

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO. 2 OF 2000 (“*the Act*”)
FOR
TRANSIT FREIGHT FORWARDING (PTY) LTD**



INDEX TO MANUAL

1	INTRODUCTION	3
2	COMPANY OVERVIEW	4
3	CONTACT PARTICULARS	4
4	GUIDE IN TERMS OF SECTION 10 OF THE ACT	6
5	INFORMATION OR DOCUMENTS AVAILABLE I.T.O. OTHER LEGISLATION	7
6	RECORDS OR INFORMATION AUTOMATICALLY AVAILABLE TO THE PUBLIC	7
7	RECORDS HELD BY THE COMPANY WHICH ARE NOT AUTOMATICALLY AVAILABLE	8
8	PROCEDURE FOR OBTAINING ACCESS TO INFORMATION	9
9	PRESCRIBED FEES	10
10	GROUND FOR REFUSAL OF ACCESS TO RECORDS	11
11	AVAILABILITY OF THE MANUAL	12

1. INTRODUCTION:

- 1.1. The Act gives effect to Section 32 of the Constitution of the Republic of South Africa, which provides that everyone has the right to access information held by the State, as well as information held by another person (*or private body*) when such privately held information is required to exercise a right or to protect a right.
- 1.2. Section 50(1) of the Act stipulates that a requester (*an individual who requests information*) must be given access to any record of a private body, if:
 - 1.2.1. that record is required for the exercise or protection of any rights;
 - 1.2.2. that person complies with the procedural requirements in the Act relating to a request for access to that record; and
 - 1.2.3. that access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of the ACT.
- 1.3. This manual is compiled in accordance with the provisions of Section 51(1) of the Act, which stipulates that the manual must contain:
 - 1.3.1. the postal and street address, phone and fax number and, if available, electronic mail address of the head of the body;
 - 1.3.2. a description of the guide referred to in Section 10, if available, and how to obtain access to it;
 - 1.3.3. the latest notice in terms of Section 52(2), if any, regarding the categories of record of the body which are available without a person having to request access in terms of the Act;
 - 1.3.4. a description of the records of the body which are available in accordance with any other legislation;
 - 1.3.5. sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject; and
 - 1.3.6. such other information as may be prescribed.

2. COMPANY OVERVIEW:

Transit Freight Forwarding (Pty) Ltd conducts business as a freight facilitator in the FMCG logistics and warehousing sector. We undertake the contracted movement of all road and sea freight export shipments. We provide workable risk management solutions and do however selectively service other sectors as well. We incorporate the accountability for a seamless export/import service with all international consignment clearing requirements within the SADC and international ports. We were recently acquired by the Frontier Services Group, which makes us part of a growing global brand with global reach.

Further information relating to the company is available on the company's website at www.transitco.co.za.

3. CONTACT PARTICULARS:

COMPANY NAME: Transit Freight Forwarding (Pty) Ltd (*"the company"*).
REGISTRATION NUMBER: 2015/249817/07

Head Office: **Johannesburg, Gauteng Province, South Africa**

Physical Address: 150/151 Culverwell Park
Houtbaai Street
Elandshaven Extension 4
Germiston
Johannesburg

Telephone Number: +27 (0) 11 907 8808

E-mail: transit@transitco.co.za

Cape Town Branch: **Brackenfell, Cape Town, Western Cape Province, South Africa**

Physical Address: Unit 3 Kritz Park, Taurus Road
Brackenfell
Cape Town

Telephone Number: +27 (0) 21 981 4779

E-mail: allan@transitco.co.za

Musina Branch: **Musina, Limpopo Province, South Africa**

Physical Address: Office No 10 & 11, Gateway Truck Park
Beitbridge Border Post
Musina
Limpopo

Telephone Number: +27 (0) 15 530 0266

E-mail: margie@transitco.co.za

Zambia Branch: **Lusaka, Zambia**

Physical Address: Plot 411
Chilanga
Lusaka

Telephone Number: +260 966 860 703

E-mail: karen.russel@transitco.co.za

Zimbabwe Branch: **Harare, Zimbabwe**

Physical Address: 5 Arlington Estates
Robert Gabriel Mugabe International Airport
Harare

Telephone Number: +00 27 828 177 700

E-mail: fanuel@transitco.co.za

CHIEF EXECUTIVE OFFICER: Mr. Allan Tyler Eksteen

Telephone Number: 011 907 8808

E-mail: allan@transitco.co.za

DEPUTY INFORMATION OFFICER:	Mr. Neville Geoffrey Christiansen
Telephone Number:	011 907 8808
E-mail:	neville@transitco.co.za

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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.

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.

Any person wishing to exercise any right contemplated in the Act may obtain a copy of the information guide issued by the South African Human Rights Commission from:

The South African Human Rights Commissioner
PAIA Unit
The Research and Documentation Department

Head Office address: Braampark Forum 3

33 Hoofd Street

Braamfontein

Postal address: Private Bag 2700

Houghton

2041

Telephone: 011 877 3600

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

5. INFORMATION OR DOCUMENTS AVAILABLE IN TERMS OF OTHER LEGISLATION (*please note that the list is non exhaustive*)

Records are maintained in accordance with the following legislation:

No	Act Reference	Act Name
1	46 of 1988	Administrative Adjudication of Road Traffic Offences Act
2	75 of 1997	Basic Conditions of Employment Act
3	53 of 2003	Broad Based Black Empowerment Act
4	61 of 1973	Companies Act
5	130 of 1993	Compensation for Occupational Injuries and Diseases Act
6	25 of 2002	Electronic Communications and Transactions Act
7	55 of 1998	Employment Equity Act
8	37 of 2002	Financial Advisory and Intermediary Services Act
9	38 of 2001	Financial Intelligence Centre Act
10	15 of 1973	Hazardous Substances Act
11	95 of 1967	Income Tax Act
12	66 of 1995	Labour Relations Act
13	131 of 1993	Medical Schemes Act
14	34 of 2005	National Credit Act
15	93 of 1996	National Road Traffic Act
16	85 of 1993	Occupational Health and Safety Act
17	24 of 1956	Pension Fund Act
18	4 of 2013	Protection of Personal Information Act
19	2 of 2000	Promotion of Access to Information Act
20	74 of 1977	Road Transport Act
21	97 of 1998	Skills Development Act
22	9 of 1999	Skills Development Levies Act
23	28 of 2011	Tax Administration Act
24	63 of 2001	Unemployment Insurance Act
25	2 of 2002	Unemployment Insurance Contributions Act
26	89 of 1991	Value Added Tax Act

6. RECORDS OR INFORMATION AUTOMATICALLY AVAILABLE TO THE PUBLIC WITHOUT HAVING TO REQUEST THE INFORMATION IN TERMS OF THE ACT

6.1. Information made available on the company's website.

6.2. The Company's Employment Equity Plan

6.3. The Company's Skills Development Plan

7. RECORDS HELD BY THE COMPANY WHICH ARE NOT AUTOMATICALLY AVAILABLE WITHOUT A REQUEST IN TERMS OF THE ACT:

7.1. Records relating to the company:

- 7.1.1. Company statutes
- 7.1.2. Registers
- 7.1.3. Minutes of meetings
- 7.1.4. Statutory returns
- 7.1.5. Powers of Attorney
- 7.1.6. Share Certificates
- 7.1.7. Client database
- 7.1.8. Business plans

7.2. Human Resources Records:

- 7.2.1 Company policies and procedures
- 7.2.2 Personal records and information of present, past and prospective employees and directors of the company
- 7.2.3 Personnel files
- 7.2.4 Employment contracts
- 7.2.5 Forms and applications
- 7.2.6 Standard letters and notices
- 7.2.7 Workplace and Union agreements and records
- 7.2.8 Benefit arrangements, rules and records

7.3. Movable and immovable property:

- 7.3.1 Lease Agreements
- 7.3.2 Hire Purchase Agreements
- 7.3.3 Credit Sale Agreements

7.4. Finance:

- 7.4.1 Financial Statements
- 7.4.2 Reports and Returns
- 7.4.3 Banking Details and Bank Account Records
- 7.4.4 Debtors/Creditors Statements and Invoices

7.5. Operations:

- 7.5.1 Permits, Licenses, Consents, Approvals, Authorisations, Applications and Registrations
- 7.5.2 Policies and Procedures
- 7.5.3 Contractor, Client and Supplier Agreements with Information
- 7.5.4 Reports and Supporting Documents
- 7.5.5 Security Documents

7.6. Information technology:

- 7.6.1 Licensing Documentation
- 7.6.2 Project, Disaster Recovery and Implementation Plans
- 7.6.3 System Documentation and Manuals

7.7. Administration:

- 7.7.1 Correspondence with internal and external parties

7.8. Health and Safety:

- 7.8.1 Recorded work-related incidents
- 7.8.2 Policies and procedures

7.9. Insurance:

- 7.9.1 Policies
- 7.9.2 Insurance claim files

7.10. Client Records:

- 7.10.1 Clients' personal information
- 7.10.2 Any other information relating to clients.

8. PROCEDURE FOR OBTAINING ACCESS TO INFORMATION:

- 8.1. All requests shall be made on the prescribed form. The form may be requested from the company's Information Officer and is also available on the website of the South African Human Rights Commission at www.sahrc.org.za.
- 8.2. The prescribed form shall be submitted to the Information Officer at his office address or e-mail address.

- 8.3. The requester must provide sufficient details to enable the company to identify:
- 8.3.1 the records requested
 - 8.3.2 the requester (*and if an agent is lodging the request, proof of capacity*)
 - 8.3.3 the form of access required
 - 8.3.4 the postal address, e-mail address or fax number of the requester in South Africa
 - 8.3.5 if the requester wishes to be informed of the decision in any manner (in addition to being informed in writing), the manner and particulars thereof
 - 8.3.6 the right which the requester is seeking to protect with an explanation of the reason the record is required to exercise or protect the right.
- 8.4. Should any person request documents on behalf of another person the same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.5. The Information Officer of the company, as soon as reasonably possible and within 30 (THIRTY) days after the request has been received, shall decide whether or not to grant the request.
- 8.6. If the request is granted, the Information Officer will notify the requester of the fees in terms of Section 54 of the Act, applicable for the reproduction of the record/s and/or access fees, the reasonable time spent in preparing the documents and postal charges (if applicable).

9. **PRESCRIBED FEES**

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

- 9.1 A requestor is required to pay the prescribed fees before a request will be processed;
- 9.2 If the preparation of the record requested requires more than the prescribed hours, a deposit shall be paid (*of not more than one third of the access fee which would be payable if the request were granted*);

- 9.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 9.4 Records may be withheld until the fees have been paid.
- 9.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS:

- 10.1. The Act provides a number of grounds on which a request for access to information must be refused.
- 10.2. The Information Officer of the company may refuse access to records if:
 - 10.2.1. the record contains trade secrets of a third party;
 - 10.2.2. the record contains financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; or
 - 10.2.3. information supplied in confidence by a third party the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations or to prejudice that third party in commercial competition;
 - 10.2.4. the disclosure of the record would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement;
 - 10.2.5. its disclosure could reasonably be expected to endanger the life or physical safety of an individual;
 - 10.2.6. the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege;
 - 10.2.7. the record contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose the third party or a person that is or will be carrying out the research on behalf of the third party, or the subject matter of the research, to serious disadvantage; or

- 10.2.8. it is in terms of any other ground provided in the complete list of the grounds for refusal, which is contained in Chapter 4 of the Act.

11. AVAILABILITY OF THE MANUAL:

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at all the offices of Transit Freight Forwarding (Pty) Ltd, on the company's website and a copy may also be requested from the South African Human Rights Commission.

The Act, forms for requesting information and the fee structure prescribed under the Act are also available on the website of the Department of Justice and Correctional Service. (http://www.justice.gov.za/forms/form_paia.htm).
