



PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL

ROSENHOF NURSERY (PTY) LTD

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (the Act). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, whether such information is required by someone to protect his/her rights.

OVERVIEW

Rosenhof Nursery (Pty) Ltd is a fruit tree nursery that make fruit trees on bulk order, mainly for agricultural clients.

Our contact details are as follows:

Company registration no:	2004 /005103/07
Name of contact person:	Martinus van Staden
Physical address:	Nuweland Farm Vos Street Ceres 6835
Postal address:	PO Box 411 Ceres 6835
Office hours:	Monday . Friday: 8am . 5pm
Telephone:	023 316 1355
Fax:	023 312 3574
E-mail:	accounts@rosenhofnursery.co.za

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an an access application being made in terms of the Act.

AVAILABILITY OF THIS MANUAL

A copy of this Manual is available -

- At our office : Nuweland Farm, Vos Street, Ceres, 6835
- On request from our Information Officer
- From the South African Human Rights Commission (SAHRC) . details below

This Manual will be updated from time to time, as and when required.

OUR INFORMATION OFFICER

Our Information Officer is:

Martinus van Staden

Designation: Financial manager

Tel nr: 023 316 1355

Alternative tel nr: 083 8717 567

E-mail: accounts@rosenhofnursery.co.za

HOW TO REQUEST ACCESS TO RECORDS HELD BY ROSENHOF NURSERY (PTY) LTD

Requests for access to records held by *Rosenhof Nursery (Pty) Ltd* must be made on the request forms that are available from our office, or from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law, and can change from time to time. The fee list is attached to this document.
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice (www.justice.gov.za) under [RAIA](#) and [forms](#).
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- If the Requester is acting on behalf of someone else (e.g. an attorney acting on behalf of a client), the signature of the other person (i.e. the client) as the one who is authorised the request to be made, has to be on the form and we have the right to check with the client that s/he did indeed authorise such request.
- The Requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.
- If the record is part of another record, the Requester will only be access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act. One can, for example, not access another person's confidential information, or trade- or commercial secrets of a business.

An answer on a request for information must be made within 30 days of the request, and if not granted and the requester is not satisfied s/he can approach the courts within 30 days.

HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

More information on how the Act works and all other information can be obtained from the SAHRC at:

Private Bag X2700

Houghton

2041

Tel: 011 877 3600

Braampark Forum 3

33 Hoofd Street

Braamfontein

There are also provincial SAHRC offices in all nine provinces.

VOLUNTARY DISCLOSURE

The following information is made known automatically: terms and conditions of sale forms and blank order forms at Nuweland Farm, Vos Street, Ceres, 6835 and persons do not have to request such information.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

The Companies Act 71 of 2008; Income Tax Act 58 of 1962; Value Added Tax Act 89 of 1991; Labour Relations Act 66 of 1995; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005; etc.

RECORDS HELD BY ROSENHOF NURSERY (PTY) LTD

We hold records in the following categories. **The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.**

Internal records relating to our business, which includes our company's founding and other documents, minutes and policies; annual and other reports; financial records; operational records, policies and procedures; contracts; licences, trade marks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; etc.

Personnel records, which includes records relating to temporary employees, fixed term employees, part-time employees, permanent employees, contractors, directors, executive directors, non-executive directors. It includes personal files and similar records, records a third parties have provided to us about their personnel; employment contracts, conditions of employment; workplace policies; disciplinary records; termination records; minutes of staff meetings; performance management records and systems and all employment-related records and correspondence.

Supplier and service provider records, which includes supplier; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contacts.

Technical- and professional information and records, which includes manuals; logs; electronic and cached information; minutes, reports and documents.

Third party information, which may be in our possession but which would be subject to the conditions set in relation to such possession.

Environment and market information, which include information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors that affect the business environment.