

MANUAL for REEDS MOTOR GROUP (PTY) LTD
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000
(herein after referred to as the “Act”)

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1: Company & Contact Details

Name of Company

Reeds Motor Group (Pty) Ltd

Nature of Business

Retail Motor Company – Sale, service, maintenance of New & Used Vehicles and Parts

Executive Chairman / Director of Company

Mr. Ian Bell

Postal Address

PO Box 1082, Woodstock, 7915
7915

Street Address

Cnr Jack Craig & Oswald Pirow
Cape Town 8001

Telephone Number

(021) 443 5100

Telefax Number

(021) 443 5290

Email Address

ianb@reeds.co.za

Information Officer

Marie' Davis

Postal Address

PO box 1082, Woodstock,

Street Address

Cnr Jack Craig & Oswald Pirow
Cape Town 8001

Telephone Number

(021) 443 5100

Telefax Number

(021) 443 5290

Email Address

married@reeds.co.za

Part 2: Guide to the Manual and its Access

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the web site www.sahrc.org.za

Part 3: Records

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 in the Company's Head Office & Other Branches

The following is a list of records that are held within the company's Value Added Office and various branches:

1. Personnel Records
2. Records relating to Customers
3. Records relating to REEDS MOTOR GROUP (PTY) LTD
 - a. Memorandum of Association
 - b. Financial
 - c. Marketing
 - d. Product
 - e. Assets
4. Statutory Records - that at present include the following
 - a. Basic Conditions of Employment Act No. 75 of 1997
 - b. Companies Act No. 61 of 1973
 - c. Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
 - d. Employment Equity Act No. 55 of 1998
 - e. Income Tax Act No. 58 of 1962
 - f. Labour Relations Act No. 66 of 1995 as amended
 - g. Occupational Health and Safety Act No. 85 of 1993
 - h. Promotion of Access to Information Act No.2 of 2000
 - i. Skills Development Act No. 97 of 1998
 - j. Skills Development Levies Act No. 9 of 1999
 - k. Unemployment Insurance Act No. 36 of 2001
 - l. Value Added Tax Act No. 89 of 1991

Part 4: Information Request Procedure

To request a document in terms of the Act, the requester must use the prescribed form [Form C – available from Reeds Motor Group (Pty) Ltd Executive Chairman / Information Officer or the company website], accompanied by a certified copy of the requestors ID document. This must be submitted to the Executive Chairman of Reeds Motor Group (Pty) Ltd or the Information Officer of Reeds Motor Group (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of Reeds Motor Group (Pty) Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Reeds Motor Group (Pty) Ltd must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Reeds Motor Group (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Reeds Motor Group (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Reeds Motor Group (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the Executive Chairman / Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

Part 5: Manual Availability

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of www.reeds.co.za . Copies may also be obtained from the Information Officer of Reeds Motor Group (Pty) Ltd.

In respect of hard copies, any transmission costs/postage will be for the account of the requester.