

SECTION 51 MANUAL FOR

**CWT- AQUARIUS SHIPPING INTERNATIONAL (PTY) LIMITED
REGISTRATION NUMBER 2010/011814/07
("CWT-ASI")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000
("the Act")**

For

CWT-AQUARIUS SHIPPING INTERNATIONAL (PTY) LIMITED

INTRODUCTION

CWT-Aquarius Shipping International is a company with core interests Freight Forwarding and warehousing.

PART 1 – Contact details

Postal Address:

P.O. Box 1464
Honeydew
2040

Telephone: +27 (0) 11 594 1100
Fax: +27 (0) 86 636 0881
Website: www.cwtasi.com

Street Address:

Shop 1
2nd Floor
Northlands Corner
Cnr Newmarket and Witkoppen Road
Northriding
Randburg
Gauteng

PART 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protection any right in terms of this Act Enquiries should be directed to:

Post:

South African Human Rights Commission
Promotion of Access to Information Act Unit Research and Documentation Department
Private Bag 2700
Houghton 2041

Telephone: +27 (0) 11 484-8300

Fax: +27 (0) 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

PART 3 - Voluntary disclosure and automatic availability of certain records (Section 52(1))

The following categories of records are automatically available for inspection, purchase or photocopying.

- Circulars to shareholders
- Code of ethics

- Other literature intended for public viewing

PART 4 – Information available in terms of other legislation (Section 51(1)(d))

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991

PART 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

Company Secretarial:

- Registers
- Statutory Returns

Human Resources:

- Policies and Procedures
- Employment Equity Records
- Health and Safety Records

Immovable and Moveable Property :

- Title deeds of land owned by the Companies
- Office equipment leases

PART 6 – Availability of manual

The manual is available for inspection, by appointment only, at the office of CWT- Aquarius Shipping International (Pty) Limited free of charge, and on the CWT-Aquarius Shipping International (Pty) Limited website. Copies are also available with the SAHRC and in the Government Gazette.

PART 7 – Manner of access

If you wish to request access to any of the above categories of information, you are required to complete the request form.

The prescribed forms for requests to private bodies are available from:

- our information officer (whose contact details are in Part 2 of this manual);
- the SAHRC website (www.sahrc.org.za);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

PART 8 - Fees

- (a) A request for access to 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.*

ANNEXURE

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure —A|| of the Regulations.

The present charges are as follows:

- 1. Copies of a manual** - Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.
- 2. Reproduction fees** - Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure —A to the Regulations. 1 Section 52(3) and Regulation 1(1). 2 Section 54(7) and Regulation 11(3). 3 Section 54(1) and Regulation 11(2). 4 Annexure —A||, Part III, Item 4(1)(f). 5 Section 54(2).
- 3. Access fees** - Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure —A|| to the Regulations.
- 4. Other fees –**
 - 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
 - 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
 - 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
 - 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

PART III FEES IN RESPECT OF PRIVATE BODIES

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.

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
(iii)	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
(iii)	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 and 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.