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Section 51 Manual for “FineBushPeople.co.za”

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

Introduction to “FineBushPeople.co.za”

The Fijnbosch Farme Trust is a registered trading trust. The trust seeks to promote and conserve fynbos and the environment sustainably – the primary vehicle for this being the finebushpeople.co.za website that sells protea seeds to enthusiasts around the globe. The IT support of the website runs its own business building websites and supporting the IT needs of the SMEs in the Western Cape using Open Source software. This section of the business trades as FineBushPeople.net and as HoneyBadger.net.

1) Contact Details

[Section 51(1)(a)]

NAME OF BUSINESS

FineBushPeople.co.za

CONTACT PERSON

The Compliance Office

PHYSICAL ADDRESS

35 Lake Road
Norfolk Park
Cape Town
7945

POSTAL ADDRESS

35 Lake Road
Norfolk Park
Cape Town
7945

TELEPHONE

(021) 701 8231

FAX

(021) 701 3338

WEBSITE

<http://FineBushPeople.co.za/> and <http://FineBushPeople.net/> and <http://HoneyBadger.net/>

E-MAIL

charles@fineBushPeople.net

2) The section 10 Guide on how to use the Act

[Section 51(1)(b)]

The Guide is available from the South African Human Rights Commission. Please direct queries to:

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

3) Records Available in terms of any other legislation

[Section 51(1)(d)]

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Promotion of Access to Information Act No. 2 of 2000
- Skills development Levies Act No. 9 of 1999
- Trademarks Act No. 194 of 1993
- Unemployment Insurance Act No. 30 of 1966
- Value – Added Tax Act No. 89 of 1991

4) Access to the records held by FineBushPeople.co.za

[Sections 51(1)(c) and 51(1)(e)]

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

The Request Procedures

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

5) Other information as may be prescribed

[Section 51(1)(f)]

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

Availability of the material

[Section 51(3)]

The manual is available at our offices free of charge; and copies are available with the SAHRC, in the Gazette and on our website as listed above.