
Registration Number: 2004/098824/23

JFS TRAILER SERVICES CC

MANUAL

In terms of Section 51 of

The Promotion of Access to Information

ACT 2 OF 2000

(hereinafter referred to as “the Act”)

(Completed: 15 December 2011)

INDEX

- 1. Introduction to the Company**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Statutory Records**
- 5. Access to Records and Availability**
- 6. Form of Request**
- 7. Prescribed Fees**

1. **INTRODUCTION**

The Company conducts business as a trailer repair company by providing a service to the road transport and heavy duty trailer industry. The company is an Afrit approved service provider since 2005; therefore provide a six month warranty structure on repairs.

2. **COMPANY CONTACT DETAILS**

Persons designated/ duly authorised persons:

Members: Mr. JF Snyman (Owner)

Office Manager Mrs. CF Aburrow

Postal Address: P O Box 872
New Germany
3620

Street Address: 90 Escom Road
Unit 2, Dura Industrial Park
New Germany
3610

Telephone Number: +27 31 705 4151

Facsimile Number: +27 31 705 6487

E-mail: trailerservices@absamail.co.za

Website: www.trailerserviceskzn.co.za

3. THE ACT

3.1

The ACT grants a requester access to records of the COMPANY, 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.

3.3

Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which contains information for the purpose of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27 11 484 8300
Fax Number: +27 11 484 0582
Website: www.sahrc.org.za

4. APPLICABLE STATUTORY RECORDS

No	Ref	Act
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 69 of 1984	Close Corporations Act
3	No 61 of 1973	Companies Act
4	No 130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
5	No 55 of 1998	Employment Equity Act
6	No 95 of 1967	Income Tax Act
7	No 66 of 1995	Labour Relations Act
8	No 89 of 1991	Value Added Tax Act
9	No 85 of 1993	Occupational Health & Safety Act
10	No 9 of 1999	Skills Development Levies Act
11	No 97 of 1998	Skills Development Act
12	No 2 of 2000	Promotion of Access to Information Act
13	No 63 of 2001	Unemployment Insurance Act
14	No 4 of 2002	Unemployment Contributions Act

5. ACCESS TO RECORDS AND AVAILABILITY

Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

NOT APPLICABLE

Records that are held at JFS Trailer Service's office.

1. Personnel Records

1.1 As provided by employees.

1.2 Conditions of employment and employee related contractual records

1.3 Remuneration records

2. Records relating to Debtors

3. Records relating to JFS Trailer Services CC

3.1 Financial

3.2 Internal Correspondence

3.3 Statistical

3.4 Statutory records as listed in paragraph 4.

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

6.2 Address your request to the Company Secretary.

6.3 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;

(iii) 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.

7. PRESCRIBED FEES

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>.