROPRIETARY) LIMITED	1964/005330/07
CARLFRI INVESTMENTS (PTY) LTD	1992/000800/07
CATER PLUS (PROPRIETARY) LIMITED	1993/004227/07
CATERING APPLIANCES AND REFRIGERATION SERVICES (PTY) LTD	1997/005753/07
CATERSALES (PTY) LIMITED	1993/003086/07
CECIL NURSE (PTY) LIMITED	1990/001345/07
CECIL NURSE OFFICE CENTRE (PTY) LIMITED	1997/006848/07
CENTON PROPERTIES (PTY) LTD	1969/005703/07
CENTRAL OFFICE FURNISHERS (PTY) LTD	1997/006609/07
CHIPKINS BAKERY SUPPLIES (PTY) LTD	1993/003106/07
CHIPKINS CATERING SUPPLIES (PROPRIETARY) LIMITED	1993/003084/07
CLOCKWORK CLOTHING (PTY) LTD	1989/091768/07
CLOCKWORK GARMENTS (PROPRIETARY) LIMITED	1997/014883/07
CLOWS MOTORS (PTY) LTD	1980/009676/07
COMBINED FOODS (PTY) LIMITED	1993/004374/07
COMPREHENSIVE PROCUREMENT SOLUTIONS (PTY) LTD	1979/002453/07
CONCORDE TRAVEL (PTY) LTD	1999/005902/07
CONNEX TRAVEL (PTY) LTD	1988/000023/07
CONNEX TRAVEL HOLDINGS (PTY) LTD	1999/005687/07
CONTINENTAL SPICE WORKS (PROPRIETARY) LIMITED	1990/003355/07
CONTRACT OFFICE PRODUCTS (PTY) LTD	1997/013242/07
COSREN SHIPPING AGENCY (PROPRIETARY) LIMITED	1919/005869/07
CROUSLEY BUILDINGS (PROPRIETARY) LIMITED	1950/037843/07
CROWN FOODS GROUP (PTY) LTD	1972/007857/07
CROWN NATIONAL (PROPRIETARY) LIMITED	1963/001736/07
D AND R LOWE CATERING SUPPLIES (PTY) LIMITED	1979/004142/07
DATA ENERGY HOLDINGS (PROPRIETARY) LIMITED	1994/001983/07
DAUPHIN OFFICE SEATING S.A. (PTY) LIMITED	1981/002277/07
DENIS LOWEN (PROPRIETARY) LIMITED	1968/004493/07
DINATLA PROPERTY SERVICES (PTY) LTD	1999/003953/07
DITULO OFFICE (PROPRIETARY) LIMITED	2001/022317/07
DIVINE FOODS (PROPRIETARY) LIMITED	2002/027848/07
DURBAN COAL TERMINAL COMPANY LIMITED	1982/003063/06
DURBAN LIQUID STORAGE (PROPRIETARY) LIMITED	1951/001039/07
EASY DRIVE (PTY) LTD	1990/092121/07
EBONY TRAVEL (PROPRIETARY) LIMITED	1972/003404/07
EKSKLUSIEWE TUINE (PTY) LTD	2002/028249/07
ELECTRONIC TRADING SYSTEMS (PROPRIETARY) LIMITED	1994/008387/07
ELROSE FARM (PROPRIETARY) LIMITED	1970/001455/07
EMAIL CONNECTION (PROPRIETARY) LIMITED	2000/026802/07
ENSIMBINI TERMINALS (PROPRIETARY) LIMITED	1996/009922/07
EVERYDAY FOODS (PROPRIETARY) LIMITED	2004/009702/07
EXECU-CLEAN (PTY) LIMITED	1997/013104/07
EXECUFLORA (PTY) LTD	1999/001577/07
EXPRESS AIR SERVICES (PTY) LTD	2003/000229/07
EXPRESSED SOLUTIONS (PTY) LTD	1996/017714/07
EXPRESSIT (PTY) LTD	1992/000162/07
EYETHU PROPERTY SERVICES (PTY) LTD	1998/022672/07

Name	Registration No.
EYETHU PROPERTY SERVICES WESTERN CAPE (PTY) LTD	2000/010153/07
FEDERAL BUSINESS COMMUNICATIONS (PROPRIETARY) LIMITED	1970/001772/07
FINPREF (PTY) LTD	1991/003378/07
FIRE INVESTMENTS (PROPRIETARY) LIMITED	1993/004159/07
FIRST EDITION (PTY) LTD	1967/012765/07
FIRST FOOD DISTRIBUTORS (PTY) LIMITED	1997/005052/07
FIRST GARMENT RENTAL (PTY) LTD	1996/011023/07
FLUENT INVESTMENTS (PROPRIETARY) LIMITED	1993/004117/07
FORMATT SIMPLIFORM (PTY) LTD	1997/000711/07
FORSDICK MOTORS LIMITED	1950/036222/06
FORSDICK MOTORS TRANSVAAL (PTY) LTD	1959/002256/07
FREIGHTBULK (PROPRIETARY) LIMITED	1998/022731/07
FREIGHTLINER TRUCK CENTRE (PTY) LTD	1969/003564/07
G. FOX PROPERTIES (PTY) LIMITED	1947/025741/07
G.E. HUDSON (PTY) LTD	1986/000329/07
GALA STATIONERY (PTY) LTD	1928/001197/07
GAME DYNAMICS (PROPRIETARY) LIMITED	1998/009091/07
GAZ MOTOR CORPORATION SOUTHERN AFRICA (PTY) LTD	1972/002784/07
GIANT WORKWEAR (PTY) LTD	1972/007130/07
GLOBAL MUSIC INSTRUMENTS (PTY) LTD	1980/005584/07
GLOBAL PAYMENT TECHNOLOGIES CASH SYSTEMS (PTY) LTD	1998/006737/07
GLOBE STATIONERY MANUFACTURING COMPANY (PTY) LTD	1972/009725/07
GOLD CREST FOODS (PROPRIETARY) LIMITED	1983/012261/07
HAPPY HOMES (PTY) LTD	1990/060194/07
HARVEY WORLD TRAVEL SOUTHERN AFRICA (PTY) LTD	1981/001738/07
HARVEY WORLD TRAVEL SOUTHERN AFRICA PROPERTIES (PTY) LTD	2002/031821/07
HENRY C STEPHENS (PTY) LTD	1941/014515/07
HI SPEED CARRIERS (PROPRIETARY) LIMITED	2000/011833/07
HITRANS (PROPRIETARY) LIMITED	1968/004557/07
HLWEKISA PROPERTY SERVICES (PTY) LTD	1999/004237/07
HORTORS STATIONERY (PTY) LTD	1982/009670/07
HOTEL AMENITIES SUPPLIERS (PTY) LTD	1997/010301/07
HOTELTEMP (PTY) LTD	1999/012958/07
IBHAYI PROPERTY SERVICES (PTY) LTD	1999/004165/07
IC PLANT HIRE AND LOGISTICS (PTY) LTD	1998/010452/07
I-FUSION CORPORATE (PROPRIETARY) LIMITED	1997/008893/07
I-FUSION HOLDINGS LIMITED	1983/013542/06
I-FUSION NETWORKS JOHANNESBURG (PROPRIETARY) LIMITED	1991/005756/07
I-FUSION SYSTEMS INTEGRATION (PROPRIETARY) LIMITED	1995/008274/07
I-FUSION WESTERN CAPE (PROPRIETARY) LIMITED	1994/010436/07
ILANGA COPIERS (PTY) LTD	2002/015210/07
IMONTI CLEANING SERVICES (PTY) LTD	1999/001605/07
IMPERIAL MCCARTHY (PTY) LTD	1973/007877/07
IMPOTEK MIDRANGE SOLUTIONS (PTY) LTD	1987/003218/07
INDLOVU PROPERTY SERVICES (PTY) LTD	2002/012176/07
INGENICO SA (PROPRIETARY) LIMITED	1997/015335/07
INGULULE PROPERTY SERVICES (PTY) LTD	1997/020679/07
INTERNATIONAL BAKERY INGREDIENTS (PROPRIETARY) LIMITED	2004/009856/07

Name	Registration No.
INTERNATIONAL PAYMENT SYSTEMS (PTY) LTD	1999/010958/07
INTERNATIONAL SYSTEMS (1998) (PTY) LIMITED	1997/008232/07
ISLAND VIEW MANAGEMENT SERVICES (PTY) LIMITED	1955/001173/07
ISLAND VIEW STORAGE LIMITED	1952/000715/06
JAPANESE SHIPS SUPPLIERS (PROPRIETARY) LIMITED	1939/013231/07
JIKELELE HYGIENE (PTY) LTD	1993/006619/07
JLB INVESTMENTS (PROPRIETARY) LIMITED	1982/004153/07
JONROD MANUFACTURING (PTY) LTD	1972/000871/07
KHAYA-KWAZI (PTY) LTD	1964/020801/07
KING-PAC MATERIALS (PTY) LTD	1996/016879/07
KMG SERVICE SCHEME (PTY) LTD	1968/011296/07
KOLOK (PTY) LIMITED	1997/010970/07
KOLOK AFRICA (PTY) LTD	1997/010940/07
KROST OFFICE FURNITURE (PTY) LIMITED	1997/016846/07
KSM MILLING COMPANY (NATAL) LIMITED	1936/008973/06
KUNENE MOTOR HOLDINGS LIMITED	1966/002676/06
KUYASA STATIONERS (PTY) LTD	1998/014925/07
KWAZI-VILLA (PTY) LTD	1966/008177/07
LA CHEF MANUFACTURING (PTY) LTD	1997/005841/07
LANGA STATUS PROPERTY SERVICES (PTY) LTD	1999/013596/07
LISTING DIRECT (PROPRIETARY) LIMITED	1998/000099/07
LITHOTECH AFRIC MAIL CAPE (PTY) LTD	1947/027578/07
LITHOTECH AFRIC MAIL JOHANNESBURG (PTY) LTD	1993/000387/07
LITHOTECH AFRIC MAIL PINETOWN (PTY) LTD	1939/012294/07
LITHOTECH COMMUNICATIONS (PTY) LTD	1997/013494/07
LITHOTECH CONSULTING (PTY) LTD	1998/005117/07
LITHOTECH CORPORATE (PTY) LTD	1997/021321/07
LITHOTECH GROUP SERVICES (PTY) LTD	1995/008405/07
LITHOTECH HOLDINGS LIMITED	1969/015643/06
LITHOTECH LABELS (PTY) LTD	1996/006146/07
LITHOTECH LISTING AND LOGISTICS (PTY) LTD	1994/000110/07
LITHOTECH MAILING SERVICES (PTY) LTD	1966/018046/07
LITHOTECH MANUFACTURING CAPE (PTY) LTD	1968/015674/07
LITHOTECH MANUFACTURING EPPING (PTY) LTD	2002/004307/07
LITHOTECH MANUFACTURING JOHANNESBURG (PTY) LTD	1971/002971/07
LITHOTECH MANUFACTURING PINETOWN (PTY) LTD	1996/004895/07
LITHOTECH MANUFACTURING SPARTAN (PTY) LTD	1997/010897/07
LITHOTECH PRINT (PTY) LTD	1997/016618/07
LITHOTECH SALES BLOEMFONTEIN (PTY) LTD	2001/015435/07
LITHOTECH SALES CAPE (PTY) LTD	1996/005833/07
LITHOTECH SALES EAST LONDON (PTY) LTD	1996/005893/07
LITHOTECH SALES JOHANNESBURG (PTY) LTD	1997/000612/07
LITHOTECH SALES KWAZULU NATAL (PTY) LTD	1996/000760/07
LITHOTECH SALES PORT ELIZABETH (PTY) LTD	1994/005225/07
LITHOTECH SALES PRETORIA (PTY) LTD	1993/002836/07
LITHOTECH SALES SPARTAN (PTY) LTD	1997/016617/07
LOGANS CIGARETTES (PTY) LIMITED	1998/019725/07
LOU'S WHOLESALERS (PTY) LIMITED	1993/002522/07
LUFIL PACKAGING (PROPRIETARY) LIMITED	2000/020528/07

Name	Registration No.
LUSITANIA SEA PRODUCTS (OFS) (PTY) LTD	1967/010909/07
LUXAVIA (PTY) LTD	1971/001169/07
M & M QUALITY CHOICE (PROPRIETARY) LIMITED	1999/019914/07
MAGNIS RAND (PTY) LTD	1969/003650/07
MAGNUM SHIELD SECURITY SERVICES (PTY) LTD	1998/022683/07
MANICA AFRICA (PROPRIETARY) LIMITED	1975/001457/07
MANICA HOLDINGS LIMITED	1970/008164/06
MARATHON BUILDING COMPANY HOLDINGS (PROPRIETARY) LIMITED	1968/004135/07
MARJO HOLDINGS (PTY) LTD	1997/005807/07
MARKWELL AFRICA (PROPRIETARY) LIMITED	1966/007896/07
MASTER COINS (PTY) LTD	2000/010104/07
MASTER CURRENCY (PTY) LTD	1970/013423/07
MASTERGUARD FABRIC PROTECTION AFRICA (PTY) LTD	1994/003613/07
MASTERGUARD SECURITY SYSTEMS (PTY) LTD T/A CES	2001/019863/07
MATLAFATSO STATIONERY SUPPLIERS (PTY) LTD	1996/010236/07
MAYDON WHARF FIFTEEN LEASING (PTY) LTD	1991/007414/07
MAYDON WHARF FIVE LEASING (PTY) LTD	1991/003152/07
MCCARTHY ASSURANCE BROKERS (PTY) LTD	1967/000378/07
MCCARTHY AUCTIONEERS (PTY) LTD	1955/001680/07
MCCARTHY CALL-A-CAR (PTY) LTD	1987/000242/07
MCCARTHY CAR BAR (CAPE) (PTY) LTD	1965/005921/07
MCCARTHY CAR BAR (NATAL) PTY LTD	1963/003927/07
MCCARTHY CAR BAR (TRANSVAAL) (PTY) LTD	1965/008716/07
MCCARTHY CAR BAR LIMITED	1948/028892/06
MCCARTHY COMMERCIAL VEHICLES (PTY) LTD	1958/003083/07
MCCARTHY DAEMOT LIMITED	1972/006054/06
MCCARTHY DISTRIBUTORS (PTY) LTD	1969/013595/07
MCCARTHY DM (PTY) LTD	1968/000807/07
MCCARTHY ENGINEERING (PTY) LTD	1975/003502/07
MCCARTHY EXPORTS (PTY) LTD	1968/015180/07
MCCARTHY FLEET SERVICES (PTY) LTD	1949/033555/07
MCCARTHY INVESTMENTS (RICHARDS BAY) LIMITED	1968/011504/06
MCCARTHY INVESTMENTS LIMITED	1963/005502/06
McCARTHY LIMITED	1991/003245/06
MCCARTHY LRV (PTY) LTD	1964/000873/07
MCCARTHY MB LIMITED	1916/000389/06
MCCARTHY MOTOR ENTERPRISES LIMITED	1971/006087/06
MCCARTHY MOTOR HOLDINGS LIMITED	1971/006115/06
MCCARTHY MOTORS (PRETORIA) LIMITED	1947/026986/06
MCCARTHY MOTORS CAPE LIMITED	1967/004333/06
MCCARTHY MOTORS NORTH WEST (PTY) LTD	1987/070335/07
MCCARTHY NSN (PTY) LTD	1972/008451/07
MCCARTHY ON-LINE (PTY) LTD	1956/001072/07
MCCARTHY PINETOWN (PTY) LTD	1969/007492/07
MCCARTHY PROPERTY HOLDINGS LIMITED	1936/008853/06
MCCARTHY SAMCOR LIMITED	1937/009075/06
MCCARTHY TOYOTA (CAPE) LIMITED	1924/002680/06
MCCARTHY TOYOTA (GAUTENG) (PTY) LTD	1966/010938/07

Name	Registration No.
MCCARTHY TOYOTA (KWAZULU NATAL) (PTY) LTD	1967/011311/07
MCCARTHY TOYOTA LIMITED	1969/004999/06
MCCARTHY TOYOTA PRETORIA (PTY) LTD	1965/008246/07
MCCARTHY TOYOTA TRUCKS (PTY) LTD	1971/004509/07
MCCARTHY TRUCK CENTRE (CAPE) LIMITED	1951/001188/06
MCCARTHY TRUCK CENTRE HOLDINGS LIMITED	1965/008505/06
MCCARTHY UNDERWRITING AGENCY (PTY) LTD	1974/000324/07
MCCARTHY VOLKSWAGEN CAPE (PTY) LTD	1995/005697/07
MCCARTHY VOLKSWAGEN GAUTENG LIMITED	1971/005195/06
MCCARTHY VOLKSWAGEN KWAZULU NATAL (PTY) LTD	1971/003269/07
MCCARTHY VOLKSWAGEN LIMITED	1969/013597/06
MCLIFE ASSURANCE COMPANY LIMITED	1997/019460/06
MCPROP DEVELOPMENTS (PTY) LTD	2001/015472/07
MCPROP PROPERTIES (PTY) LTD	1992/002368/07
MCSURE LIMITED	1997/019461/06
MCY MANAGEMENT SERVICES (PROPRIETARY) LIMITED	1967/008853/07
MELISIZWA PROPERTY SERVICES (PTY) LTD	2000/018454/07
MILLWEED PROPERTIES (PROPRIETARY) LIMITED	1971/013584/07
MINOLCO (PROPRIETARY) LIMITED	1997/010942/07
MOCOBE PROPERTIES (PTY) LTD	1985/001552/07
MODERN PACKAGING (BENONI) (PTY) LIMITED	1997/015414/07
MODIRI DEVELOPMENTS (PROPRIETARY) LIMITED	2001/017079/07
MODUS PROPERTIES (PROPRIETARY) LIMITED	1983/003281/07
MYEXPRESS CO. (PTY) LTD	1999/000571/07
MYMARKETDOT COM (PROPRIETARY) LIMITED	2000/014777/07
NATIONAL SPICE WORKS (PROPRIETARY) LIMITED	1973/000594/07
NCP YEAST (PROPRIETARY) LIMITED	1997/004285/07
NELPACK (PTY) LIMITED	1997/013485/07
NEWSHELF 732 (PROPRIETARY) LIMITED	2003/018913/07
NOMTSALANE PROPERTY SERVICES (PTY) LTD	1999/004238/07
NUCLEAR CORPORATE FURNITURE (PROPRIETARY) LIMITED	1997/006578/07
NUGDUR INVESTMENTS (PTY) LTD	1974/003582/07
OCEANAIR FREIGHT (PROPRIETARY) LIMITED	1965/000747/07
OFFICESHELF (PTY) LTD	1996/003428/07
OFFURN CLEARANCE HOUSE (PTY) LIMITED	1990/003088/07
OLYMPIC MOTORS LIMITED	1962/004303/06
OUTSPAN PROPERTIES (PROPRIETARY) LIMITED	1981/006703/07
P & I ASSOCIATES (PROPRIETARY) LIMITED	1999/000985/07
PAGO DESIGNS (PTY) LIMITED	1990/005586/07
PALESA GARDEN AND MAINTENANCE SERVICES (PTY) LTD	2000/014759/07
PARAGON BUSINESS COMMUNICATIONS LIMITED	1995/007711/06
PATLEYS (PROPRIETARY) LIMITED	1971/006411/07
PENCIL PARK (PROPRIETARY) LIMITED	1995/006383/07
PHADIMO SERVICES (PTY) LTD	1996/000650/07
PHAKAMA PRINT (PROPRIETARY) LIMITED	1997/013106/07
PHEPHILE ELECTRONICS (PTY) LTD	2000/011762/07
PHEPHILE ELECTRONICS KWAZULU NATAL (PTY) LTD	2002/027931/07
PHEPHILE ELECTRONICS WESTERN CAPE (PTY) LTD	2002/028279/07
PIRIE APPLETON & CO. AFRICA (PTY) LTD	1947/026426/07

Name	Registration No.
PRESTIGE CLEANING SERVICES (PTY) LIMITED	1993/003085/07
PRESTIGE OVERALL HIRE (PTY) LTD	1979/001111/07
PRESTIGE TRAVEL S.A. (PTY) LTD	2002/028028/07
PRIMEINVEST 5 (PROPRIETARY) LIMITED	1993/000675/07
PRODUCT PROTECTION SERVICES (PTY) LTD	2003/002101/07
PROMO SACHETS (PTY) LTD	2001/008766/07
PROVICOM ELECTRONICS (PTY) LTD	1999/003721/07
PUREAU FRESH WATER COMPANY (PTY) LTD	1998/018288/07
QMS CONSULTING (PROPRIETARY) LIMITED	1997/014882/07
RADRIS INVESTMENTS (PROPRIETARY) LIMITED	1960/000556/07
RAM FASTENERS (PROPRIETARY) LIMITED	1995/011687/07
REGENT PRO-SERVE CLEANING (PTY) LTD	1987/003569/07
RENBID 10 (PROPRIETARY) LIMITED	1970/000420/07
RENBID 7 (PROPRIETARY) LIMITED	196701350907
RENFREIGHT (PROPRIETARY) LIMITED	1997/015354/07
RENFREIGHT PROPERTIES (LOT 1890 RICHARDS BAY) (PROPRIETARY) LIMITED	1917/005405/07
RENNIE MURRAY AND COMPANY (PROPRIETARY) LIMITED	1999/000572/07
RENNIES BANK HOLDINGS LIMITED	2000/006449/06
RENNIES BANK LIMITED	2000/006478/06
RENNIES DISTRIBUTION SERVICES (PROPRIETARY) LIMITED	2003/001812/07
RENNIES FINANCIAL SERVICES (PTY) LTD	1999/020026/07
RENNIES GROUP HOLDINGS LIMITED	1974/004000/06
RENNIES GROUP LIMITED	1970/004644/06
RENNIES LEASEHOLD PROPERTIES (PROPRIETARY) LIMITED	1967/010587/07
RENNIES PROPERTIES (RICHARDS BAY STEVEDORES) (PROPRIETARY) LIMITED	1920/006529/07
RENNIES PROPERTY HOLDINGS (PROPRIETARY) LIMITED	1970/001501/07
RENNIES SHIPS AGENCY (PROPRIETARY) LIMITED	1999/012438/07
RENNIES TRAVEL (PTY) LTD	1999/020221/07
RFS CATERING SUPPLIES (PROPRIETARY) LIMITED	1996/004222/07
RICHARDS BAY BULK STORAGE (PROPRIETARY) LIMITED	1970/007028/07
RICHARDS BAY STEEL STEVEDORES (PROPRIETARY) LIMITED	1993/003245/07
ROCHESTER MIDLANDS INDUSTRIES SA (PTY) LTD	2001/009212/07
ROLCIA INVESTMENTS (PROPRIETARY) LIMITED	1972/007261/07
ROLL-A-PAK CONVERTERS (PTY) LIMITED	1997/008679/07
SAFCON (PROPRIETARY) LIMITED	1991/005215/07
SAFCOR FORWARDING (JOHANNESBURG) (PTY) LIMITED	1951/004204/07
SAFCOR FREIGHT (PROPRIETARY) LIMITED	1969/008086/07
SAFCOR FREIGHT PROJECTS (PROPRIETARY) LIMITED	1983/009295/07
SAFCOR HOUSE (PROPRIETARY) LIMITED	1951/002454/07
SAFCOR LOGISTICS (PTY) LTD	1997/012780/07
SAFCOR-HUTTON FORWARDING (PTY) LTD	1938/011853/07
SALDANHA LOGISTICS COMPANY (PROPRIETARY) LIMITED	1998/002591/07
SANITARY HYGIENE EQUIPMENT (PTY) LTD	1964/010073/07
SANLIC INTERNATIONAL (PROPRIETARY) LIMITED	1944/017219/07
SATO LABELLING SYSTEMS (PROPRIETARY) LIMITED	1968/013531/07
SEATING (PROPRIETARY) LIMITED	1988/006005/07
SEAWORLD FROZEN FOODS (PROPRIETARY) LIMITED	1964/002063/07
SETSEBI PROPERTY SERVICES (PTY) LTD	1992/004586/07

Name	Registration No.
SEWMAC (PROPRIETARY) LIMITED	1955/003375/07
SHENXISA TRAVEL (PROPRIETARY) LIMITED	2002/012095/07
SIKI FOX PROPERTIES (PROPRIETARY) LIMITED	1982/003037/07
SILVERAY FILES (PTY) LTD	1970/012998/07
SILVERAY MANUFACTURERS (PTY) LTD	1951/003544/07
SILVERAY PROPERTIES (PTY) LTD	1983/010621/07
SILVERAY STATIONERY (CAPE) (PTY) LTD	1979/001734/07
SILVERAY STATIONERY (NATAL) (PTY) LTD	1936/008263/07
SILVERAY STATIONERY (TRANSVAAL) (PTY) LTD	1963/004144/07
SILVERAY STATMARK COMPANY (PTY) LTD	1962/003497/07
SIXT CAR RENTAL (PTY) LTD	1970/008195/07
SOUTH AFRICAN BULK TERMINALS LIMITED	1994/004247/06
SOUTH AFRICAN CONTAINER DEPOTS (PROPREITARY) LIMITED	1999/000645/07
SOUTH AFRICAN CONTAINER STEVEDORES (PTY) LTD	2002/007788/07
SOUTH AFRICAN DIARIES (PROPRIETARY) LIMITED	1997/009397/07
SOUTH AFRICAN FREIGHT CORPORATION (PROPRIETARY) LIMITED	1961/001747/07
SOUTH AFRICAN STEVEDORES LIMITED	1972/000388/06
SPECIALISED PROPERTY SOLUTIONS (PTY) LTD	2002/011771/07
STATMARK (PROPRIETARY) LIMITED	1997/010971/07
STEINER HYGIENE (PTY) LIMITED	1969/005893/07
STEINER SERVICES (PTY) LTD	1973/016436/07
STEINER SERVICES CISKEI (PTY) LTD	1985/000512/07
STEINER TRADING (PTY) LTD	1964/007023/07
STRATEGIC CORPORATE SOLUTIONS (PTY) LTD	2000/004618/07
STRATEGIC FIELD FORCE (MOSSEL BAY) (PTY) LTD	1997/018048/07
TAEMANE CLEANING SERVICES (PTY) LTD	2002/011875/07
TAVIS PROPERTIES (PROPRIETARY) LIMITED	1974/003822/07
TENSION ENVELOPE (PTY) LTD	1982/003708/07
THABA STRATEGIC SERVICES (GAUTENG) (PTY) LTD	1999/019748/07
THABA STRATEGIC SERVICES EASTERN CAPE (PTY) LTD t/a G FOX & COMPANY	2002/031805/07
THABA STRATEGIC SERVICES KWA-ZULU NATAL (PTY) LTD	2003/000211/07
THABA STRATEGIC SERVICES WESTERN CAPE (PTY) LTD	2002/031500/07
THE BIDVEST GROUP LIMITED	1946/021180/06
THE CLEVER BOYS (PROPRIETARY) LIMITED	1998/020765/07
THE GLOBE FOUNDRY (PROPRIETARY) LIMITED	1947/027471/07
THE MAILHOUSE SUMARD SERVICES (PTY) LTD	1951/003374/07
THE STATIONERY CENTRE (PTY) LTD	1992/001665/07
THUBELIHLE PROPERTY SERVICES (PTY) LTD	1998/023927/07
TIGER WHEELS LIMITED	1970/011662/06
TI-STRAP (PROPRIETARY) LIMITED	1986/004589/07
TMS CORPORATE (PTY) LTD	2001/020704/07
TMS GROUP (PTY) LTD	2001/009213/07
TMS GROUP INDUSTRIAL SERVICES (PTY) LTD	1998/004008/07
TOP TURF GROUP (PTY) LTD	1970/001058/07
TOTAL MANPOWER SOLUTIONS (PTY) LTD	1999/002623/07
TOWELMASTER SERVICES (PROPRIETARY) LIMITED	1983/002688/07
TRADEWITH 31 AFRICA PROPRIETARY) LIMITED	1998/003093/07
TRAVEL CONNECTIONS (PTY) LTD	1966/012091/07

Name	Registration No.
TRI-MARK INDUSTRIES (PROPRIETARY) LIMITED	2004/009489/07
UBUHLE BE DAUPHIN OFFICE SEATING (PTY) LTD	2000/014763/07
UMOJA PROPERTY SOLUTIONS (PTY) LTD	2001/028444/07
UNIWORLD TRAVEL (PTY) LTD	2002/031108/07
UTHINGO MOTORS (PTY) LTD	1973/001425/07
UZIZO SUPPLIES (PTY) LTD	2002/028398/07
VERICON OUTSOURCING (PTY) LTD	1999/004893/07
VERISERV (PTY) LTD	2002/001742/07
VISUAL INFORMATION SYSTEMS (PTY) LTD	1996/001473/07
VISUALNET (PTY) LTD	1998/004449/07
VOLTEX (PROPRIETARY) LIMITED	1964/006740/07
VOLTEX DISTRIBUTORS (PROPRIETARY) LIMITED	1971/013588/07
VOLTEX HOLDINGS LTD	1981/006220/06
VOLTEX MANAGEMENT SERVICES (PROPRIETARY) LIMITED	1989/004448/07
VOLTEX PROPERTIES (PROPRIETARY) LIMITED	1986/002385/07
VOLTEX STEELPORT (PTY) LTD	2001/007694/07
VUKA CATERING SUPPLIERS (PROPRIETARY) LIMITED	1991/002797/07
VULCAN FOOD SERVICE EQUIPMENT (PROPRIETARY) LIMITED	1946/020462/07
VULCAN PRESIDENT (PROPRIETARY) LIMITED	1954/002040/07
WALTER A CHIPKIN (NATAL) (PTY) LIMITED	1967/003913/07
WALTER A. CHIPKIN (PROPRIETARY) LIMITED	1988/001916/07
WALTONS STATIONERY COMPANY (PTY) LTD	1927/000485/07
WESTMILL PROPERTIES (PTY) LTD	1980/002021/07
WHITEBORD (PTY) LTD	1997/007273/07
WIP INVESTMENTS ONE HUNDRED AND TWENTY NINE (PTY) LTD	1997/009028/07
WORLD TRAVEL (PTY) LTD	1971/008361/07
WORLD TRAVEL HOLDINGS (PTY) LTD	1975/000421/07
ZA-CARGO COMMUNITY SYSTEM (PROPRIETARY) LIMITED	1995/002633/07
ZA-CCS HOLDINGS (PTY) LTD	1996/004734/07
ZELPY 1736 (PTY) LTD	2002/031176/07
ZELPY 2547 (PTY) LTD	2004/015475/07
ZINHLE PRINTERS (PTY) LTD	1999/006926/07

PART A

CONTACT DETAILS SECTION 51 (1) (a)

POSTAL ADDRESS: P. O. Box 87274
Houghton
2041

STREET ADDRESS: Bidvest House
18 Crescent Drive
Melrose Arch
2196

PHONE NUMBER: +2711 772-8700

FAX NUMBER: +2711 772-8974

INFORMATION OFFICER: M.A. DAVID

EMAIL: margaret@bidvest.co.za

PART B

HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51 (1) (b)

In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (herein after referred to as the Act) the Human Rights Commission is required to prepare a user's guide. The guide is available from the South African Human Rights Commission. Please contact the Human Rights Commission for more information :

***The South African Human Rights Commission:
PAIA Unit***

The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

PART C

SECTION 51 (1) (D) – RECORDS KEPT IN TERMS OF OTHER LEGISLATION

Section 51 (1) (d) of the Act requires that a private body, provide a description of the records that are available in terms of other legislation. Various records are available in terms of legislation, this includes the following:

ACCOUNTING AND FINANCIAL RECORDS

Credit Agreements Act, No. 75 of 1980
National Credit Act, No 34 of 2005
Income Tax Act, No. 58 of 1962
Stamp Duties Act, No. 77 of 1968
Value Added Tax Act, No. 89 of 1991
Trade Marks Act, No 194 of 1993
Usury Act, No. 73 of 1968

HUMAN RESOURCE RECORDS

Basic Conditions of Employment Act, No. 3 of 1983
Employment Equity Act, No. 55 of 1998
Manpower Training Act, No. 56 of 1981
Skills Development Levies Act, No. 9 of 1999
Unemployment Insurance Act, No. 30 of 1966
Wages Act, No. 5 of 1957
Workmen's Compensation Act, No. 30 of 1941
Prevention of Organised Crimes Act, No. 121 of 1998
Copyright Act, No 98 of 1978 (regarding, amongst others, playing music in a public place)
Labour Relations Act 66 of 1995

COMPANY SECRETARIAL AND ADMINISTRATIVE RECORDS

Companies Act, No. 61 of 1973
Banks Act, No. 94 of 1990
Financial Intelligence Centre Act, No. 34 of 2001
Promotion of Access to Information Act, No 54 of 2002
Security Services Act, No 36 of 2004

SAFETY, SECURITY AND HEALTH RECORDS

Occupational Diseases Act, No 130 of 1993
Occupational Health and Safety Act, No 85 of 1993 and Regulations
Firearms Control Act, No 43 of 2003
Prevention and Combating of Corrupt Activities Act, No 12 of 2004
Compensation for Occupational Injuries and Diseases Act 130 of 1993

INFORMATION TECHNOLOGY RECORDS

Electronic Communications and Transactions Act, No 25 of 2002
Regulation of Interception and Provision of Communication Related Information Act, No 70 of 2002

ENVIRONMENTAL/ECOLOGY RECORDS

National Environmental Management Act, No. 107 of 1998

RESEARCH / DEVELOPMENT AND MARKETING RECORDS

Patents and Trademarks Act, No 57 of 1978

MARINE RECORDS

Admiralty Jurisdiction Regulation Act, No 105 of 1983
National Ports Authority Bill, 2002
Carriage of Goods by Sea Act, No 1 of 1986
Dumping at Sea Control Act, No 73 of 1980 and Regulations
Immigration Act, No 13 of 2002
Marine Pollution Act, No 6 of 1981 and Regulations
Marine Pollution (Intervention) Act, No 64 of 1987
Marine Pollution Act, No 2 of 1986 and regulations
Marine Traffic Act, No 2 of 1981 and Regulations
Marine Zones Act, No 15 of 1994 and Regulations
Merchant Shipping Act, No 57 of 1951 and Regulations
Sea Transport Documents Act, No 65 of 2000
Ship Registration Act, No 58 of 1998
South African Maritime Safety Authority Act, No 5 of 1998
Wreck and Salvage Act, No 94 of 1996

PART D

SECTION 51 (1) (E) – DESCRIPTION OF CATEGORIES OF RECORDS HELD

Section 51 (1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.

The Bidvest Group holds information on the subjects underlined and listed below. Reflected beneath each subject is a broad indication of the categories of records held on each subject:

ACCOUNTING AND FINANCE

Accounting (financial and management)	Estimates
Annual financial statements	Forecasts
Auditing	Forex
Audits	Loans
Banking	Project Finance
Bookkeeping	Reports
Budgets	Revenues
Capital expenditure	Shares
Costs	Stores
Creditors	Taxation
Credit Applications	Tenders
Debtors	Warrants

HUMAN RESOURCES

Career Path Assessment	Labour broker records
Employee Complements and strengths	Minutes of Meetings
Conditions of Employment	Personal Records
Employee development	Policies & Procedures
Employment equity	Reports
Housing – Loans and Assistance	Scholarships/bursaries
Industrial relations	Staff Associations
Job Applications and appointments	Trade Union agreements & correspondence

COMPANY SECRETARIAL AND ADMINISTRATION

Agreements and Contracts	Group Quarterly Reports
Annual Financial Statements	Joint Venture Companies Information
Annual General Shareholder's meetings	Legislation - various
Associated Companies' Information	Licences
Audit reports	Plans/drawings
Board Appointments	Memorandum and Articles of Association
Budgets	Minutes and Agendas
Capital Projects	Property Leases
Certificate of Incorporation	Property Registers
Certificate to Commence Business	Register of Directors and Officers
Circulars to share holders	Register of Trade Marks
Companies Act records	Shares Certificates
Corporate Identity	Share Registers
Correspondence – general	Signing Authorities
Directorate	Statutory Information
Directors Attendance Registers	Stock exchange listings
Directors board meetings minutes and	Subsidiary Companies information
Directors committee meetings minutes	Title Deeds – various
Company Announcements/SENS	Press Releases
Charities	Producer Relations
Community and Social Responsibility	Profiles
Corporate Responsibility	Public Relations
Committee Charters	Publications – In-House
Environmental Awareness	Shows, Presentations and videos
HIV / Aids	Social Responsibility
Photographic Library	Sponsorships

SAFETY, SECURITY AND HEALTH

Accident Investigations
Emergency Procedures
Legal Appointments
NOSA Information
Policy and Procedures
Registers
Ammunition and firearm registers
Case Dockets
Emergency Procedures
Incident Logs
Investigations
Police Reports
Polygraph Results

Reports
Safety Statistics
SHE Minutes of Meeting
SHE Records
SHE Training
Vessel Safety
Projects
Reports
Security Profiles
Surveillance Media
System Drawings
Training manuals & policies

INFORMATION TECHNOLOGY

Contracts – Various
Correspondence
Data maps
Databases
Disaster recovery plan
E-commerce
Internet policy
Intranet

Procedures and standards
Research
Security policies
System documentation
User liaison
Y2K documentation
Website

ENVIRONMENTAL/ECOLOGY

Buildings/property
Conservation
Correspondence
Environmental issues
ISO 14001
Minutes of meetings

Permits
Projects
Reports
Research
Transport
Registers

RESEARCH / DEVELOPMENT AND MARKETING

Feasibility Studies
Patents
Procedures
Projects
Advertisements
Publications

Product Sampling
Reports - Technology
Specifications
Technical documents and notes
Statistics

PART E

HOW TO MAKE A REQUEST

- The Bidvest Information Officer, acting under the supervision of the head of the private body, has been delegated with the task of receiving and co-ordinating all requests for access to information in terms of the Act.
- Requests should accordingly be directed to the Information Officer at the address referred to in Part A of this manual, must substantially correspond with form C of Annexure B to Government Notice No. R. 187 dated 15 February 2002 (a copy is attached to this Manual as Annexure 2), and should be specific in terms of what information is being requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the Bidvest Information Officer who will assist in identifying the information concerned.
- The requester must use the prescribed form (Annexure 2) to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address shown in part A. [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

FEES

Request Fee:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee of R 50. The requester may lodge an internal appeal on an application to the court against the tender or payment of the request fee [s 22 (3)(b)].

Deposit:

If the search for a record in respect of which a request for access by a requester, other than a personal requester, has been made; and the preparation of the record for disclosure (including any arrangements contemplated in section 29 (2) (a) and (b) (i) and (ii) (aa)), would, in the opinion of the head of the private body concerned, require more than the hours prescribed for this purpose for requesters, the head must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

A requester may lodge an application with a court against the tender or payment of a deposit.

If a deposit has been paid in respect of a request for access which is refused, the head of the private body concerned must repay the deposit to the requester. The head of the private body will 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 [s 22 (1)]. Refer to Annexure 1_[D1] for more information on the fees payable.

Access Fees:

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 the prescribed hours to search and prepare the record for disclosure [s 22 (6)]. Refer to Annexure 1 for more information on the fees payable.

General:

The head of a private body may withhold a record until the requester concerned has paid the applicable fees (if any).

PART F

NOTIFICATION OF DECISIONS AND WHAT TO DO WHEN REQUESTS ARE REFUSED

The information officer will notify you of his/her decision as soon as possible and by no later than within 30 days after the request has been received or after the particulars required in terms of section 53 (2) have been received or such extended period as permitted by the Act.

The information Officer may refuse to grant a requestor access to information on certain grounds.

If access is refused, a requester may lodge an application with a court against the refusal of the request. The notification will provide you with guidance on the procedure (including the period) for lodging the application.

PART G

AVAILABILITY OF THE MANUAL

The manual is available for inspection at the Company Head Office at the address referred to in Part A, the South African Human Rights Commission and the Company web site www.bidvest.co.za

FEES IN RESPECT OF PRIVATE BODIES

NB: Please note VAT must be added to all fees prescribed in terms of the regulations.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof Held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00

- (e)
 - (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
 - (ii) For a copy of an audio record 30,00
- (f) To search for an prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity Number:

Postal Address:

Telephone Number: _____ Fax Number: _____

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

- 1. Description of record or relevant part of the record:**
- 2. Reference number, if available:**
- 3. Any further particulars of record**

E. Fees

- (a) A request for access to a record, other than a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
-------------	-----------------------------------

Mark the appropriate box with an X.
NOTES:
 (a) Compliance with your request in the specified form may depend on the form in which the record is available.
 (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
 (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is written or printed form:			
	Copy of record *		Inspection of record
2. If record consists of visual images:			
	View the images		Copy of the images* Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcript of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	Printed copy of record*		Printed copy of information derived from the record* Copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<u>YES</u> <u>NO</u>

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE