

MEIHUIZEN FREIGHT (PTY) LTD
MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT

Meihuizen Freight (Pty) Ltd T/A
Meihuizen International

MANUAL

in terms of

The Promotion of Access to Information Act

Act 2 of 2000

(the "ACT")

December 2011

(Amended June 2021)

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1. INTRODUCTION

Meihuizen Freight (Pty) Ltd trading as Meihuizen International, was formed in 1984 and conducts business as a Clearing & Forwarding Agent, Ships Agent and Export Procurement Agent – Company Registration Number: 1983/007382/07

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

| | |
|----------------------------|--|
| Directors | Peter Meihuizen (Managing Director), Gerald Hagemann Mark Kilbride. |
| Chief Information Officer | Colleen Jooste |
| Email Address: | colleenj@meihuizen.co.za |
| Deputy Information Officer | Gerald Hagemann |
| Email Address: | geraldh@meihuizen.co.za |
| Postal Address: | P.O. Box 5492, Cape Town, 8000 |
| Street Address: | 6 th Floor, 5 St Georges, St Georges Mall, Cape Town, 8001 |
| Telephone Number: | 021 440 5400 |
| Fax Number: | 021 421 5563 |

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, 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.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

| | |
|-------------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | 011 877 3600 |
| Fax Number: | 011 403 0668 |
| Website: | www.sahrc.gov.za |

4. APPLICABLE LEGISLATION (*add or delete to table as required)

| No | Ref | Act |
|----|---------------|--|
| 1 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 2 | No 2 of 2000 | Promotion of Access of Information Act |
| 3 | No 68 of 2008 | Consumer Protection Act |
| 4 | No 4 of 2013 | Protection of Personal Information Act |

5. ACCESS TO RECORDS AND AVAILABILITY

Information that may be requested: Availability

Products/Service Information Freely available on website www.meihuizenint.com

Operational Information

Information required for the day to day running of Meihuizen International

- Address Lists
- Internal Telephone Lists
- Company Directives
- Company Policies
- Employee Records
- Employment Equity Plan
- Licenses
- Permits
- Client records
- Remuneration Records and Policies
- Marketing Strategies
- Sales Records

Communications

Correspondence between persons within Meihuizen International and external parties

Operational Information & Communications can only be requested if it is within the conditions of our POPIA Manual & Undertaking and the POPI Act No 4 of 2013

6. FORM OF REQUEST

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, or the website of INFORMATION REGULATOR SOUTH AFRICA (under regulations) at www.justice.gov.za. Also find form attached.

6.2 Address your request to the Information Officer

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, email address 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

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

7.1 A requestor is required to pay the prescribed fees 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;

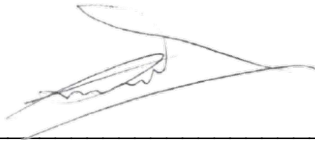
7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of INFORMATION REGULATOR SOUTH AFRICA (under regulations) at www.justice.gov.za

8. ACCESS TO MANUAL

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Meihuizen International. The manual is also published on Meihuizen International's website referred to above.

SIGNED AT CAPE TOWN BY PETER MEIHUIZEN ON THIS 30TH DAY OF JUNE 2021



**PETER MEIHUIZEN
MANAGING DIRECTOR**



**COLLEEN JOOSTE
CHIEF INFORMATION OFFICER**