

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

A copy of the manual will be available for inspection at Imperial Holdings Head Office and is available on the company website at www.imperial.co.za

February 2003

INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of this legislation is to address Section 32(2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual by 28 February 2003 that provides information on both the types and categories of records held by the public or private body. In terms of the Act a private body includes any former or existing juristic person. Therefore Imperial Holdings Limited is regarded as a "private body" and both the manual and requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

This document serves as the Imperial Holdings Limited and its subsidiaries manual in terms of the Act to provide a reference as to the records held and the process that needs to be followed to request access to such records.

COMPANY OVERVIEW

Imperial Holdings Limited (hereinafter referred to as "Imperial" or "the Group") was established in 1946 as a single service station in Johannesburg. It has since grown into a large diversified, yet focused group. The Group is involved in the wider transportation and mobility markets in Southern Africa and more recently Europe and the United Kingdom. The Group's activities in these markets encompass a wide range of related sales and services, including car rental and tourism, transportation and trucking, vehicle and forklift leasing, logistics and fleet management outsourcing, vehicle importation and distribution, aviation sales and leasing and a comprehensive related financial services arm supplying banking and short-term and life insurance product to these markets.

SCOPE OF THE MANUAL

The scope of this manual will exclude Imperial operations outside the borders of the Republic of South Africa and will serve to provide a reference regarding the records held by the following South African operating divisions of the Group.

- Imperial Head Office
- Insurance
- Leasing and fleet management
- Aviation leasing
- Logistics and transport
- Car rental and tourism
- Distributorships
- Motors vehicle dealerships

ADMINISTRATION OF THE ACT

The Chief Executive Officer (CEO) of the Group has duly authorised the contact person as detailed per division below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

GUIDE FOR REQUEST ON HOW TO USE THE ACT

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requester. The Guide will be available from the South African Human Rights Commission, by no later that August 2003. Please direct any queries to:

The South African Human Rights CommissionPAIA UnitThe Research and Documentation DepartmentPostal address:Private Bag X2700, Houghton, 2041Phone number:+27 (11) 484-8300Fax number:+27 (11) 484-0582Email:PAIA@sahrc.org.zaWebsite:www.sahrc.org.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Records lodged in terms of Government requirements with various statutory bodies, including the Registrar of Companies.

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are available in accordance with the following legislation:

- Atmospheric Pollution Prevention Act No. 45 of 1965;
- Aviation Act No. 74 of 1962;
- Basic Conditions of Employment Act No. 75 of 1997;
- Companies Act No. 61 of 1973;
- Compensation of Occupational Injuries and Health Diseases Act No.130 of 1993;
- Consumer Affairs Act No. 71 of 1988;
- Copyright Act No. 98 of 1978;
- Credit Agreements Act No. 75 of 1980;
- Currency and Exchanges Act No. 9 of 1933;
- Customs and Excise Act No. 91 of 1964;
- Employment Equity Act No. 55 of 1998;
- Financial Advisory and Intermediary Services Act No. 37 of 2002;
- Financial Intelligence Center Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989;
- Harmful Business Practices Act No. 23 of 1999;
- Hazardous Substances Act No. 15 of 1973;
- Health Act No. 63 of 1977;
- Income Tax Act No. 58 of 1962;
- Insolvency Act No. 24 of 1936;
- Insurance Act No. 27 of 1943;
- Intellectual Property Laws Amendments Act No. 38 of 1997;
- Labour relations Act No 66 of 1995;
- Land Survey Act 8 of 1997;
- Long Term Insurance Act No. 52 of 1998;
- Medical Schemes Act No. 131 of 1998;
- Mutual Banks Act No.124 of 1993;
- National Payment Systems Act No. 78 of 1998;
- Occupational Health and Safety Act No.85 of 1993;
- Pension Fund Act No. 24 of 1956;
- Prescription Act No. 68 of 1969;
- Professional Engineers Act No. 81 of 1968;
- Protection of Businesses Act No. 99 of 1978;
- Regional Services Councils Act No. 109 of 1985;
- Road Transport Act No. 74 of 1977;
- Second Hand Goods Act No. 23 of 1955;
- Short Term Insurance Act No. 53 of 1998;
- Skills Development Levies Act No. 9 of 1999;
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968;
- Stock Exchange Control Act No. 1 of 1985;
- Trade Marks Act No. 194 of 1993;
- Unemployment Contributions Act No. 4 of 2002

- Unemployment Insurance Act No. 30 of 1966; Usury Act No. 73 of 1968; Value-Added Tax Act No. 89 of 1991; -
- -
- -

RECORD SUBJECT AND CATEGORIES – IMPERIAL HOLDINGS HEAD OFFICE

The Imperial Holdings Head Office maintains financial and management accounts, provides tax advice on all aspects of taxation and performs company secretarial services to the Group. The main categories of records maintained by Imperial Holdings Head Office are as follows:

- Statutory Records
- Administrative Records
- Transactional Documents
- Departmental Administration Records
- Quoted Company Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Contact person: Postal address: Physical address: Phone Number: Fax Number: Russell Mumford P.O. Box 3013, Edenvale, 1610 140 Boeing Road East, Elma Park, Edenvale, 1609 +27 (11) 453-0945 +27 (11) 453-0960

RECORD SUBJECT AND CATEGORIES – INSURANCE DIVISION

The Insurance Division comprises of Regent Insurance Company Limited and Regent Life Assurance Company Limited. The Insurance Division records comprise the following main categories.

- Statutory Records
- Administrative Records
- Research Records
- Transactional Documents
- Long Term Insurance Actuarial Records
- Departmental Administration Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Trademarks
- Long Term Insurance documentation and Returns
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records
- Financial Services Board Records and Correspondence
- Registrar of Insurance Correspondence
- Life Offices Association Records and Correspondence
- System Records
- Long Term Insurance Products Related Records
- Certificates
- Reinsurance Treaties
- Broker Suretyships

Regent Insurance Company Limited

Contact person: Postal address: Physical address: Phone Number: Fax Number: Hennie van Staden P O Box 674, Edenvale, 1610 146 Boeing Road, Elma Park, Edenvale, 1609 +27 (11) 879 5000 +27 (11) 453 1122

Regent Life Assurance Company Limited

Contact person:	Stefanie Stuart
Postal address:	P O Box 4155, Edenvale, 1610
Physical address:	6 E Herman Street, Cnr Corobrik Street, Meadowdale, 1609
Phone Number:	+27 (11) 878-1000
Fax Number:	+27 (11) 453-5337

RECORD SUBJECT AND CATEGORIES – LEASING AND FLEET MANAGEMENT DIVISION

The Leasing and Fleet Management Division comprises of Imperial Fleet Services and related companies and Saficon Industrial Equipment and related companies. The Leasing and Fleet Management Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial Fleet Services (Pty) Ltd, RTG Fleet Services (Pty) Ltd, Pemberley Fleet Services (Pty) Ltd, Ukhamba Fleet Services a division of Ukhamba Investment (Pty) Ltd, Amasondo Fleet Services (Pty) Ltd, Cattle Egret (Pty) Ltd trading as Imperial Fleet Services Eastern Cape, Hyper Car, Fleet Support Services (Pty) Ltd.

Contact person:	Chris Du Toit
Postal address:	P O Box 1049, Isando, 1600.
Physical address:	9 Brewery Road Isando, 1600.
Phone Number:	+27 (11) 977-8000
Fax Number:	+27 (11) 977-8306

Saficon Industrial Equipment and related companies

Contact person:	Mark Whyte
Postal address:	PO Box 982, Isando,1600
Physical address:	11 Gross Street, Tunney Industrial Estate, Elandsfontein,
Phone Number:	+27 (11) 974-2721
Fax Number:	+27 (11) 974-7227

RECORD SUBJECT AND CATEGORIES – AVIATION LEASING DIVISION

The Aviation Leasing Division comprises of SAFAIR and related companies and NAC and related companies. The Aviation Leasing Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

SAFAIR and related companies

Contact person:	André Coetzer
Postal address:	P O Box 938, Kempton Park, 1620.
Physical address:	Bonaero Drive, Bonaero Park, 1619.
Phone Number:	+27 (11) 928-0071
Fax Number:	+27 (11) 395-1315

NAC and related companies

RECORD SUBJECT AND CATEGORIES – LOGISTICS AND TRANSPORT DIVISION INCLUDING ALL THE SUBSIDIARY COMPANIES

The Logistics and Transport Division comprises of Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics and Megafreight Services (PTY) LTD. The Logistics and Transport Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics

Contact person:	Christie Els
Postal address:	PO Box 688, Germiston 1400.
Physical address:	Goldfields Logistics Park, 10 Refinery Road, Driehoek, Germiston.
Phone Number:	+27 (11) 876 3602
Fax Number:	+27 (11) 873 1874

ImperiLog Ltd and Subsidiary Companies

Contact person:	George de Beer
Postal address:	P O Box 7320, Halfway House, 1685
Physical address:	Unit 5, Gallagher Place South, Cnr. Richards Drive & Suttie Road, Midrand.
Phone Number:	+27 (11) 312 2233
Fax Number:	+27 (11) 315 0256

Megafreight Services (PTY) LTD

Contact person: Postal address: Physical address: Phone Number: Fax Number: Kevin Fall PO Box 3053, Kempton Park, 1620. 25 Jones Road, Jet Park, Boksburg. +27 (11) 971 1064 +27 (11) 971 1010

RECORD SUBJECT AND CATEGORIES – CAR RENTAL AND TOURISM DIVISION

The Car rental and tourism Division comprises of Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Pedigree, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffer Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops and Tourism Investment Corporation Limited. The Car rental and tourism Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Quoted Company Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Pedigree, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffer Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops

Contact person:	Nico Bell
Postal address:	P O Box 2217, Edenvale, 1610
Physical address:	5 Boeing Road East, Elma Park
Phone Number:	+27 (11) 458 7671
Fax Number:	+27 (11) 458 7682

Tourism Investment Corporation Limited

Contact person:	an Hay		
Postal address:	P O Box 785719, Sandton, 2146		
Physical address: Johannesburg	Moorgate, Dunkeld Park, 6 North Road, Dunkeld West	,	
Phone Number:	+27 (11) 325 7040		
Fax Number:	+27 (11) 325 7054		

RECORD SUBJECT AND CATEGORIES – DISTRIBUTORSHIPS DIVISION

The Distributorships Division comprises of Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong, Tyco Trucks and Lectrolite. The Distributorships Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents
- Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong

Contact person: Postal address: Physical address: Phone Number: Fax Number: Harvey Adler P O Box 1719, Edenvale, 1610 138 Van Riebeeck Avenue, Edenvale, 1609 +27 (11) 723 1000 +27 (11) 452 6179

Tyco Trucks

Contact person:
Postal address:
Physical address:
Phone Number:
Fax Number:

Warren Phillips P O Box 15126, Wadeville, 1422 Cnr Osborne and Dekema Roads, Wadeville +27 (11) 827 1333 +27 (11) 827 1488

Lectrolite

Contact person: Postal address: Physical address: Phone Number: Fax Number: Mary Overweg P O Box 8038, Elandsfontein, 1406 Wankel Street, Jet Park Ext. 1 +27 (11) 397 4070 +27 (11) 397 3067

RECORD SUBJECT AND CATEGORIES – MOTOR VEHICLE DEALERSHIPS DIVISION

The Motors Vehicle Dealerships Division comprises of Auto Helderberg BMW, Auto Niche, Auto Supreme, Autopark Motors, Barnes Motors, Bloemfontein Delta, Boulevard Delta, Brian Porter Motors Head Office, Broderick Motors, Cargo Motors, Cosmos Airwaves, Eicher, Germiston Motors, Honda East Rand Mall, Honda Westside, Hunters Delta, Hyundai Polokwane, Hycape Hyundia.Imperial Group BMW Division, Imperial Motors, Imperial Nissan and Fiat, Imperial Trucks, Intercity Delta, Kia Cape Town, Kia Polokwane, Kimberley Hyndia, Kinberley Kia, Kimberley Renault, Kuilsriver Motor Complex, Land Rover Bloemfontein, Lindsay Saker Central Gauteng, Lindsay Saker Country Areas, Lindsay Saker East, Magnis Nissan, Martin Jonker Motors, Mercurius Motors, MG Rover, Phoenix Motors, Port Delta, Porter Motors Kempton Park, Porters Auto, Premier Motor Holdings - Divisional Office, Robbys Motor Spares, Royce Love Motors, Urgent Discount Motor Spares, Van Zyl's Spring Works, Vereeniging BMW, Vereeniging Delta, and Volks Motors. The Motors vehicle dealerships Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Auto Helderberg BMW, Auto Niche, Auto Supreme, Germiston Motors, Hyundai Polokwane, Hunters Delta, Imperial Group BMW Division, Intercity Delta, Kia Polokwane, Kimberley Hyundai, Kimberley Kia, Kimberley Renault, Land Rover Bloemfontein, Porter Motors Kempton Park, Premier Motor Holdings - Divisional Office, Sovereign Motors Bloemfontein, Sovereign Motors Kimberley, Autopark Motors, Bloemfontein Delta, Boulevard Delta, Vereeniging BMW, Vereeniging Delta.

Contact person:Kobus StanderPostal address:P.O. Box 571, Germiston, 1400Physical address:Gillooly's View, Block C, 2nd Floor, Osborne Lane, Bedfordview, 2007Phone Number:+27 (11) 615-7887Fax Number:+27 (11) 615-7898

Brian Porter Motors Head Office, Cosmos Airwaves, Hycape Hyundai, Kia Cape Town, Kuilsriver Motor Complex, Port Delta, Porters Auto, Robbys Motor Spares, Urgent Discount Motor Spares.

Contact person: Postal address: Physical address: Phone Number: Fax Number:	Lance Schkolne P O Box 51, Rondebosch, 7701 Porter House, Belmont Road, Rondebosch, 7700 +27 (21) 689-4711 +27 (21) 689-1576		
Honda East Rand Mal	Honda East Rand Mall, Honda Westside and Mercurius Motors		
Contact person:Billy KrugerPostal address:P O Box 547, Kempton Park, 1620Physical address:Jet Park Road, Jet Park, Isando, 1600Phone Number:+27 (11) 397-3270Fax Number:+27 (11) 397-3288			
Cargo Motors			
Contact person: Postal address: Physical address: Phone Number: Fax Number:	Sharon Schutte P O Box 8209, Johannesburg, 2000 Divisional Office - Cnr. Maritzburg Street and Droste Cr, Droste Park +27 (11) 405-2800 +27 (11) 405-2848		
<u>Barnes Motors, Broderick Motors, Lindsay Saker Country Areas, Phoenix Motors, Royce Love Motors, Stellenbosch Motors, Volks Motors</u>			

Contact person: Postal address: Physical address: Phone Number: Fax Number:	Isabel van Rensburg P O Box 1842, Bloemfontein, 9300 53 Church Street, Bloemfontein, 9301 +27(51) 447-8811
Fax Number:	+27(51) 447-0548

Lindsay Saker Central Gauteng, Imperial Nissan and Fiat, Intercity Motors, Lindsay Saker East, Magnis Pretoria, Martin Jonker Motors, Royce Love Motors, Schus Group

Contact person:Gert KoekemoerPostal address:P O Box 4620, Edenvale, 1610Physical address:12 Wellington Street, Rhodesfield, Kempton ParkPhone Number:+27 (11) 570-8463Fax Number:+27 (11) 570-8464

Imperial Motors, Imperial Trucks, Van Zyl's Spring Works

Contact person:	Phil Eager
Postal address:	P O Box33222, Jeppestown, 2043
Physical address:	271 CommissionerStreet, Jeppestown, 2043,
Phone Number:	+27 (11) 334-6333
Fax Number:	+27 (11) 334-5842

ACCESS REQUEST PROCEDURE

The purpose of this Section 51(1)(e) of the Act is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the Group.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of a request from does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to the Group's records through the submission of materially false or misleading information, legal action may be instituted against such requester.

Completion of Access Request Form

In order for the Group to respond to a request in a timely manner the Access Request Form should be completed, taking due cognizance of the following Instructions on Completion of Forms:

- 1. The Access Request Form must be completed in the English language.
- 2. Type or print in BLOCK LETTERS an answer to every question.
- 3. If a question does not apply, state "N/A" in response to that question.
- 4. If there is nothing to disclose in reply to a particular question state "NIL" in response to that question.
- 5. If there is insufficient space on a printed form in which to answer a question additional information may be provided on an additional folio
- 6. When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail or fax and must be addressed to the contact person indicated in this document for the particular areas of business noted on pages 3 to 13.

An initial, **non-refundable R57.00 request fee** is payable on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the contact person as indicated in this document and payment can be made by either direct deposit or by bank guarantee cheque (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful an **access fee** will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. The access fee must be paid prior to access being given to the requested record.

Notification

Requesters will be evaluated and the requester notified, within 30 days of receipt of the completed Access Request Form. Notification may include:

Notification Of Extension Period (if required)

The requesters may be notified whether an extension period is required for the processing of their requests including:

- i. The required extension period, which will not exceed an additional 30 days;
- ii. Adequate reasons for the extension; and
- iii. Notice that the requester may lodge an application with a court against the payment of the deposit and the procedure including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- i. The amount of the deposit payable (if applicable); and
- ii. That the requester may lodge an application with a court against the payment of the deposit and the procedures including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified within 30 days of the decision on their requests.

If the request for access to a record is successful the requester will be notified of the following:

- i. The amount of the access fee payable upon gaining access to the record (if any);
- ii. An indication of the form in which the access will be granted;
- iii. Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure including the period for lodging the application.

If the request for access to a record in not successful the requester will be notified of the following:

- i. Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
- ii. That the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

Third Party Information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

Grounds for Refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- i. Protecting personal information that the Group hold about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- ii. Protecting commercial information that the group holds about a third party or the Group (for example trade secret: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organization or the third party);

- iii. If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- iv. If disclosure of the record would endanger the life or physical safety of an individual;
- v. If disclosure of the record would prejudice or impair the security of property or means of transport;
- vi. If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- vii. If disclosure of the record would prejudice or impair the protection of the safety of the public;
- viii. The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- ix. Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- x. Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- xi. The record is a computer programme; and
- xii. The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

IMPERIAL HOLDINGS HEAD OFFICE

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Imperial Holdings Limited

Contact Person: Postal address:	Russell Mumford P.O. Box 3013, Edenvale, 1610
Physical Address	140 Boeing Road East, Elma Park, Edenvale, 1609
Phone Number:	+27 (11) 453-0945
Fax Number:	+27 (11) 453-0960

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.
- 1. Description of the Record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

	[View the Images Copy of the Images* Transcription of the Images*		
	3.	If the record consists of recorded information that can be reproduced in sound:		
	[Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)		
	4. I	4. If the record is held on computer 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)		
		equested a copy or transcription of a record (above), do not wish the copy or transcription Yes No		
		are prevented by a disability to read, view or listen to the record in the form of access led for in 1 to 4 above, state your disability and indicate in which form the record is ed.		
Disa	oility:	Form in which record is required:		
G.		culars of right to be exercised or protected:		
	1.	rovided space is inadequate, please continue on a separate folio and attach it to this form. Indicate which right is to be exercised or protected:		
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):		

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 _____ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

Regent Insurance Company Limited

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Regent Insurance Company Limited

Contact person:	Hennie van Staden
Postal address:	P O Box 674, Edenvale, 1610
Physical address:	146 Boeing Road, Elma Park, Edenvale, 1609
Phone Number:	+27 (11) 879 5000
Fax Number:	+27 (11) 453 1122

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.
- 1. Description of the Record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.

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, ect)

		View the Images Copy of the Images* Transcription of the Images*		
	3.	If the record consists of recorded information that can be reproduced in sound:		
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)		
	4.	If the record is held on computer 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)		
		requested a copy or transcription of a record (above), do not wish the copy or transcription Yes No		
	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 above, state your disability and indicate in which form the record is required.			
Disal	oility:	Form in which record is required:		
G.		culars of right to be exercised or protected: rovided space is inadequate, please continue on a separate folio and attach it to this form.		
	1.	Indicate which right is to be exercised or protected:		
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):		

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 _____ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

Regent Life Assurance Company Limited

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Regent Life Assurance Company Limited

rt
i, Edenvale, 1610
Street, Cnr Corobrik Street, Meadowdale, 1609
1000
0957

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.

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, ect)

		View the Images Copy of the Images* Transcription of the Images*
	3.	If the record consists of recorded information that can be reproduced in sound:
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)
	4.	If the record is held on computer 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)
		requested a copy or transcription of a record (above), do not wish the copy or transcription you? Postage is payable No
		u are prevented by a disability to read, view or listen to the record in the form of access ided for in 1 to 4 above, state your disability and indicate in which form the record is ired.
Disab	oility: _	Form in which record is required:
G.		iculars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this form.
	1.	Indicate which right is to be exercised or protected:
	 Explain why the requested record(s) is required for the exercising or pr aforementioned right(s): 	

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

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Imperial Fleet Services (Pty) Ltd, RTG Fleet Services (Pty) Ltd, Pemberley Fleet Services (Pty) Ltd, Ukhamba Fleet Services a division of Ukhamba Investment (Pty) Ltd, Amasondo Fleet Services (Pty) Ltd, Cattle Egret (Pty) Ltd trading as Imperial Fleet Services Eastern Cape, Hyper Car, Fleet Support Services (Pty) Ltd

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Imperial Fleet Services (Pty) Ltd, RTG Fleet Services (Pty) Ltd, Pemberley Fleet Services (Pty) Ltd, Ukhamba Fleet Services a division of Ukhamba Investment (Pty) Ltd, Amasondo Fleet Services (Pty) Ltd, Cattle Egret (Pty) Ltd trading as Imperial Fleet Services Eastern Cape, Hyper Car, Fleet Support Services (Pty) Ltd

Contact person:	Chris Du Toit
Postal address:	P O Box 1049, Isando, 1600.
Physical address:	9 Brewery Road, Isando, 1600.
Phone Number:	+27 (11) 977-8000
Fax Number:	+27 (11) 977-8306

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

	[View the Images Copy of the Images* Transcrip Images*	ption of the
3.	I	If the record consists of recorded information that can be reproduced	in sound:
	[Listen to the soundtrack (audio Transcription of soundtrack* (cassette)	written or printed
4.	I	If the record is held on computer in an electronic or machine-readable	e form:
			computer readable iffy or compact
If you requested a copy or transcription of a record (above), do not wish the copy or transcription Yes to be posted to you? Postage is payable			
Disab	require		:
Disab		edForm in which record is required:	:
Disab G.	ility: Partic	Form in which record is required:	:
	ility: Partic	Form in which record is required:	:
	ility: Partic	Form in which record is required:	:
	ility: Partic	Form in which record is required:	

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

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Saficon Industrial Equipment and related companies

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Saficon Industrial Equipment and related companies

/lark Whyte
PO Box 982, Isando,1600
1 Gross Street, Tunney Industrial Estate, Elandsfontein,
-27 (11) 974-2721
-27 (11) 974-7227
-

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 1. If the record is in written or printed form:

Co

Copy of Record*

Inspection of Record

2.

If record consists of visual images: (this includes photographs, slides, video recordings, computer generated images, sketches, ect)

	[View the Images Copy of the Images* Transcription of the Images*			
	3.	If the record consists of recorded information that can be reproduced in sound:			
	[Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)			
	4. If the record is held on computer 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)			
		equested a copy or transcription of a record (above), do not wish the copy or transcription Yes No			
	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 above, state your disability and indicate in which form the record is required.				
Disal	oility:	Form in which record is required:			
G.		culars of right to be exercised or protected: rovided space is inadequate, please continue on a separate folio and attach it to this form. Indicate which right is to be exercised or protected:			
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):			

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

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SAFAIR and related companies

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

SAFAIR and related companies

Contact person:	André Coetzer
Postal address:	P O Box 938, Kempton Park, 1620.
Physical address:	Bonaero Drive, Bonaero Park, 1619.
Phone Number:	+27 (11) 928-0071
Fax Number:	+27 (11) 395-1315

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
_	
_	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

		View the Images Copy of the Images* Transcription of the Images*
	3.	If the record consists of recorded information that can be reproduced in sound:
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)
	4.	If the record is held on computer 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)
		requested a copy or transcription of a record (above), do not wish the copy or transcription Yes No
	prov	u are prevented by a disability to read, view or listen to the record in the form of access rided for in 1 to 4 above, state your disability and indicate in which form the record is lired.
Disah	ility.	Form in which record is required:
Dioub	<u></u>	
G	Par	ticulars of right to be exercised or protected.
G.		ticulars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this form.
G.		
G.	If the	provided space is inadequate, please continue on a separate folio and attach it to this form.
G.	If the	provided space is inadequate, please continue on a separate folio and attach it to this form.
G.	If the	provided space is inadequate, please continue on a separate folio and attach it to this form.
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G.	If the	provided space is inadequate, please continue on a separate folio and attach it to this form.
G.	If the	provided space is inadequate, please continue on a separate folio and attach it to this form.

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

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NAC and related companies

Access	Request	Form
--------	---------	------

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

NAC and related companies

Contact person:	Hennie Smit
Postal address:	P O Box 293, Lanseria Airport, Lanseria, 1748
Physical address:	Hangar 104C Lanseria Airport, Lanseria 1748
Phone Number:	+27 (11) 267-5553
Fax Number:	+27 (11) 267-5054

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 1. If the record is in written or printed form:

Сор

Copy of Record*

Inspection of Record

2.

If record consists of visual images: (this includes photographs, slides, video recordings, computer generated images, sketches, ect)

		View the Images Copy of the Images* Transcription of the Images*			
	3.	If the record consists of recorded information that can be reproduced in sound:			
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)			
	4. If the record is held on computer in an electronic or machine-readable				
		Printed copy of record* Printed Copy of information derived from the record* Copy in computer readable form* (stiffy or compact disc)			
		requested a copy or transcription of a record (above), do not wish the copy or transcription Yes No			
	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 above, state your disability and indicate in which form the record is required.				
Disab	ility: _	Form in which record is required:			
G.		culars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this form.			
	1.	Indicate which right is to be exercised or protected:			
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):			

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

46

Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics

Contact person:	Christie Els
Postal address:	Po Box 688, Germiston 1400.
Physical address:	Goldfields Logistics Park, 10 Refinery Road, Driehoek, Germiston.
Phone Number:	+27 (11) 876-3602
Fax Number:	+27 (11) 873-1874

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

(b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.

(c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

		View the Images Copy of the Images* Transcription of the Images*				
	3.	If the record consists of recorded information that can be reproduced in sound:				
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)				
	4.	If the record is held on computer in an electronic or machine-readable form:				
	Printed copy of record* Printed Copy of information derived from the record* Copy in computer reada form* (stiffy or compact disc)					
		requested a copy or transcription of a record (above), do not wish the copy or transcription Yes No				
Disat	prov requ	u are prevented by a disability to read, view or listen to the record in the form of access ided for in 1 to 4 above, state your disability and indicate in which form the record is ired. Form in which record is required:				
G.		iculars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this form.				
	 Indicate which right is to be exercised or protected: 					
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):				

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 _____ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

ImperiLog Ltd and Subsidiary Companies

Access Request Form

	FOR	Reference Number:
	OFFICE	
	USE	Received By:
	ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

ImperiLog Ltd and Subsidiary Companies

Contact person: Postal address:	George de Beer P O Box 7320, Halfway House, 1685
Physical address:	Unit 5, Gallagher Place South, Cnr. Richards Drive & Suttie Road, Midrand.
	+27 (11) 312 2233 +27 (11) 315 0256

B. Particulars of Person requesting access to the record/s

(a) The particulars of the person who requests access to the records must be provided in the space provided below.

- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

		View the Images Copy of the Images* Transcription of the Images*				
	3.	If the record consists of recorded information that can be reproduced in sound:				
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)				
	4.	If the record is held on computer 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)				
		equested a copy or transcription of a record (above), do not wish the copy or transcription Yes No				
		are prevented by a disability to read, view or listen to the record in the form of access led for in 1 to 4 above, state your disability and indicate in which form the record is ed.				
Disal	oility:	Form in which record is required:				
G.		culars of right to be exercised or protected:				
	1.	Indicate which right is to be exercised or protected:				
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):				

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

54

Megafreight Services (PTY) LTD

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Megafreight Services (PTY) LTD

Contact person:	Kevin Fall
Postal address:	PO Box 3053, Kempton Park, 1620.
Physical address:	25 Jones Road, Jet Park, Boksburg.
Phone Number:	+27 (11) 971 1064
Fax Number:	+27 (11) 971 1010

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity Numbers:	
Postal Address:	
-	
-	Postal Code:
Telephone Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

Full names and Surname:

Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57, 00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 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, ect)

		View the Images Copy of the Images* Transcription of the Images*			
	3.	If the record consists of recorded information that can be reproduced in sound:			
		Listen to the soundtrack (audio Transcription of soundtrack* (written or printed document)			
	4. If the record is held on computer 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)			
		requested a copy or transcription of a record (above), do not wish the copy or transcription Yes No			
		are prevented by a disability to read, view or listen to the record in the form of access ded for in 1 to 4 above, state your disability and indicate in which form the record is red.			
Disab	oility:	Form in which record is required:			
G.		culars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this form.			
	1.	Indicate which right is to be exercised or protected:			
	2.	Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):			

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the _____ day of ______ 200____

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

58

Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Pedigree, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffer Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops

Access Request Form		
	FOR	Reference Number:
	OFFICE	
	USE	Received By:
	ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Pedigree, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffer Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops

Contact person: Postal address: Physical address: Phone Number: Fax Number: Nico Bell P O Box 2217, Edenvale, 1610 5 Boeing Road East, Elma Park +27 (11) 458 7671 +27 (11) 458 7682

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	

Number:	
Fax Number:	
E-mail	
Address:	
Capacity in whic	ch request is made, when made on behalf of another person:
-	erson on whose behalf request is made:
This section mus person.	st only be completed if a request for information is made on behalf of anot
Full names and	
Surname:	
Identity Number	:
Particulars of F	Record/s required:
	particulars of the record/s to which access is required, including the refere at is known to you, to enable the record to be located.
	ed space is inadequate, please continue on a separate folio and attach it t he requester must sign all additional folios or other annexure.
Description of th	e Record or relevant part of the record:
Reference numb	per, if available:

3. Any further particulars of the record/s required:

C.

D.

1.

2.

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

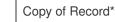
F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 1. If the record is in written or printed form:





2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer generated images, sketches, ect)

View the Images	Copy of the Images*	Transcription of the Images*
--------------------	---------------------	---------------------------------

3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette)

k Transcription of soundtrack* (written or printed document)

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

Printed copy of Printed Copy of Copy in computer

	[record*		information derived from the record*		able form mpact dis	
				of a record (above), of a record (above), of Postage is payabl e		Yes	No
		ed for in 1 to 4 above		d, view or listen to the isability and indicate in			
Disal	oility:			Form in which re	cord is require	d:	
G.		culars of right to be ended space is inaction of the space is inaction of the space	dequate, plea	se continue on a sepa	arate folio and at	tach it to	this

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/

PERSON ON WHOSE BEHALF REQUEST IS MADE

Tourism Investment Corporation Limited

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Tourism Investment Corporation Limited

Contact person:	lan Hay
Postal address:	P O Box 785719, Sandton, 2146
Physical address:	Moorgate, Dunkeld Park, 6 North Road, Dunkeld West, Johannesburg
Phone Number:	+27 (11) 325 7040
Fax Number:	+27 (11) 325 7054

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	
E-mail	
Address:	

Capacity in which request is made, when made on behalf of another person:

	articulars of person on whose behalf request is made:
	his section must only be completed if a request for information is made on behalf of erson.
F	ull names and
S	urname:
lo	entity Number:
Ρ	articulars of Record/s required:
(8	Provide full particulars of the record/s to which access is required, including the re number if that is known to you, to enable the record to be located.
(k	b) If the provided space is inadequate, please continue on a separate folio and attact this form. The requester must sign all additional folios or other annexure.
D	escription of the Record or relevant part of the record:
_	
_	
_	
_	
 	eference number, if available:
 	eference number, if available:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

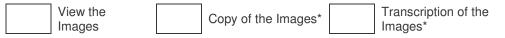
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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



2. If record consists of visual images:

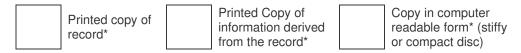
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

Listen	to	the	soundtrack	Transcription	of	soundtrack*	(written	or
(audio (cass	sette)		printed docum	ner	it)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

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 above, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong

Contact person:	Harvey Adler
Postal address:	P O Box 1719, Edenvale, 1610
Physical address:	138 Van Riebeeck Avenue, Edenvale, 1609
Phone Number:	+27 (11) 723 1000
Fax Number:	+27 (11) 452 6179

B. Particulars of Person requesting access to the record/s

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	
E-mail	

710	dress:
Ca	pacity in which request is made, when made on behalf of another person:
Pa	rticulars of person on whose behalf request is made:
	is section must only be completed if a request for information is made on behalf of anoth rson.
Ful	I names and
	rname:
Ide	ntity Number:
Ра	rticulars of Record/s required:
(a)	Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.
2.	Description of the Record or relevant part of the record:
3.	Reference number, if available:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.

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



Inspection of Record

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



Copy of the Images*

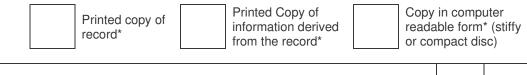
Transcription of the Images*

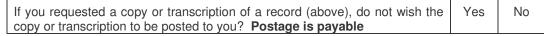
3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack* (written or printed document)

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





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 above, state your disability and indicate in which form the record is required.

Disability:	

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE

Tyco Trucks

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Tyco Trucks

Contact person:	Warren Phillips
Postal address:	P O Box 15126, Wadeville, 1422
Physical address:	Cnr Osborne and Dekema Roads, Wadeville
Phone Number:	+27 (11) 827 1333
Fax Number:	+27 (11) 827 1488

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	
E-mail	

Capacity in which request is made, when made on behalf of another person: Particulars of person on whose behalf request is made: This section must only be completed if a request for information is made on behalf of another person. Full names and Surname: [dentity Number: Particulars of Record/s required: [a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure. Description of the Record or relevant part of the record: Reference number, if available:	Add	lress:
This section must only be completed if a request for information is made on behalf of anot person. Full names and Surname:	Сар	pacity in which request is made, when made on behalf of another person:
This section must only be completed if a request for information is made on behalf of anot person. Full names and Surname:		
person. Full names and Surname:	Par	ticulars of person on whose behalf request is made:
Surname:		
Identity Number: Particulars of Record/s required: (a) Provide full particulars of the record/s to which access is required, including the refere 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 is this form. The requester must sign all additional folios or other annexure. Description of the Record or relevant part of the record:	Full	names and
Particulars of Record/s required: (a) Provide full particulars of the record/s to which access is required, including the referee 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 additional folios or other annexure. Description of the Record or relevant part of the record:	Suri	name:
 (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure. Description of the Record or relevant part of the record: 	lder	ntity Number:
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 additional folios or other annexure. Description of the Record or relevant part of the record:	Par	ticulars of Record/s required:
This form. The requester must sign all additional folios or other annexure. Description of the Record or relevant part of the record:		
Reference number, if available:		
	Des	cription of the Record or relevant part of the record:
	Refe	erence number, if available:
Any further particulars of the record/s required:	Anv	further particulars of the record/s required:
Any further particulars of the record/s required:	Any	further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

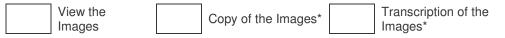
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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



2. If record consists of visual images:

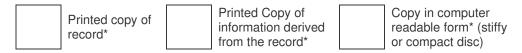
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

Listen	to	the	soundtrack	Transcription	of	soundtrack*	(written	or
(audio	cass	sette)		printed docun	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Н. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Lectrolite

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Lectrolite

Contact person:	Mary Overweg
Postal address:	P O Box 8038, Elandsfontein, 1406
Physical address:	Wankel Street, Jet Park Ext. 1
Phone Number:	+27 (11) 397 4070
Fax Number:	+27 (11) 397 3067

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	
E-mail	
Address:	

Capacity in which request is made, when made on behalf of another person:

Pa	rticulars of person on whose behalf request is made:
	nis section must only be completed if a request for information is made on behalf of a prson.
Fu	II names and
Sι	Irname:
lde	entity Number:
Pa	rticulars of Record/s required:
(a,	Provide full particulars of the record/s to which access is required, including the ref 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
	this form. The requester must sign all additional folios or other annexure.
De	this form. The requester must sign all additional folios or other annexure.
De	
	escription of the Record or relevant part of the record:

Ε. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a non-refundable request fee of R57, 00 has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

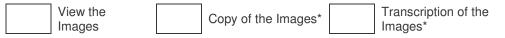
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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



2. If record consists of visual images:

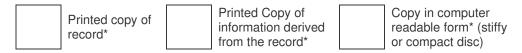
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

Listen	to	the	soundtrack	Transcription	of	soundtrack*	(written	or
(audio	cass	sette)		printed docum	nen	t)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Auto Helderberg BMW, Auto Niche, Auto Supreme, Germiston Motors, Hunters Delta, Hyundai Polokwane, Imperial Group BMW Division, Intercity Delta, Kia Polokwane, Kimberley Hyundai, Kimberley Kia, Kimberley Renault, Land Rover Bloemfontein, Porter Motors Kempton Park, Premier Motor Holdings - Divisional Office, Sovereign Motors Bloemfontein, Sovereign Motors Kimberley, Autopark Motors, Bloemfontein Delta, Boulevard Delta, Vereeniging BMW, Vereeniging Delta.

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	-

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Auto Helderberg BMW, Auto Niche, Auto Supreme, Germiston Motors, Hunters Delta, Hyundai Polokwane, Imperial Group BMW Division, Intercity Delta, Kia Polokwane, Kimberley Hyundai, Kimberley Kia, Kimberley Renault, Land Rover Bloemfontein, Porter Motors Kempton Park, Premier Motor Holdings - Divisional Office, Sovereign Motors Bloemfontein, Sovereign Motors Kimberley, Autopark Motors, Bloemfontein Delta, Boulevard Delta, Vereeniging BMW, Vereeniging Delta.

Contact person:	Kobus Stander
Postal address:	P O Box 571, Germiston, 1400
Physical address:	Gillooly's View, Block C, 2 nd Floor, Osborne Lane, Bedfordview, 2007
Phone Number:	+27 (11) 615-7887
Fax Number:	+27 (11) 615-7898

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and		
Surname:	 	
Identity		
Number:	 	
Postal		
Address:	 	
Postal Code:	 	
Telephone		

Number:	
Fax Number:	
E-mail	
Address:	
Capacity in whic	h request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made:

This section must only be completed if a request for information is made on behalf of another person.

Full names and	
Surname:	
Identity Number:	

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.**
- 1. Description of the Record or relevant part of the record:

- 2. Reference number, if available:
- 3. Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

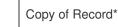
F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.
- 1. If the record is in written or printed form:



Inspection of Record

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer generated images, sketches, ect)

View the Images	Copy of the Images*	Transcription of the Images*
--------------------	---------------------	---------------------------------

3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack Transcription of soundtrack* (written or printed document)

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

Printed copy of Printed Copy of Copy in computer

	[record* information derived from the record* readable form* (stiffy or compact disc)
		requested a copy or transcription of a record (above), do not wish the or transcription to be posted to you? Postage is payable No
		are prevented by a disability to read, view or listen to the record in the form of access ed for in 1 to 4 above, state your disability and indicate in which form the record is ed.
Disal	bility:	Form in which record is required:
G.		ulars of right to be exercised or protected: provided space is inadequate, please continue on a separate folio and attach it to this
	form. 1.	Indicate which right is to be exercised or protected:
	2.	Explain why the requested record(s) is required for the exercising or protection of the
		aforementioned right(s):
Н.	Notice	e of decision regarding request for access:
	be info	vill be notified in writing whether your request has been approved/denied. If you wish to prmed thereof in another manner, please specify the manner and provide the necessary ulars to enable compliance with your request.
	How	would you profer to be informed of the decision recording your request for eccess to the

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ______ on this the ____ day of _____ 200___

Brian Porter Motors Head Office, Cosmos Airwaves, Hycape Hyundai, Kia Cape Town, Kuilsriver Motor Complex, Port Delta, Porters Auto, Robbys Motor Spares, Urgent Discount Motor Spares.

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Brian Porter Motors Head Office, Cosmos Airwaves, Hycape Hyundai, Kia Cape Town, Kuilsriver Motor Complex, Port Delta, Porters Auto, Robbys Motor Spares, Urgent Discount Motor Spares.

Contact person:	Lance Schkolne
Postal address:	P O Box 51, Rondebosch, 7701
Physical address:	Porter House, Belmont Road, Rondebosch, 7700
Phone Number:	+27 (21) 689-4711
Fax Number:	+27 (21) 689-1576

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and		
Surname:	 	
Identity		
Number:	 	
Postal		
Address:	 	
Postal Code:	 	_
Telephone		
Number:	 	
Fax Number:	 	
E-mail		

/	Address:
(Capacity in which request is made, when made on behalf of another person:
-	
I	Particulars of person on whose behalf request is made:
	This section must only be completed if a request for information is made on behalf of anot person.
ł	Full names and
ę	Surname:
I	Identity Number:
I	Particulars of Record/s required:
((a) Provide full particulars of the record/s to which access is required, including the refere 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 this form. The requester must sign all additional folios or other annexure.
I	Description of the Record or relevant part of the record:
-	
-	
-	
-	
-	
-	
-	
I	Reference number, if available:
-	
	Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

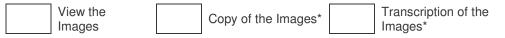
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.
- 1. If the record is in written or printed form:



Inspection of Record

2. If record consists of visual images:

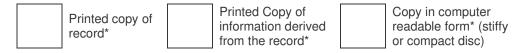
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

				soundtrack	Transcription			(written	or
	(audio	cass	sette)		printed docum	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Car`n Bakkie Reconditioning Centre, Honda, Mercurius Motors

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Car`n Bakkie Reconditioning Centre, Honda, Mercurius Motors

Contact person:	Billy Kruger
Postal address:	P O Box 547, Kempton Park, 1620
Physical address:	Jet Park Road, Jet Park, Isando, 1600
Phone Number:	+27 (11) 397-3270
Fax Number:	+27 (11) 397-3288

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
-	
Postal Code:	 _
Telephone	
Number:	
Fax Number:	
E-mail	

Address:
Capacity in which request is made, when made on behalf of another person:
Particulars of person on whose behalf request is made:
This section must only be completed if a request for information is made on behalf of anot person.
Full names and
Surname:
Identity Number:
Particulars of Record/s required:
(a) Provide full particulars of the record/s to which access is required, including the refere 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 this form. The requester must sign all additional folios or other annexure.
Description of the Record or relevant part of the record:
Reference number, if available:
Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

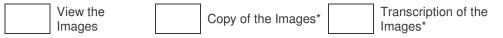
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.
- 1. If the record is in written or printed form:



Inspection of Record

2. If record consists of visual images:

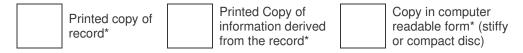
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

Listen	to	the	soundtrack	Transcription	of	soundtrack*	(written	or
(audio	cass	sette)		printed docun	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Cargo Motors

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Cargo Motors

Contact person:	Sharon Schutte
Postal address:	P O Box 8209, Johannesburg, 2000
Physical address:	Divisional Office - Cnr. Maritzburg Street and Droste Cr, Droste Park
Phone Number:	+27 (11) 405-2800
Fax Number:	+27 (11) 405-2848

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname: _	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	
E-mail	

Address:
Capacity in which request is made, when made on behalf of another person:
Particulars of person on whose behalf request is made:
This section must only be completed if a request for information is made on behalf of anot person.
Full names and
Surname:
Identity Number:
Particulars of Record/s required:
(a) Provide full particulars of the record/s to which access is required, including the refere 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 this form. The requester must sign all additional folios or other annexure.
Description of the Record or relevant part of the record:
Reference number, if available:
Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

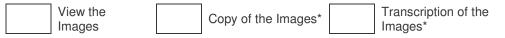
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.
- 1. If the record is in written or printed form:



Inspection of Record

2. If record consists of visual images:

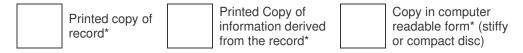
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

				soundtrack	Transcription			(written	or
	(audio	cass	sette)		printed docum	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
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Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Barnes Motors, Broderick Motors, Lindsay Saker Country Areas, Phoenix Motors, Stellenbosch Motors, Volks Motors

Access Request Form

FOR	Reference Number:
OFFICE	
USE	Received By:
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(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Barnes Motors, Broderick Motors, Lindsay Saker Country Areas, Phoenix Motors, Stellenbosch Motors, Volks Motors

Contact person:	Isabel van Rensburg
Postal address:	P O Box 1842, Bloemfontein, 9300
Physical address:	53 Church Street, Bloemfontein, 9301
Phone Number:	+27(51) 447-8811
Fax Number:	+27(51) 447-0548

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax Number:	

E	E-mail
/	Address:
(Capacity in which request is made, when made on behalf of another person:
_	
ł	Particulars of person on whose behalf request is made:
	This section must only be completed if a request for information is made on behalf of another person.
F	Full names and
ç	Surname:
١	dentity Number:
ł	Particulars of Record/s required:
((a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.
[Description of the Record or relevant part of the record:
-	
_	
-	
-	
-	
_	
_	
F	Reference number, if available:
-	

3. Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

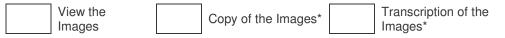
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.
- 1. If the record is in written or printed form:



Inspection of Record

2. If record consists of visual images:

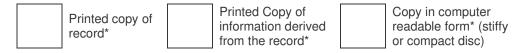
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

				soundtrack	Transcription			(written	or
	(audio	cass	sette)		printed docum	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
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Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Lindsay Saker Central Gauteng, Imperial Nissan and Fiat, Intercity Motors, Lindsay Saker East, Magnis Pretoria, Martin Jonker Motors, Royce Love Motors, Schus Group

Access Request Form

FOR	Reference Number:
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ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Lindsay Saker Central Gauteng, Imperial Nissan and Fiat, Intercity Motors, Lindsay Saker East, Magnis Pretoria, Martin Jonker Motors, Royce Love Motors, Schus Group

Contact person:	Gert Koekemoer
Postal address:	
Physical address:	
Phone Number:	+27 (11) 570-8463
Fax Number:	+27 (11) 570-8464

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and		
Surname:	 	
Identity		
Number:	 	
Postal		
Address:	 	
Postal Code:	 	
Telephone		
Number:	 	
Fax Number:	 	

E-mail Address:
Capacity in which request is made, when made on behalf of another person:
Particulars of person on whose behalf request is made:
This section must only be completed if a request for information is made on behalf of ar person.
Full names and
Surname:
Identity Number:
Particulars of Record/s required:
(a) Provide full particulars of the record/s to which access is required, 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 this form. The requester must sign all additional folios or other annexure.
Description of the Record or relevant part of the record:
Reference number, if available:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.

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



Inspection of Record

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



Copy of the Images*

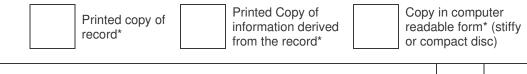
Transcription of the Images*

3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack* (written or printed document)

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



If you requested a copy or transcription of a record (above), do not wish the
copy or transcription to be posted to you?YesNo

Disability:	

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

H. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

Imperial Motors, Imperial Trucks, Van Zyl's Spring Works

FOR	Reference Number:
OFFICE	
USE	Received By:
ONLY	

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Imperial

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Imperial Motors, Imperial Trucks, Van Zyl's Spring Works

Contact person:	Phil Eager
Postal address:	P O Box 33222, Jeppestown, 2043
Physical address:	271 Commissioner Street, Jeppestown, 2043
Phone Number:	+27 (11) 334-6333
Fax Number:	+27 (11) 334-5842

- (a) The particulars of the person who requests access to the records must be provided in the space provided below.
- (b) Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.
- (c) Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.

Full Name and	
Surname:	
Identity	
Number:	
Postal	
Address:	
Postal Code:	
Telephone	
Number:	
Fax 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 only be completed if a request for information is made on behalf of another person.

 Full names and

 Surname:

 Identity Number:

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, 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 additional folios or other annexure.**
- 1. Description of the Record or relevant part of the record:

- 2. Reference number, if available:
- 3. Any further particulars of the record/s required:

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a **non-refundable request fee of R57**, **00** has been paid.
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- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

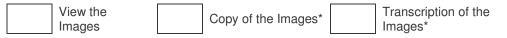
- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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



2. If record consists of visual images:

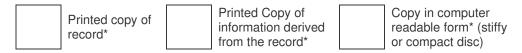
(this includes photographs, slides, video recordings, computer generated images, sketches, ect)



3. If the record consists of recorded information that can be reproduced in sound:

Listen	to	the	soundtrack	Transcription	of	soundtrack*	(written	or
(audio	cass	sette)		printed docum	ner	nt)		

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



If you requested a copy or transcription of a record (above), do not wish the copy or transcription to be posted to you? Postage is payable	Yes	No
--	-----	----

Disability:

Form in which record is required:

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.

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

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned right(s):

Η. Notice of decision regarding request for access:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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 ______ on this the ____ day of _____ 200___

PRESCRIBED FEES

In terms of Section 54(7) of the Promotion of Access to Information Act. 2000 (Act No.2 of 2000).

1. PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

(a)	For every photocopy of an A4-size page or part thereof F	R1.25
(b)	For every printed copy of an A4-size page or part thereof held on Fa computer or in a electronic or machine-readable form	R0.85
(c)		R 8.55 R79.80
(d)	(i) For a transcription of visual images, for an A4-size page or F part thereof	R45.60
(e)	(ii) For a copy of visual images F	R68.40 R22.80
(f)	1	R34.20
(g)	The actual postage fee is payable when a copy of a record is to be posted to a requester.	