

MANUAL

Prepared in terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000 (“the Act”)

for

The HBD Business Trust (“the Trust”)

and the following (directly and indirectly held) subsidiaries and associated companies:

Company name	Registration number	Subsidiary of	% holding	Address
HBD Business Holdings (Pty) Ltd	2000/017726/07	The HBD Business Trust	100%	Cape Town
HBD Management Services (Pty) Ltd <i>trading as</i> HBD Venture Capital	2000/003732/07	HBD Business Holdings (Pty) Ltd	100%	Cape Town
12 Plein Street Durbanville (Pty) Ltd	2000/008078/07	HBD Business Holdings (Pty) Ltd	100%	Cape Town

NATURE OF BUSINESS

The HBD Business Trust is an inter vivos trust holding various direct and indirect investments. Activities of the Trust’s subsidiaries include investment holding, research and development, and property holding.

This is the manual required in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (“the Act”) to assist persons in obtaining information from the Trust or any of its subsidiaries, as provided for in the Act

CONTACT DETAILS: HEAD OF PRIVATE BODY FOR THE PURPOSES OF THE ACT

Name of body: The HBD Business Trust, and its subsidiaries and associated companies as listed above

Head: The Trustees

Contact person: Stuart Kirkman (Public Officer)

E-mail: stuart@hbd.com

Web site: www.hbdvc.com

Physical address:	12 Plein Street Durbanville 7550
Postal address	P.O. Box 1159 Durbanville 7551
Telephone:	+27 21 970 1000
Fax:	+27 21 975 0730

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit (Research and Documentation Department)
Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Web site: www.sahrc.org.za
E-mail: paia@sahrc.org.za

DESCRIPTION OF RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The following records are available in terms of legislation other than the Act:

- All records required to be available in terms of legislation other than the Act
- All records kept in terms of legislation applicable to the business conducted by the Trust and its subsidiaries and associated companies, and the industries in which such business is conducted in general.

ACCESS TO RECORDS

Records regarding the following subjects are held:

- Records required in terms of company law
- Records required in terms of other legislation applicable to the business of the Trust and its subsidiaries and associated companies
- Where applicable, records setting out the services offered by the subsidiaries of the Trust
- Records relating to customers of and service providers to the various businesses of the Trust and its subsidiaries and associates companies
- Research records
- Private body records
- Personnel records.

The following categories of records may be held in relation to the above subjects:

- Statutory
- Business
- Trade
- Third party
- Investor and investee
- Commercial
- Financial
- Operational
- Internal and external correspondence
- Legal
- Group and company information
- Marketing

- Human Resources
- Internal policies and procedures
- Confidential and personal

VOLUNTARY DISCLOSURES

The website in the CONTACT DETAILS section is available to anyone with internet access and contains some of the information above.

HOW TO REQUEST INFORMATION

- The prescribed application form must be completed. If the requester requires help on where to obtain the application form or any other matter, the requester can contact the Public Officer of the Trust (see contact details above).
- Sufficient detail must be provided on the request form to enable the Public Officer of the private body 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.
- 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 then submit proof of the capacity in which the requester is making the request to the satisfaction of the Public Officer of the private body.
- The completed application form must be sent to the postal address or e-mail address or fax number set out above and marked for the attention of the Public Officer of the Trust (see designation set out above).
- The application will be processed and the requester will be informed of the fees (if any) which must be paid and of the different procedures that must be followed until the application is finalised. **NOTE: Access to certain records may be denied on the grounds set out in the Act.**

AVAILABILITY OF THE MANUAL

A copy of this manual is available at the Trust's offices, on the website referred to above, through the South African Human Rights Commission .

Acknowledgement:

In compiling this manual, reference has been made to the guidelines for private bodies for the manual required in terms of section 51 of the Act, provided by the South African Human Rights Commission.