

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, 2000 (“the Act”)**

**NEXTUBE (PTY) LTD  
Reg No: 1973/001721/07**

**1. INTRODUCTION**

Nextube (Pty) Ltd is a Private Company.

**2. CONTACT DETAILS [section 51(1)(a)]**

Street Address  
9 Ampere Close,  
Kya Sand, 2163

Postal Address  
PO Box 334,  
Kya Sand, 2163

Tel: (011) 708 1659

Fax: (011) 708 2192

e-mail: [info@nextube.co.za](mailto:info@nextube.co.za)

Website: [www.nextube.co.za](http://www.nextube.co.za)

Information officer: TR Button

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT [section 51(1)(b)]**

A guide on how to exercise the rights set out in this Act may be obtained from the Human Rights Commission, in all official languages.

Queries should be directed to the Commission at:  
Private Bag 2700, Houghton, 2041

Telephone: (011) 484-8300 Fax: (011) 484-0582

e-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

website: [www.sahrc.org.za](http://www.sahrc.org.za)

**4. RECORDS HELD BY A PRIVATE BODY [section 51(1)(c)]**

The following information is readily available without specific request:

1. Product price list
2. Product catalogue

The information that is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedures prescribed in section 18 of the Act, on the prescribed form. Copies of the prescribed form (Form C) and a list of the relevant charges are available below. They are also published in the Government Gazette and available from the Human Rights Commission.

Readers should note that the inclusion of any subject or category of records should not be taken as an indication that the records in question will be made available on request. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

The following Acts apply to the Company:

- 4.1. Basic Conditions of Employment Act No. 75 of 1997  
To give effect to the right to fair labour practices referred to in section 23(1) of the Constitution by establishing and making provision for the regulation of basic conditions of employment; and thereby to comply with the obligations of the Republic as a member state of the International Labour Organization; and to provide for matters connected therewith.
- 4.2. Companies Act No. 61 of 1973,  
To consolidate and amend the Law relating to companies; and to provide for matters incidental thereto.
- 4.3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993,  
To provide for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases; and to provide for matters connected therewith.
- 4.4. Employment Equity Act No. 55 of 1998,  
To provide for employment equity; and to provide for matters incidental thereto.
- 4.5. Income Tax Act No. 95 of 1967,  
NOTE: Further amendments promulgated, relevant provisions refer to certain entities and provide for the payment of a portion of the normal tax payable by certain companies into provincial revenue funds; to provide for the basis of calculation of any tax levied by a Provincial Council on the incomes of persons other than companies; to provide for the repayment to the taxpayers concerned of certain portions of the normal tax paid by the taxpayers; to amend the Income Tax Act, 1962. so as to increase the rate of non-resident shareholders tax, to impose a non-residents tax on interest and to amend the Law relating to income Tax; to amend Section 2 of the

Income Tax Act, 1966, so as to provide that certain sums shall not be payable into provincial revenue funds.

- 4.6. Labour Relations Act No. 66 of 1995,  
To amend and repeal certain laws relating to labour relations; and to provide for incidental matters.
- 4.7. Occupational Health & Safety Act No. 85 of 1993,  
To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
- 4.8. Regional Services Councils Act No. 109 of 1985,  
NOTE: Act repealed in so far as it applies to KZN:  
To provide for the joint exercise and carrying out of powers and duties in relation to certain functions in certain areas by local bodies within such areas; and to that end to provide for the delimitation of regions; the establishment of regional services councils; and the constitution, functioning, functions, powers, duties, assets, rights, employees and financing of such councils; and to provide for matters connected therewith.
- 4.9. Skills Development Levies Act No. 9 of 1999,  
To provide for the imposition of a 1% skills development levy: and for matters connected therewith.
- 4.10. Unemployment Contributions Act No. 4 of 2002,  
To provide for the imposition and collection of contributions for the benefit of the Unemployment Insurance Fund, and to provide for matters connected therewith.
- 4.11. Value Added Tax Act No. 89 of 1991  
To provide for taxation in respect of the supply of goods and services and the importation of goods; to amend the Transfer Duty Act, 1949, so as to provide for an exemption; to amend the Stamp Duties Act, 1968, so as to provide for an exemption from stamp duty and to discontinue the levying of certain stamp duties; to repeal the Sales Tax Act, 1978; and to provide for matters connected therewith.

## **5. OTHER INFORMATION AS MAY BE PRESCRIBED [section 51(1)(f)]**

No other information is available currently in terms of this section.

## 6. AVAILABILITY OF THE MANUAL [section 51(3)]

The manual is also available for inspection at the office of the Company.

## 7. PRESCRIBED FEES FOR PRIVATE BODIES

7.1 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.

7.2 The fees for reproduction referred to in regulation 11(1) are as follows:

- |     |  |        |
|-----|--|--------|
| (a) | For every photocopy of an A4-size page or part thereof   | R1,10  |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0,75  |
| (c) | For a copy in a computer-readable form on:-  |        |
|     | (i) stiffy disc  | R7,50  |
|     | (ii) compact disc  | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof  | R40,00 |
|     | (ii) For a copy of visual images   | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof  | R20,00 |
|     | (ii) For a copy of an audio record   | R30,00 |

7.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

7.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

- |     |     |  |        |
|-----|-----|--|--------|
| (1) | (a) | For every photocopy of an A4-size page or part thereof   | R1,10  |
|     | (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0,75  |
|     | (c) | For a copy in a computer-readable form on:-  |        |
|     |     | (i) stiffy disc  | R7,50  |
|     |     | (ii) compact disc  | R70,00 |

- |     |      |   |        |
|-----|------|---|--------|
| (d) | (i)  | For a transcription of visual images, for an A4-size page or part thereof   | R40,00 |
|     | (ii) | For a copy of visual images   | R60,00 |
| (e) | (i)  | For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
|     | (ii) | For a copy of an audio record   | R30,00 |
- (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.

## 8. PRESCRIBED FORMS

### FORM A

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)) [Regulation 10]

#### A. Particulars of private body

The Head: ..... (Proprietary) Limited

#### B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.

- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Telephone number:

Fax number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

**1. Description of record or relevant part of the record:**

**2. Reference number, if available:**

**3. Any further particulars of record:**

**E. 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.

Reason for exemption from payment of fees:

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**F. FORM OF ACCESS TO RECORD**

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IF MADE

**9. DECLARATION**

We the undersigned herewith declare that the information contained in this manual is correct.

Signed at SANDTON this 30th day of September 2008.

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TR Button