
PAIA MANUAL

TOLL INFRASTRUCTURE SERVICES (PTY) LTD

Reg: 2005/007525/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

REVISION CONTROL

Rev #	Reason for Revision	Revised Content
00	First Draft	

DOCUMENT MANAGEMENT

Rev.	Date	Author		Checked		Approved	
		LN BS	L Naicken B Scholtz	LN	L Naicken	LN	L Naicken
00	03/12/2015	LN BS	L Naicken B Scholtz	LN	L Naicken	LN	L Naicken
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1. INTRODUCTION

TOLL INFRASTRUCTURE SERVICES PTY LTD (Tollinfra) provides professional engineering, operational and financial consulting services to the road transportation sector. Tollinfra provides specialist project advisory services from concept to commissioning, throughout the project lifecycle in Road, Cross Border, Traffic Control and Weighbridge Infrastructure, Asset Management as well as Intelligent Transportation Systems (ITS) and Communications Infrastructure.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Directors: Mr JH Steenekamp (Chairman)
Mr D Naidoo
Mr JH Van Wyk
Mr J Rudman
Mrs L Naidoo Naicken

Office Manager/CEO: Mr JH van Wyk

Postal Address: P.O. Box 235, Groenkloof, 0027

Street Address: Lombardy Office Park, Corner of Cole and Graham Streets,
Shere, Pretoria

Telephone Number: +27 12 661 4173

Fax Number: 012 809 1880

Email: info@tollinfra.co.za

3. THE ACT (Section 51(1) (b))

3.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
14	No 46 of 2000	Engineering Professions
15	No 85 of 1983	Occupational Health and Safety Act
16	No 97 of 1998	Skills Development Act
17	No 9 of 1999	Skills Development Levies Act
18	No 4 of 2013	Protection of Personal Information Act

5. SCHEDULE OF RECORDS (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Company Profile	<ul style="list-style-type: none"> • Product and Services • Projects and Clients Methodology 	Freely available on web site www.tollinfra.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts • Minutes and Resolutions 	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information <ul style="list-style-type: none"> ○ Product Brochures ○ Business Development Plan • Company's Policies • Company's Legal Compliance 	Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za

6.2. Address your request to the Managing Director.

6.3. Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES (Section 51 (1) (f))

Herewith the Fee schedule.

The following applies to requests (other than personal requests):

- 7.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4. Records may be withheld until the fees have been paid.
- 7.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.