

SOUTH-AFRICAN GRAIN INFORMATION SERVICE ("SAGIS")
Non-profit company (NPC)
Reg No. 1997/019186/06

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NO. 2 OF 2000**

	INDEX	PAGE
1.	Introduction	1
2.	Contact details	1
3.	Guide in terms of Section 10 of the Act	2
4.	Notice(s) in terms of Section 52(2) of the Act	2
5.	Information / documents available in accordance with other legislation	2
6.	Documents / Information held by SAGIS in terms of the Act	3
7.	Other information as may be prescribed	4
8.	Availability of the Manual	4

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from SAGIS as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact the General Manager, Mr Nico Hawkins, should he /she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from SAGIS.

The following words will bear the following meaning in this manual:-

"the Act" shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;

"the / this manual" shall mean this manual together with all annexures thereto as available at the offices of SAGIS from time to time;

"SAGIS" shall mean South African Grain Information Service, Reg No. 1997/019186/06, a non-profit company as defined in the Companies Act, 2008 which renders information services to the grain and oilseeds industries in the Republic of South Africa;

"SAHRC" shall mean the South African Human Rights Commission.

"Information Officer" The General Manager of SAGIS who has been appointed as the Information Officer SAGIS, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: South African Grain Information Service NPC

Appointed Information Officer: Bernard Schultz

Physical Address: Grain Building 2nd Floor
477 Witherite Road
The Willows
0041

Postal address: Postnet Suite 534
Private Bag X1
The Willows
0041

Telephone: (012) 941 2050
Facsimile: (012) 941 1926

E-mail: info@sagis.org.za

Website address: www.sagis.org.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

SAGIS keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Marketing of Agricultural Products Act, No 47 of 1996 (as amended from time to time) (Sections 13, 18 and 19)
- Income Tax Act, No 58 of 1962 (Section 75)
- Companies Act, No 61 of 1973
- Regional Services Councils Act, No.109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Section 97)
- Labour Relations Act, No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999

- Unemployment Insurance Act, No 63 of 2001
- Unemployment Contributions Act, No 4 of 2002
- Access to Information Act No 2 of 2000
- Short Term Insurance Act No 53 of 1998
- Long Term Insurance Act, No. 52 of 1998

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY SAGIS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

A. The following records are available without a person having to request access in terms of this Act in terms of section 52(2).

Website information – www.sagis.org.za

B. SAGIS holds information / documents listed below:

- 1. Human Resources**
Employment records and other related policies. Policies on staff recruitment and other staff related policies.
- 2. Administration records**
Details relating to the operational, commercial interests of SAGIS.
Registers and registration forms in terms of the relevant acts.
Minutes of meetings. Registers of directors and company officers.
Insurance Policies
- 3. Legal**
Commercial and other Contracts/Agreements
Documents relating to litigation process.
Other legal documents
- 4. Accounting records**
Financial statements, clients- and suppliers invoices and statements.
Bank statements, journals, ledgers. Clients and suppliers information.
Fixed asset register.
- 5. Operational records**
Global information in relation to commercial stock of grain and oilseeds as well as producer deliveries, import and export, distribution and processing of grain and oilseed commodities;
Client data base (Information of clients etc.)
- 6. Manual in terms of the access to information act no 2 of 2000**

C. Request Procedure:

1. It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by SAGIS is automatically available without a person having to request access in terms of and subject to the provisions of the Act.
2. The requester must use the prescribed form to make the request for access to a record. This request must be made to the General Manager at the address of the South African Grain Information Service NPC.
3. The requester must provide sufficient detail on the request form to enable the General Manager to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

4. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
5. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the General Manager of the South African Grain Information Service NPC.

D. Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The General Manager will notify the requester, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay is R57. The requester may lodge an application to the court against the payment of the request fee.
- After the General Manager has made a decision on the request, the requester will be notified in the required form.
- If the request is granted a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

7. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of SAGIS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SAGIS.
- 8.3 The manual can also be accessed on the websites of SAGIS (www.sagis.org.za).