



Unitrans Motor Enterprises (Pty) Ltd

Registration Number: 1989/000813/07

SECTION 51 MANUAL

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INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (“the Act”) was enacted on 3 February 2000, to give effect to the provisions of section 32 of the Constitution, which provides that any person has a right to gain access to information held by a public or private body, when that information is required for the exercise or protection of any rights. In terms of the Act, a private body includes any former or existing juristic person.

1. UNITRANS MOTOR ENTERPRISES (PTY) LTD

Unitrans Motor Enterprises (Pty) Ltd is a wholly-owned subsidiary of JD Group Limited, a public company listed on the Johannesburg Securities Exchange. Major subsidiaries and associates of Unitrans Motor Enterprises (Pty) Ltd are:

- **Unitrans Motor Enterprises (Proprietary) Limited**
Registration Number – 1989/000813/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: KJ Grové
B Stephenson
AG Kirk
ID Sussman

- **Unitrans Automotive (Proprietary) Limited**
Registration Number - 1997/009861/07

1 Georgian Crescent, Bryanston
PO Box 69574, Bryanston, 2021

Directors: KJ Grové
B Stephenson
H Odendaal

- **Unitrans Insurance Limited**
Registration Number - 1999/001865/06

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: KJ Grové
B Stephenson
JCM Wethmar
A Rhodie
ND Rubelli
AFW Peters
H Walker

▪ **Unitrans Retail Services (Proprietary) Limited**
Registration Number - 1996/001588/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: B Stephenson
ND Rubelli

▪ **Autocare Warranty (Proprietary) Limited**
Registration Number - 1995/011428/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: B Stephenson
ND Rubelli

▪ **Unitrans Rentals (Namibia) (Proprietary) Limited**
Registration Number - 98/476

24 Orban Street, Klein Windhoek, Windhoek
PO Box 30, Windhoek, Namibia

Directors: SWJ van der Merwe
JT Stransky

▪ **Alisa Car Sales (Proprietary) Limited**
Registration Number – 1997/017428/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: SWJ van der Merwe
JT Stransky

▪ **Aquarella Investments 174 (Proprietary) Limited**
Registration Number – 2005/022984/07

4 Seventh Avenue, Parktown North, Johannesburg 2193*
PO Box 974, Edenvale, Johannesburg, 1609*

Directors: V Passalacqua*
GD Temlett*

*** In process of being changed to the following:**

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: B Stephenson
ND Rubelli

- **Autonation (Proprietary) Limited**
Registration Number – 2006/020283/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: B Stephenson
ND Rubelli

- **Autumn Star Trading 306 (Proprietary) Limited**
Registration Number – 2004/027632/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: NZ Kotze
B Stephenson

- **Double Ring Investment 233 (Proprietary) Limited**
Registration Number – 2004/027574/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: NZ Kotze
B Stephenson

- **Unitrans Motors (Proprietary) Limited**
Registration Number - 1945/019848/07

1 Georgian Crescent, Bryanston
PO Box 69574, Bryanston, 2021

Directors: KJ Grové
B Stephenson
H Odendaal
A G Kirk
I D Sussman

- **Unitrans Rentals (South Africa) (Proprietary) Limited**
Registration Number - 1997/017443/07

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Directors: KJ Grové
B Stephenson
H Odendaal
ND Rubelli

- **Unitrans Rental Services (Proprietary) Limited**
Registration Number - 2004/357

24 Orban Street, Klein Windhoek, Windhoek
PO Box 30, Windhoek, Namibia

Directors: SWJ van der Merwe
JT Stransky

2. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER

Mr Karel Johan Grové

De Wagen Weg Office Park (Block D), Stellantia Avenue, Stellenbosch
PO Box 1955, Bramley 2018

Tel: +27 (21) 808 0700

Fax: +27 (21) 808 0799

Email: jo.grove@unitrans.co.za

3. CONTACT DETAILS OF THE INFORMATION OFFICER

Ms Janet Valerie Radnay – Company Secretary

28 - 6th Street, Wynberg, Sandton 2090
PO Box 1955, Bramley 2018

Telephone: (011) 445 3000

Fax: (011) 445 3198

Email: jan.radnay@unitrans.co.za

4. SECTION 10 GUIDE

The guide on how to use the Act is available from: -

South African Human Rights Commission (Head Office)

Braampark Forum 3
33 Hoofd Street
Braamfontein

Telephone (011) 877 3600

Website – www.sahrc.org.za

Email – info@sahrc.org.za

5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Any records that are required to be made available in terms of the Road Transport Act, Companies Act No. 71 of 2008 and the listing requirements as laid down by the JSE Securities Exchange South Africa, and amended from time to time, shall be made available for inspection by interested parties.

6. ACCESS TO THE RECORDS HELD BY UNITRANS MOTOR ENTERPRISES

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at: -

Unitrans Motor Enterprises (Pty) Ltd
28 - 6th Street
Wynberg
Sandton 2090

Interested parties are requested to contact the Information Officer in order to make such an appointment.

7. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

- Statutory Information
- Financial Information
- Legal Records
- Insurance Records
- Employee Contracts
- Supplier Contracts
- Client Contracts
- Share Option Schemes
- Pension and Provident Fund Details
- Documentation on Taxation
- Shareholder Agreements
- Confidentiality Agreements
- Restraint of Trade Agreements
- Lease Agreements
- Sale Agreements
- Acquisition Agreements
- Environmental / Public Safety Records
- Employment Equity
- Patents, Trade Marks, Trade Names and Protected Names

Records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, before Unitrans Motor Enterprises (Pty) Ltd will permit access.

8. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

- Insider Trading Policy
- Policy on Dissemination of Price Sensitive Information
- Records covered under the Companies Act and the Listings Requirements of the JSE Securities Exchange of South Africa

Please note that an appointment to view these records will still have to be made with the Information Officer although a formal application need not be submitted.

9. THE REQUEST PROCEDURES

Form of Request

- To request a document that does not fall within the ambit of the Act, the requester must direct the request to the Information Officer in writing, and request an appointment to view the documentation.
- To request a document that does fall within the ambit of the Act, the requester must make use of the prescribed form. This must be directed to the CEO or the Information Officer of Unitrans Motor Enterprises (Pty) Ltd at the address, fax number or email address of the party concerned.
- The requester must provide sufficient detail on the request form to facilitate identifying the record requested. The requester should also indicate which form of access is required, and indicate if any other method is to be used to respond to the requester.
- The requester must identify the right being exercised or protected, and provide an explanation of why the requested record is necessary to exercise or protect that right.
- If a request is made on behalf of another person, a consent form/letter of authority must accompany the request.

Fees

A requester seeking access to a record containing personal information is not required to pay a fee. Any other requester, not requesting personal information, must pay the required fee.

- The party concerned must notify the requester (if not seeking access to personal information) of the prescribed fee to be paid (if any) before processing the request.
- The fee that the requester must pay to Unitrans Motor Enterprises (Pty) Ltd is R50 (fifty Rand). The requester may lodge an application to the court against the tender or payment of the requested fee.
- After the party concerned has made a decision regarding the request, the requester must be notified in the required format.
- If the request is granted, a further access fee must be paid for the search, reproduction, preparation and time in excess of the prescribed hours to search and prepare the record for disclosure.

10. REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A REQUEST

10.1 Internal Remedies

Unitrans Motor Enterprises (Pty) Ltd does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused and the requester is not satisfied with the answer supplied by the Information Officer.

10.2 External Remedies

A requester that is dissatisfied with an information officer's refusal to disclose information may apply to a Court for relief within 30 days of notification of the decision.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information may within 30 days of notification of the decision apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or any other court of similar status.

11. PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,00 for every photocopy of an A4-size page or part thereof.

The fee for reproduction referred to in section 52(3) of the Act, is as follows:

		R
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	0,75
(c)	For a copy in a computer-readable form on –	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00

The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R50,00.

The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

		R
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	0,75
(c)	For a copy in a computer-readable form on –	
	(ii) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search.	

- The actual postal fee is payable when a copy of a record must be posted to a requester.
- For the purposes of section 54(2) of the Act the following applies:
 - a) Six hours as the hours to be exceeded before a deposit is payable; and
 - b) One third of the access fee is payable as a deposit by the requester.

12. PRESCRIBED FORMS

Pages 10 – 12

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY
Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A Particulars of a private body

The Head: _____

B Particulars of person requesting access to the record

- a) The particulars of the person who requests access to the record must be given below.
 - b) The address and/or fax number in the Republic to which the information is to be sent must be given.
 - c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

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

C Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D Particulars of record

- a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 - b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E Fees

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

Reason for exemption from payment of fees: _____

F Form of access to record

<p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p>		
<p>Disability:</p>		
<p>Form in which record is required:</p>		
<p>Mark the appropriate box with an X</p> <p>c) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>d) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>e) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>		
<p>1. If the record is in written or printed form:</p>		
<p>Copy of record* <input type="checkbox"/></p>	<p>Inspection of record <input type="checkbox"/></p>	
<p>2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</p>		
<p>View the images <input type="checkbox"/></p>	<p>Copy of the images* <input type="checkbox"/></p>	<p>Transcription of the images* <input type="checkbox"/></p>
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p>		
<p>Listen to the soundtrack (audio cassette) <input type="checkbox"/></p>	<p>Transcription of the soundtrack* <input type="checkbox"/></p>	
<p>4. If record is held on computer or in an electronic or machine-readable form:</p>		
<p><input type="checkbox"/> Printed copy of record*</p>	<p><input type="checkbox"/> Printed copy of information derived from the record*</p>	<p><input type="checkbox"/> Copy in computer readable form* (stiffy or compact disc)</p>
<p>* If you requested a copy of the transcription of a record (above), do you wish the copy or transcription to be posted to you? (POSTAGE IS PAYABLE)</p>	<p>YES</p>	<p>NO</p>

G Particulars of right to be exercised or protected

IF THE PROVIDED SPACE IS INADEQUATE, PLEASE CONTINUE ON A SEPARATE FOLIO AND ATTACH IT TO THIS FORM

THE REQUESTER MUST SIGN ALL THE ADDITIONAL FOLIOS

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

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