

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS OF INFORMATION ACT NO. 2 OF 2000 FOR:**

**IRVIN AND JOHNSON HOLDING COMPANY (PTY) LIMITED
("I&J")**

(and its subsidiaries)
(Registration number: 2004/013127/07)



INTRODUCTION:

I&J is involved in the procurement, processing and sale of seafood and seafood products. This manual has been prepared for the purposes of requesters who seek access to information in terms of the Promotion of Access Information to Information Act (“the Act”). The manual may be amended from time to time and as soon as the latest amendments thereto have been finalised the latest version of the manual shall be made available to the public. The requester is advised to contact the information officer whose details have been provided herein for assistance in regard to information requested in terms of the provisions of the Act.

PART I

CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: IRVIN AND JOHNSON HOLDING COMPANY (PTY) LIMITED

Registration No: 2004/013127/07

Physical Address: 1 Davidson Street, Woodstock, 7925

Postal Address: P.O Box 1628, Cape Town, 8000

Head of Body: JP Jankovich-Besan

Information officer: Lesley-Ann Steer

Telephone No: (021) 440 7254

Fax: None

Email: lesleyanns@ij.co.za

Website: www.ij.co.za

PART II

GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission (“SAHRC”) containing such information as may be reasonably required by a person who wishes to exercise any right contemplated

in the Act. The guide will be made available by the SAHRC by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

PART III

CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT THE NECESSITY OF A REQUEST IN TERMS OF THE ACT (Section 51(1) (c) of the Act)

No notice in terms of section 52(2) of the Act has currently been published. Certain records are however freely available on I & J's website.

PART IV

INFORMATION / DOCUMENTS HELD IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1) (d) of the Act)

I&J keeps information / documents in accordance with the following legislation:

- Companies Act No. 61 of 1973
- Trade Marks Act No. 194 of 1993
- Income Tax Act, Act No. 58 of 1962
- Value – Added Tax Act No. 89 of 1991
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Occupational Health and Safety Act No. 15 of 1973
- Labour Relations Act No. 30 of 1966
- Unemployment Insurance Act No. 30 of 1966
- Unemployment Contributions Act No. 4 of 2002
- Merchant Shipping Act No.57 of 1951
- Marine Living Resources Act No. 18 of 1998
- Ship Registration Act No. 58 of 1998
- South African Maritime Authority Act No. 5 of 1998

- Skills Development Act No. 97 of 1998
- Skills Development Levy Act No. 9 of 1999

PART V

OTHER DOCUMENTS / INFORMATION HELD BY I & J (Section 51(1)(e) of the Act)

Such information as is required for the day to day running of I&J and its subsidiaries being company policies, commercial agreements, employee records, licenses, permits, insurance policies, financial accounts and records, databases, external product formulations, correspondence, marketing records, internal correspondence, product records, trademark records, statutory compliance records, drawings, specifications, operational records and accounts, business unit accounts and records, supplier and third party records, customer records, records held by officials of the body, including company secretarial records.

Please Note: Access to records may be refused on the grounds set out in the Act.

PART VI

AVAILABILITY OF THE MANUAL (SECTION 51(3))

This manual is available for inspection at the offices of I&J, 1 Davidson Street Cape Town upon request, during office hours and free of charge. The manual has also been submitted to the South African Human Rights Commission, and has been published in the Government Gazette.

PART VII

Form of request:

- The requester must use the prescribed form to make the request for access to a record. The form is available at I&J's offices and can be found at <http://www.sahrc.org.za> or www.ij.co.za. The request must be made to the head of the body or to the information officer, and submitted to the address, fax number or electronic mail address of I&J.
- The requester must provide sufficient detail on the request form to enable the head of the body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the body.

Fees

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 head of the body or the information officer will by notice require the requester to pay the prescribed request fee before further processing the request.
- The fee that the requester must pay is the prescribed fee. The requester may lodge an application to a court against the tender or payment of the request fee.
- After the head of the body has made a decision on the request, the requester will be informed in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure.

Requests for records

The Act requires that requests for records must be made in the prescribed form, which can be found at www.sahrc.org.za, or www.doj.gov.za. The form is also available at the contact addresses.

A request must be sent to the contact address or to the fax or e-mail address listed. Sufficient detail must be provided in the request from to enable the head of the Company to easily identify:

The record required

- Which form of access is required
- The right that is sought to be exercised or protected
- How the requester wishes to be informed

If a request is being made on behalf of another person proof must be submitted of the capacity in which the requester is making the request.

The request for a record will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act.

The Act requires the Head of the Company in certain circumstances to notify the requester to pay the prescribed request fee, before further processing the request. A request for personal information about oneself is not subject to a request fee. If the request for access to a record is granted, payment of a further access fee may

be required for any reasonable time required in excess of the prescribed hours for reproduction, search and preparation of the record. The prescribed fees are available at www.sahrc.org.za, or www.doj.gov.za.