



CAPE KAROO  
INTERNATIONAL

***CAPEKAROO INTERNATIONAL  
(PROPRIETARY) LIMITED***  
(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)  
(REGISTRATION NUMBER: 1998/011059/07)

**PAIA MANUAL**

*This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, (No 2 of 2000) hereinafter referred to as "the Act".*

## Table of Contents:

1.	Foreword	3
2.	Introduction	3
3.	Particulars in terms of the manual:	
3.1	Contact Details of Information Officer	4
3.2	Directors of CapeKaroo International (Proprietary) Limited	4
3.3	Section 10 guide on how to use The Act	4
4	Records and information held by the group of companies	5
5	Records available in terms of other legislation	6
6	Right of access to records of private bodies (Section 50)	7
7	Grounds for refusal of access to records	7
8	How to request records and/or information (Section 53)	7
9	Fees in respect of request for information	7
10	Consideration of Application	8
11	Refusal of Application	8
12	Payment of Fees	8
Annexure:		
Table A: Schedule of Records in terms of Section: 51 (1) (d) and (e)		
Form B: Request for Access to records of Private Body		



## 1. **FOREWORD**

The Promotion of Access to Information Act (no 2 of 2000) has been formulated to ensure a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information as entrenched in the constitution.

A copy of the Act may be downloaded from:

**[www.polity.org.za/html/govdocs/legislation/2000](http://www.polity.org.za/html/govdocs/legislation/2000)**

The Act establishes voluntary and mandatory procedures to give effect to a person's constitutional right to information in a manner which enables persons to obtain records of public and private bodies swiftly, inexpensively and effortlessly.

The CapeKaroo International group of companies constantly endeavour to ensure that their reporting and disclosure to stakeholders is relevant, clear and effective.

This manual is compiled in compliance with section 51 of the Act and will assist a person in requesting information from CapeKaroo International (Proprietary) Limited or any of its subsidiaries.

Applicants may contact the information officer, should they need any further assistance in the use of this manual and/or requesting information.

## 2. **INTRODUCTION**

This manual pertains to CapeKaroo International (Proprietary) Limited and its subsidiaries incorporated in the Republic of South Africa and provides the procedure to be followed in requesting information. Information must be requested to exercise or protect rights.

CapeKaroo International (Proprietary) Limited's South African subsidiaries are as follows:

- **Reptile Trading (Proprietary) Limited**  
(Registration number: 2001/001224/07);

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This manual contains categories of information the group of companies possess and the correct procedure to follow should anyone require access to any of this information.

A copy of this manual is available on **www.capekarooint.com** website (see website particulars below).

### **3. PARTICULARS IN TERMS OF THE MANUAL**

#### **3.1 Contact Details of Information Officer:**

HENDRIK FRANCOIS DE WET

**Telephone Number:**

+27 44 606 4400

**Fax Number:**

+27 44 697 7055

**Physical Address:**

12 Mkuzi Street, Mossel Bay,  
Western Cape Province  
6500

**Postal Address:**

P.O. Box 2629, Mossel Bay,  
Western Cape Province  
6500

**E-mail:** fdewet@capekarooint.com

**Website Address:** www.capekarooint.com

#### **3.2 Directors of CapeKaroo International (Proprietary) Limited:**

Hendrik Francois De Wet

Hendrik Gideon Bosman

Johannes Hermanus Delport

Hans Maartin Luther Gildenhuys

Petrus Johannes Hopkins

Christo Marthinus Meyer

Johannes Petrus Schoeman

Johannes Hendrikus Terblanche

Johan Pieter Van Der Westhuizen

#### **3.3 The Section 10 guide on how to use The Act:**

Description of Section 10 guide.



A guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. It is available in all official languages.

The guide is available from the Human Rights Commissions' website at: [www.sahrc.org.za](http://www.sahrc.org.za).

Please direct queries to:

**The South African Human Rights Commission (SAHRC)**

**PAIA Unit – The Research and Documentation Department**

**Postal Address:** Private Bag 2700, Houghton, 2041

**Physical Address:** Forum 3, 33 Hoofd Street, Braamfontein

**Telephone:** +27 11 877 3600

**Fax:** +27 11 403 0625

**Website:** [www.sahr.org.za](http://www.sahr.org.za)

**E-mail:** PAIA@sahrc.org.za

**4. RECORDS AND INFORMATION HELD BY THE GROUP OF COMPANIES**

The information held by the group of companies includes information and records held in terms of other legislation [section 51(1)(d)(e)]. Some of the documents are listed in Table A attached hereto. No description of documents that are freely available was lodged in terms of section 52 of the Act with the Minister.

The group of companies holds two categories of documents and information:

- A: Information freely available at payment of a prescribed fee;
- B: Information that can only be obtained by a formal application and payment of the prescribed fee.

In some instances the records are only available to shareholders. Some records are destroyed from time to time. It is advisable, but not compulsory, to enquire from the Information Officer, whether a specific record is freely available, prior to lodging a formal application.

## 5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation, if and where applicable:

- Agricultural Products Standards Act, No. 119 of 1990;
- Arbitration Act, No. 42 of 1965;
- Basic Conditions of Employment Act, No. 75 of 1997;
- Broad-Based Black Economic Empowerment Act of 2003;
- Close Corporations Act, No. 69 of 1984;
- Companies Act, No. 71 of 2008;
- Compensation for Occupational Injuries and Health Diseases Act, No. 130 of 1993;
- Consumer Protection Act, No. 68 of 2008;
- Copyright Act, No. 98 of 1978;
- Customs and Excise Act, No. 91 of 1964;
- Electronic Communications and Transactions Act, No. 25 of 2002;
- Employment Equity Act, No. 55 of 1998;
- Fertilizers, Farms Feeds, Agricultural Remedies Act, No. 36 of 1947;
- Foodstuffs, Cosmetics and Disinfectants Act, No. 54 of 1972;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 95 of 1967;
- Insolvency Act, No. 24 of 1936;
- Intellectual Property Laws Amendments Act, No. 38 of 1997;
- Labor Relations Act, No. 66 of 1995;
- National Credit Act, No. 34 of 2005;
- National Environmental Management Act, No. 107 of 1998;
- National Road Traffic Act, No. 93 of 1996;
- Occupational Health & Safety Act, No. 85 of 1993;
- Pension Funds Act, No. 24 of 1956;
- Prevention of Organised crime Act, No. 121 of 1998;
- Promotion of Access to Information Act, No. 2 of 2000;
- Protection of Personal Information Act, No. 4 of 2013;
- Sectional Titles Act, No. 95 of 1986;
- Short Term Insurance Act, No. 53 of 1998;
- Skills Development Levies Act, No. 9 of 1999;
- Skills Development Act, No. 97 of 1998;
- Trade Marks Act, No. 194 of 1993;
- Unemployment Contributions Act, No. 4 of 2002;
- Unemployment Insurance Act, No. 63 of 2001;
- Value Added Tax Act, No. 89 of 1991;
- Veterinary and Para-Veterinary Act, No. 19 of 1982.

## **6. RIGHT OF ACCESS TO RECORDS OF PRIVATE BODIES (SECTION 50)**

50(1): *A Requester must be given access to any record of a private body if:*

- (a) That record is required for the exercise or protection of any rights;*
- (b) That person complies with the procedural requirements in this act relating to the request of access to that record; and*
- (c) Access to that record is not refused in terms of any grounds for refusal contemplated in Chapter 4 of Part 3 of the Promotional Access to Information Act.*

## **7. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

The grounds for refusal of access to information of records are set out under Chapter 4 of the Promotion of Access to Information Act.

## **8. HOW TO REQUEST RECORDS AND/OR INFORMATION (SECTION 53)**

A request to access information of CapeKaroo International (Proprietary) Limited group of companies must be noted in the form attached to this manual, Form B. Form B is available on request from the Information Officer.

Form B must be completed thoroughly and returned to the Information Officer by e-mail or prepaid registered post.

**APPLICANTS MUST CLEARLY DESCRIBE THE RIGHT THEY WANT TO EXERCISE OR PROTECT IN THE APPLICATION FORM.**

## **9. FEES IN RESPECT OF REQUEST FOR INFORMATION**

**9.1** The fee for a copy of the manual as contemplated in Regulation 92C is R1-10 for every photocopy of an A4 size page or part thereof;

**9.2** The fees for reproduction referred to in Regulation 11(1) as follows:

- a) for every photocopy of a A4 size page of part thereof R 1-10
- b) every printed copy of a A4 size page or part thereof on a computer or electronic or machine-readable form R 0-75
- c) for a copy in a computer readable form on:
  - (i) compact disk 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

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- |    |       |   |        |
|----|-------|---|--------|
| e) | (i)   | for a transcription of an audio record for an A4 size page or part thereof  | R20-00 |
|    | (ii)  | for a copy on an audio record   | R30-00 |
|    | (iii) | the request fee payable by a requester other than a personal requester refer to in Regulation 11(2)   | R50-00 |
|    | (iv)  | the access fees payable by a requester referred to in Regulation 11(3) is as follows:   |        |
|    | a.    | for every photocopy of an A4 size page or part thereof  | R 1-10 |
|    | b.    | for every copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form                                | R 0-75 |
|    | c.    | for a copy in a computer readable form on:  |        |
|    |       | (i) contact disk  | R70-00 |
|    | d.    | (i) for the 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.    | (i) to search for and prepare the record for disclosure, for each hour or part of an hour reasonable required for such search and preparation | R30-00 |
|    |       | (ii) for purposes of Section 54(2) of the Act, the following applies:   |        |
|    |       | a. six hours as the hours to be exceeded for the deposit is payable;  |        |
|    |       | b. one third of an access fee is payable as a deposit by the requester  |        |
|    |       | c. The actual postage is payable when a copy of a record must be posted to a requester.   |        |

## 10. CONSIDERATION OF APPLICATION

The Information Officer will consider the application and within 30 days communicate with the Applicant regarding the fees payable.

If the application is granted the documentation will be supplied to the Applicant.

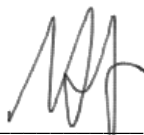
## 11. REFUSAL OF APPLICATION

If the application for information is refused the Information Officer will communicate the reasons for such refusal to the Applicant.

The Applicant can, within 30 days after the refusal of such application, bring an application to have the information officer's decision revised by a court with jurisdiction over the matter.

## 12. PAYMENT OF FEES

Payment of all fees must be made to the following bank account:

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Page | 8



Account name: Cape Karoo International (Pty) Ltd  
Bank: FNB  
Branch Code: 250 655  
Account Number: 6282 4919 255

Proof of payment must be faxed to the Information Officer.

**13. ANNEXURES**

**13.1** Table A: Schedule of Records in terms of Section: 51(1)(d) and (e)

**13.2** Form B: Request for Access to records of Private Body

**This PAIA - manual was adopted upon the date of signature thereof.**

Dated and signed at MOSSEL BAY on this 24<sup>th</sup> day of MAY 2021.

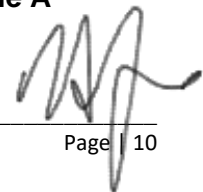


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HENDRIK FRANCOIS DE WET

**SCHEDULE OF RECORDS IN TERMS OF SECTION: 51(1)(d) AND (e)**

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC				
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE		
<b>COMPANY REGISTERS</b>	REGISTERS	Directors and Official	Act 71/08			X	@ Fee		
		Interest of Directors	Act 71/08			X	@ Fee		
		Shareholders	Act 71/08			Only Shareholders	@ Fee		
			Dividend	R2592 dd 25/11/83		X			
			Awards	Act 71/08			X	@ Fee	
			Assets	R2592 dd 25/11/83		X			
			Attendance (Directors and Managers)	Act 71/08			Only Shareholders	@ Fee	
			Bonds	R2592 dd 25/11/83		X			
		MINUTES	Shareholders	Act 71/08		X	Only Shareholders	@ Fee	
			Directors	Act 71/08		X			
			Managers	Act 71/08		X			
						Other		X	X

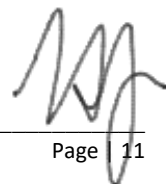
**Table A**

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SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC		
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
TAX	CERTIFICATES	IRP5	Chapter 11 Act 58/62		X		
		IB3	Chapter 11 Act 58/62		X		
	RETURNS	Returns	Chapter 11 Act 58/62		X		
		Payment Sheets	Chapter 11 Act 58/62		X		
ACCOUNTING	STATEMENTS	Debtors	Chapter 11 Act 58/62		X		
		Creditors	Chapter 11 Act 58/62		X		
		Hire-purchase	Chapter 11 Act 58/62		X		
		Stock	Chapter 11 Act 58/62		X		
		Yearend statements	R2582 dd 25/11/83		X		
	RECORDS	Ledger	Chapter 11 Act 58/62		X		
	DOCUMENTS	Receipts, Invoices, Debit & Credit note claims, Orders	Chapter 11 Act 58/62		X		
	OFFICE DOCUMENTS	Jobcards		X	X		
AUDIT	INTERNAL AUDIT	Reports		X	X		

Table A

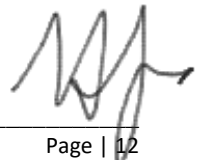
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SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC		
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
<b>GENERAL</b>	CORRESPONDENCE	Correspondence		X			
		Inspection	Sec. 18 Act 58/62		X		
<b>PERSONNEL</b>	PERSONNEL	Personal Details	Sec. 31 Act 58/62		X		
	WAGES	Wages	Sec. 31 Act 58/62		X		
	CONTRACTS	Contracts		X	X		
	COURSES	Courses		X	X		
<b>LICENCES</b>	VEHICLES	Vehicles	Chapter V Act 93/96		X		
	BUSINESS	Business	Local Regulations		X		
	CHEMICALS	Chemicals	Sec. 4 Act 15/73		X		
	EXPORT	Export Permit	Act 71/02		X		
<b>GENERAL</b>	GENERAL	Log Statements		X	X		
		Contracts		X	X		
		Tariff Lists		X	X		
		Way-Bill/SAWIS		X	X		
		ISO Documents		X	X		
		Quotations		X	X		
		Security		X	X		

**Table A**

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**FORM B**

**REQUEST FOR ACCESS TO RECORDS 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 Information Officer**

CapeKaroo International (Proprietary) Limited  
Hendrik Francois De Wet

**Telephone Number:**

+27 44 606 4400

**Fax Number:**

+27 44 697 7055

**Physical Address:**

12 Mkuzi Street, Mossel Bay,  
Western Cape Province  
6500

**Postal Address:**

P.O. Box 2629, Mossel Bay,  
Western Cape Province  
6500

**E-mail:** fdewet@capekarooint.com

**Website Address:** www.capekarooint.com

**B. Particulars of person requesting access to the records**

- (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: .....

Fax number: ..... Telephone 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: .....

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**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:

.....  
.....  
.....

**F. Form of access to record**

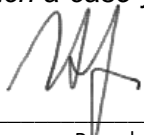
*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: ..... ..... .....	Form in which record is required: ..... ..... .....
--	--

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

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Page | 14

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1.</b>	<b>If the record is in written or printed form:</b>			
	Copy of record *		Inspection of record	
<b>2.</b>	<b>If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	View the images		copy of the images*	Transcription
<b>3.</b>	<b>If record consists of recorded words or information which can be reproduced in sound:</b>			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
<b>4.</b>	<b>If record is held on computer or in an electronic or machine-readable form:</b>			
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disk)
*	If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable</b>			YES NO

**G. Particulars or right to be exercised or protected**

*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.*

- Indicate which right is to be exercised or protected:  
.....  
.....  
.....
- Explain why the record requested is required for the exercise or protection of the aforementioned right.  
.....  
.....  
.....

**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 IS MADE

*Initial here* \_\_\_\_\_

