

MANUAL FOR THE MAIZE TRUST (IT 8214/98)

Prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

INTRODUCTION TO THE MAIZE TRUST

The Maize Trust provides funding for the benefit of the maize industry in South Africa and specifically provides financial support –

1. for market and production related scientific and/or technical research in respect of maize, and the acquisition, assimilation and dissemination of market information for maize and for the maize industry; and
2. for market access in respect of South African maize.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Administrators to the Trust: L&L Du Plessis Dienste CC
(Trading as L&L Agricultural Services)

Contact Person: Mr. Leon du Plessis

Postal Address: P.O. Box 74626
LYNNWOOD RIDGE
0040

Physical Address: Grain Building (1st Floor)
477 Witherite Road
The Willows
PRETORIA
0184

Telephone: (012) 807-3958/4191

Telefax: (012) 349-8707

e-mail: l-lagric@mweb.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide, as compiled in terms of section 10 of the PAIA Act, is available from the South African Human Rights Commission. Please direct any queries in this regard to:

The South African Human Rights Commission:
PAIA Unit (The Research and Documentation Department)

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 877-3600
 Fax: +27 11 403-0625
 Website: www.sahrc.org.za
 E-mail: dmalesa@sahrc.org.za

3. Notice in terms of section 52(2) of the Act

At this stage no notice has been published on the categories of records that are automatically available without a person having to request access in terms of the PAIA Act.

4. Records available in terms of any other legislation [Section 51(1)(d)]

- 3.1 Income Tax Act (Act No. 95 of 1967)
- 3.2 Trust Property Control Act (Act No. 57 of 1988)
- 3.3 Regional Services Council Act (Act No. 109 of 1985)
- 3.4 Compensation for Occupational Injuries and Health Diseases Act (Act No. 130 of 1993)
- 3.5 Employment Equity Act (Act No. 55 of 1998)
- 3.6 Unemployment Contributions Act (Act No. 4 of 2002)
- 3.7 Unemployment Insurance Act (Act No. 63 of 2001)
- 3.8 Basic Conditions of Employment Act (Act No. 75 of 1997)
- 3.9 Skills Development Levies Act (Act No. 9 of 1999)
- 3.10 Skills Development Act (Act No. 97 of 1998)
- 3.11 Access to Information Act (Act No. 2 of 2000)
- 3.12 Marketing of Agricultural Products Act (Act No. 47 of 1996)

5. Access to the records held by the Maize Trust [Sections 51(1)(c) and 51(1)(e)]

i. The following records of the Maize Trust are available without a person having to request access in terms of section 52(2) of this Act [Section 51(1)(c)]

- a. Deed of the Trust
- b. Financial Statements
- c. List of Projects that are financially supported by the Trust
- d. Reports on the Projects that are funded by the Trust

ii. Records that may be requested. The following records held by the Maize Trust can be requested in accordance with the procedure as set out hereunder [Section 51(1)(e)]

a. Human Resource Records

Employment records, policies on recruitment/appointment and other related records and policies.

b. Administrative Records

Minutes of meetings of the Trust, registers and registration forms

and records in terms of the relevant Acts.

c. Legal Records

Contracts, agreements and any other legal documents pertaining to the Trust.

d. Accounting Records

Clients and Suppliers invoices, statements and information. Bank statements, journals, ledgers and asset registers. Insurance policies and tax returns. Register of Trustees and Trust officials.

e. Manual in terms of the Access to Information Act (Act No. 2 of 2000)

iii. **The request procedure**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Administrators of the Maize Trust at the address, fax number or electronic mail address of the Trust [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Administrators of the Maize Trust to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a), (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Administrators of the Maize Trust [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Administrators of the Maize Trust will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to the Maize Trust is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the Trustees of the Maize Trust have made a decision on the request, the requester will be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

6. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of the Maize Trust free of charge; and copies are available with the South African Human Rights Commission.

7. Prescribed fees

The prescribed fees are available on the SA Human Rights Commission’s website (www.sahrc.org.za) or on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the heading “regulations”.

8. Prescribed Forms

A copy of the Request Form is attached as an Annexure to this Manual and further copies are available at the offices of the Maize Trust.

9. Guidelines

The Guidelines as laid down by the South African Human Rights Commission for the completion of the manual, were used in the preparation of this manual for the Maize Trust.



REQUEST FOR ACCESS TO RECORDS OF THE MAIZE TRUST (IT 8214/98)
Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
[Regulation 10]

A. Contact particulars of the Maize Trust

The Administrators
Maize Trust
P.O. Box 74626
LYNNWOOD RIDGE
0040

B. Particulars of person requesting access to records

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the records must be submitted.</i></p> <p>(b) <i>The address and/or fax number and/or e-mail address in the RSA to which the records are to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be submitted.</i></p> |
|---|

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

e-mail address:

Capacity in which request is made, if made on behalf of another person (attach proof of capacity):

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

<p><i>This section must ONLY be completed if a request for information is made on behalf of another person.</i></p>

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

e-mail address:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference thereof, if that is known to you, to enable the correct record to be located.*
- (b) *If the space provided is inadequate, please continue on a separate sheet and attach it to this request form. **The requester must sign all the additional sheets so attached.***

1. Description of record or relevant part of the record:
.....
.....
2. Reference of record, if available:.....
3. Any further particulars relating to the record:
.....
.....

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about the requester, will only be processed after the relevant **request fee** has been paid.*
- (b) *The requester will be notified by the Administrators to the Trust of the required amount to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the format in which access is required and the reasonable time needed to search for and prepare that record.*
- (d) *If the requester qualifies for exemption of the payment of a request fee, the reason must please be stated for such an exemption.*

Reason for exemption from payment of fees:
.....
.....

F. Form of access to record

- If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, please state your disability and indicate in which form the record is required. **Mark appropriate box with an X.***
- NOTES:**
- (a) *Compliance with your request in the specified form may depend on the form or format in which the record is available.*
 - (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access is to be granted in another form or format.*
 - (c) *The fee payable for access to the record, if any, will be determined partly by the form or format in which access is requested.*

1. If the record is in written or printed form:			
Copy of record*		Inspection of record	
2. If the record consists of visual images: (This includes photographs, slides, video recordings, computer-generated images, sketches, et cetera)			
View the images		Copy of the images*	
Transcription of images*			
3. If the record consists of recorded words or information which can be reproduced in sound:			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable Form:			
Printed copy of record*		Printed copy of information derived from the record*	
Copy in computer readable form* (stiffy/compact disc)			
* If you requested a copy or transcription of a record (above), do you wish for the copy or transcription to be posted to you? Please note that postage is payable.		<u>YES</u>	<u>NO</u>

G. Particulars of right to be exercised or protected

If the space provided is inadequate, please continue on a separate folio and attach it to this form. **Note: The requester must sign all the additional folios.**

- Indicate which right is to be exercised or protected:
.....
- Explain why the record requested is required for the exercise or protection of the aforementioned right:
.....
.....

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 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 day of 201...

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

