



Registration No. 2012/048535/07  
130 Rabie Street  
Fountainbleau  
Randburg  
2194  
Tel: 011 792 1313  
Email: [info@geolander.co.za](mailto:info@geolander.co.za)

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**GEOLANDER CENTRE (PTY) LTD**  
**PAIA MANUAL**

**MANUAL PREPARED IN TERMS OF SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)**

**Contents**

|                                                                                    |           |
|------------------------------------------------------------------------------------|-----------|
| <b>INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT .....</b>               | <b>2</b>  |
| <b>DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10 .....</b>                        | <b>2</b>  |
| <b>RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION .....</b>                       | <b>2</b>  |
| <b>RECORDS AUTOMATICALLY AVAILABLE .....</b>                                       | <b>4</b>  |
| <b>SUBJECTS AND CATEGORIES OF RECORDS HELD BY GEOLANDER CENTRE (PTY) LTD .....</b> | <b>4</b>  |
| <b>PURPOSE OF PROCESSING OF PERSONAL INFORMATION .....</b>                         | <b>7</b>  |
| <b>DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION .....</b>               | <b>7</b>  |
| <b>PLANNED RECIPIENTS OF PERSONAL INFORMATION .....</b>                            | <b>8</b>  |
| <b>PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION .....</b>                    | <b>8</b>  |
| <b>SECURITY MEASURES TO PROTECT PERSONAL INFORMATION .....</b>                     | <b>8</b>  |
| <b>DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS .....</b>                            | <b>9</b>  |
| <b>AVAILABILITY OF THE MANUAL .....</b>                                            | <b>10</b> |
| <b>FEES IN RESPECT OF PRIVATE BODIES .....</b>                                     | <b>11</b> |
| <b>FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY .....</b>                  | <b>12</b> |
| <b>FORM E: AUTOMATICALLY AVAILABLE RECORDS .....</b>                               | <b>16</b> |

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.



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### INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

|                                                |                                                                |
|------------------------------------------------|----------------------------------------------------------------|
| Information Officer of Geolander Centre        | Charl Stanz                                                    |
| Street Address of Geolander Centre (PTY) Ltd:  | 130 Rabie Street Fontainebleau Randburg 2194                   |
| Tel. No of Geolander Centre (PTY) Ltd:         | +27 (0)11 792 1313                                             |
| E- Mail address of Geolander Centre (PTY) Ltd: | <a href="mailto:info@geolander.co.za">info@geolander.co.za</a> |
| E-mail address of the Information Officer:     | <a href="mailto:info@geolander.co.za">info@geolander.co.za</a> |

### DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10

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

The Guide is available for inspection at,

#### Information Regulator South Africa

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017  
General enquiries email: [info@justice.gov.za](mailto:info@justice.gov.za).

### RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are kept in accordance with other legislation as is applicable to Geolander Centre (PTY) Ltd, which includes but is not limited to the following:

- Atmospheric Pollution Prevention Act 45 of 1965.
- Basic Conditions of Employment Act No. 75 of 1997
- Bills of Exchange Act 34 of 1964
- Broad-based Black Economic Empowerment Act 53 of 2003
- Children's Act 38 of 2005;
- Companies Act No 71 of 2008 and Applicable Regulations
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Affairs (Unfair Business Practice) Act No. 71 of 1988
- Consumer Protection Act 68 of 2008
- Copyright Act No. 98 of 1978
- Customs and Excise Act, 55 of 1998;
- Debt Collector's Act No. 114 of 1998



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- Electronic Communications Act, No. 36 of 2005;
  - Electronic Communications and Transactions Act No 25 of 2002
  - Employment Equity Act. No. 55 of 1998
  - Firearms Control Act 60 of 2000
  - Harmful Business Practices Act No. 23 of 1999
  - Hazardous Substances Act 15 of 1973
  - Identification Act 68 of 1997
  - Immigration Act 13 of 2002
  - Income Tax Act No 58 of 1962
  - Insolvency Act No. 24 of 1936
  - Insurance Act No. 27 of 1943
  - Intellectual Property Laws Amendment Act No. 38 of 1997
  - Labour Relations Act No 66 of 1995
  - Long –Term Insurance Act No. 52 of 1998
  - Medical Schemes Act 131 of 1998;
  - Medicines and Related Substances Act 101 of 1965
  - National Health Act 61 of 2003
  - National Credit Act No. 34 of 2005
  - National Environmental Management Act 107 1998
  - National Water Act 36 of 1998.
  - Occupational Diseases in Mines and Works Act 78 of 1973
  - Occupational Health and Safety Act No. 85 of 1993
  - Pension Funds Act No 24 of 1956
  - Prevention and Combating of Corrupt Activities Act No 12 of 2004
  - Promotion of Access to Information Act No.2 of 2000
  - Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
  - Protected Disclosures Act No. 26 of 2000
  - Protection of Personal Information Act 4 of 2013
  - Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
  - Regulation of Interception of Communication and Provision of Communications Act, No.2 of 2000
  - Regulation of Interception of Communications and Provisions of Communication Related
  - Road Accident Fund Act 56 of 1996;
  - Information Act No. 70 of 2002
  - SA Reserve Bank Act No. 90 of 1989
  - Second-Hand Goods Act No. 6 of 2009
  - Securities Services Act No. 36 of 2004



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- Securities Transfer Tax Act 25 of 2007
- Skills Development Act 97 of 1998
- Skills Development Levies Act No 9 of 1999
- South African Reserve Bank Act No. 90 of 1989
- South African Schools Act of 1996
- Stock Exchanges Control Act No. 1 of 1985
- Supreme Court Act No. 59 of 1959
- Trade Marks Act 194 of 1993
- Trust Property Control Act No. 57 of 1988
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Insurance Contributions Act No 4 of 2002
- Value Added Tax Act No 89 of 1991

#### **RECORDS AUTOMATICALLY AVAILABLE**

No notice has been submitted by the company to the Minister of Justice and Constitutional Development regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the business is automatically available without having to request access in terms of PAIA.

#### **SUBJECTS AND CATEGORIES OF RECORDS HELD BY GEOLANDER CENTRE (PTY) LTD**

General information about Geolander Centre (PTY) Ltd can be accessed via the internet on [www.geolander.co.za](http://www.geolander.co.za), which is available to all persons who have access to the internet.

Geolander Centre (PTY) Ltd is well-established service centre specialising in all things Land Rover and Range rover. We offer turnkey solutions for all service and maintenance requirements.

The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act:

##### **1. COMPANIES ACT RECORDS**

- All trust deeds;
- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of meeting of the Board of Governors;
- Minutes of meeting of the Board of Trustees;
- Proxy forms
- Register of debenture-holders;



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- Research and development;
- Statutory registers and/or records and/or documents;
- Special resolutions/Resolutions passed at General and Class meetings.

Records relating to the appointment of:

- Auditors;
- Directors;
- Trustees;
- Board of Governors;
- Prescribed Officer;
- Public Officer; and
- Secretary;

## **2. FINANCIAL RECORDS**

- Accounting Records
- Annual Financial Reports;
- Annual Financial Statements
- Asset Registers;
- Bank Statements
- Banking details and bank accounts;
- Banking Records
- Debtors / Creditors statements and invoices;
- General ledgers and subsidiary ledgers;
- General reconciliation;
- Invoices;
- Paid Cheques
- Policies and procedures;
- Rental Agreements; and
- Tax Returns.

## **3. INCOME TAX RECORDS**

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation



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#### **4. PERSONNEL DOCUMENTS AND RECORDS**

- Accident books and records;
- Address Lists;
- Disciplinary Code and Records;
- Employee benefits arrangements rules and records;
- Employment Contracts;
- Employment Equity Plan
- Forms and Applications;
- Grievance Procedures;
- Leave Records;
- Medical Aid Records;
- Payroll reports/ Wage register;
- Pension Fund Records;
- Safety, Health and Environmental records;
- Salary Records;
- SETA records;
- Standard letters and notices;
- Training Manuals;
- Training Records;
- Workplace records/Agreements.

#### **5. PROCUREMENT DEPARTMENT**

- Standard Terms and Conditions for supply of services and products;
- Contractor, client and supplier agreements;
- Lists of suppliers, products, services and distribution; and
- Policies and Procedures.

#### **6. SALES DEPARTMENT**

- Customer details
- Credit application information
- Information and records provided by a third party

#### **7. MARKETING DEPARTMENT**

- Advertising and promotional material



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#### **8. Risk Management and Audit**

- Audit reports;
- Risk management frameworks; and
- Risk management plans.

#### **9. SAFETY, HEALTH AND ENVIRONMENT**

- Complete Safety, Health and Environment Risk Assessment
- Environmental Managements Plans
- Inquiries, inspections, examinations by environmental authorities

#### **10. IT DEPARTMENT**

- Computer / mobile device usage policy documentation;
- Disaster recovery plans;
- Hardware asset registers;
- Information security policies/standards/procedures;
- Information technology systems and user manuals
- Information usage policy documentation;
- Project implementation plans;
- Software licensing; and
- System documentation and manuals;
- Third Party/Operator License agreements and PI storage.

#### **PURPOSE OF PROCESSING OF PERSONAL INFORMATION**

- To support sales and marketing activities
- To support recruitment and management of staff
- To support engagement with suppliers
- To support engagement with the general public
- To support engagement with investors and the media
- For statutory reporting purposes

#### **DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION**

- Employees: record of employee life cycle
- Customers: record of customer life cycle
- Suppliers: record of supplier life cycle
- General public: tracking general enquiries and web site visits
- Investors: records as maintained by the Company Secretary
- Media: records of media interactions



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#### **PLANNED RECIPIENTS OF PERSONAL INFORMATION**

- Statutory authorities
- Law enforcement
- Tax authorities
- Financial institutions
- Medical schemes
- Employee pension and provident funds
- Industry bodies
- Third party/Operator to assist in statutory requirements.

#### **PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION**

- Flows to service providers/operators including cloud services
- Flows to business partners
- Flows through the use of social media

#### **SECURITY MEASURES TO PROTECT PERSONAL INFORMATION**

Geolander Centre (PTY) Ltd has implemented several security measures to protect personal information processed by Geolander Centre (PTY) Ltd as the Responsible Party in terms of the POPI Act, #4 of 2013:

- Physical security measures
- Cyber security measures
- Training on all aspects of PI security
- Policies in information security
- Internal audits of information security





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## DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

The requester must complete Form C and submit this form together with a request fee, to the head of Geolander Centre (PTY) Ltd. The form must be submitted to the head of Geolander Centre (PTY) Ltd at his address, fax number, or electronic mail address as stated earlier in this manual.

Form of request:

- The requester must use the prescribed form, as attached in terms of Article 8 of this manual, to make the request for access to a record. This must be made to the designated head. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the designated head to identify the record and the requester.
- The requester should indicate which form of access is required.
- The requester should indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the designated head of the private body [s 53(2)(f)].
- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- Every other requester, who is not a personal requester, must pay the required request fee.
- The designated head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is currently R50,00. The requester may lodge an application to the court against the tender or payment of the request fees 54(3)(b)].
- After the designated head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

Grounds for refusing a request

Geolander Centre (PTY) Ltd has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.



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## **AVAILABILITY OF THE MANUAL**

This manual is available for inspection at the office of Geolander Centre (PTY) Ltd free of charge;

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**Signature of Designated Head of the Private Body**

**Charl Stanz**

**Name of Designated Head of the Private Body**

**Date of signature: 01/07/2022**

**Publication date of this manual: 01/07/2022**

**Next revision date of this document: 01/07/2023**



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## FEES IN RESPECT OF PRIVATE BODIES

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated:

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002:

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.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
  - a. (a) For every photocopy of an A4-size page or part thereof R1,10
  - b. (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. (c) For a copy in a computer-readable form on - (i) stifty disc R 7, 50; (ii) compact disc R 70,00
  - d. (d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00, (ii) For a copy of visual images R 60,00
  - e. (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (ii) For a copy of an audio record R 30,00
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.
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 R 1,10;
    - b) For every printed copy of an A4-size page or part; thereof held on a computer or in electronic or machine-readable form R 0,75;
    - c) For a copy in a computer-readable form on - (i) stifty disc R 7,50; (ii) compact disc R 70,00
    - d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00; (ii) For a copy of visual images R 60,00
    - e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (ii) For a copy of an audio record R 30,00
    - 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.



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**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

In terms of 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 (name of body): \_\_\_\_\_

**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: \_\_\_\_\_

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: \_\_\_\_\_

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



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Mark the appropriate choice with an X.

**1. If the record is in written or printed form:**

- copy of record
- inspection of record

**2. If record consists of visual images**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

- view the images copy of the images
- transcription of the images

**3. If record consists of recorded words or information which can be reproduced in sound:**

- listen to the soundtrack (audio file)
- transcription of soundtrack (written or printed document)

**4. If record is held on computer or in an electronic or machine-readable form:**

- printed copy of record
- printed copy of information
- derived from the record
- copy in computer readable form
- (stiffy or compact disc)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.

- YES
- NO

---

**G. Particulars of 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.*

1. Indicate which right is to be exercised or protected: \_\_\_\_\_

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: \_\_\_\_\_

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



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*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 \_\_\_\_\_

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**SIGNATURE OF REQUESTER / PERSON ON WHOSE  
BEHALF REQUEST IS MADE**



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**FORM E: AUTOMATICALLY AVAILABLE RECORDS**

**FORM E**

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

(Section 52 of the Promotion of Access to Information Act, 2000  
 (Act 2 of 2000))  
 [Regulation 9A]

| DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 | MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b)) |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):</b>                                                                                      |                                                               |
| .....<br>.....<br>.....                                                                                                                     | .....<br>.....<br>.....                                       |
| <b>FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):</b>                                                                                     |                                                               |
| .....<br>.....<br>.....                                                                                                                     | .....<br>.....<br>.....                                       |
| <b>FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii):</b>                                                                                        |                                                               |
| .....<br>.....<br>.....                                                                                                                     | .....<br>.....<br>.....                                       |
| <b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):</b>                                                                          |                                                               |
| .....<br>.....<br>.....                                                                                                                     | .....<br>.....<br>.....                                       |