

ACCESS TO INFORMATION MANUAL

Brooke Patrick Publications (Pty) Ltd

registration number: 1975/000435/07

A . CONTENTS:

B Company particulars

- B 1 Introduction to the company
- B2 Contact details
- B3 Section 10 guide on how to use the Act.
- B4 Company records available in terms of legislation
- B5 Access to the records held by the company
 - (i) Records automatically available.
 - (ii) Records that **may be** requested (Section 51(1)(e))
 - (i) The request procedures
- B6 Other information relating to this company.
- B7 Availability of the manual
- B8 Prescribed Fees.

Definitions:

The following words will bear the following meaning in this manual:

- "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published.
- "the/this Manual" shall mean this manual together with all annexures thereto available at the offices of the company.
- "the company" shall mean the private company known as Brooke Patrick Publications (Pty) Ltd
- "SAHRC" Shall mean the South African Human Rights Commission
- "contact" A duly appointed person who will serve as the information officer,
- "Information Officer" to whom all requests for access to information should be addressed.

Brooke Patrick Publications

Private Bag X40, Rivonia, 2128, Building #13, Pinewood Office Park, 33 Riley Road, Woodmead, Johannesburg, South Africa
Tel: (+27 11) 603-3960 Fax: (+27 11) 234-6290 e-mail: bestbook@brookepatrick.co.za website: www.brookepatrick.com

*Brooke Patrick Publications (Pty) Ltd
Registration No: 1975/000435/07*

B: COMPANY PARTICULARS:

B1 Introduction to the company: The company publishes business to business journals.

B2 Contact details:

Physical address: Unit 13, Pinewood Office Park,
33 Riley Road, Woodmead.

Postal address: Private Bag X40, Rivonia, 2128

Telephone: +27 11 603 3960 facsimile: +27 11 234 6290

Website: www.brookepatrick.com
e mail : neil@brookepatrick.co.za

Contact/ information officer: Neil Patrick – Director

B3 The section 10 guide on how to use the Act:

Please direct any queries to: PAIA Unit
The Research and Documentation Dept,
P.O. Box 2700
Houghton 2041
Tel: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

COMPANY RECORDS:

B4 Brooke Patrick Publications (Pty) Ltd holds the following records in accordance with legislation:

- Basic conditions of employment Act, No 75 of 1997 (sec 31)
- Companies Act, Act no 61 of 1973
- Income Tax Act, Act No 58 of 1962 (section 75)
- Unemployment Insurance Act, Act No 4 of 2002
- Employment Equity Act, Act No 55 of 1998
- Skills Development Act, Act No 9 of 1999
- Occupational Health and Safety Act, Act No 85 of 1993
- Vat Act No 89 of 1991 (section 65)

Brooke Patrick Publications
Private Bag X40, Rivonia, 2128, Building #13, Pinewood Office Park, 33 Riley Road, Woodmead, Johannesburg, South Africa
Tel: (+27 11) 603-3960 Fax: (+27 11) 234-6290 e-mail: bestbook@brookepatrick.co.za website: www.brookepatrick.com

Brooke Patrick Publications (Pty) Ltd
Registration No: 1975/000435/07

Publishers of The Civil Engineering Contractor, African Heating & Cooling, Water Sewage & Effluent (WASE) Africa, Quarry Southern Africa, African Mines Handbook, Plant Equipment & Hire, Building Africa, Architecture, Mining Mirror, Urban Green File, African Mining, African Energy Journal, Journal of Facilities Management (JFM)

Directors: J Patrick (Chairman), N Patrick, G Garner

B5 Access to records held by the company

(i) Records that are automatically available

Company brochures on products and services
HR policies and procedures
List of employees, including Directors
List of affiliated companies or associations

(ii) Records that are available on request

Details relating to the operational, commercial and financial interests of the company.
Commercial contracts
Client details
Standard employment contracts
Staff details (past and present employees)
Insurance policies
Details of property owned by the company

(iii) The request procedure

A person requesting information must:-

Fill in the prescribed form B of the Regulations found in the Government Gazette 223 of 9 March 2001 or from www.sahrc.org.za, and submitted to the contact/information officer.

Must provide sufficient detail on the request form to enable identification of the record, and the requester.

Must identify the right that is sought or to be protected and provide an explanation of why the requested record is required.

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.

B6 Other information as may be prescribed (Section 51(1)(f))

Income tax number: 9096/014/84/1

Office of registration: Johannesburg.

Brooke Patrick Publications

Private Bag X40, Rivonia, 2128, Building #13, Pinewood Office Park, 33 Riley Road, Woodmead, Johannesburg, South Africa
Tel: (+27 11) 603-3960 Fax: (+27 11) 234-6290 e-mail: bestbook@brookepatrick.co.za website: www.brookepatrick.com

*Brooke Patrick Publications (Pty) Ltd
Registration No: 1975/000435/07*

B7 Availability of the manual

- A copy of the company's manual can be found at: Unit 13, Pinewood Office Park, 33 Riley Rd, Woodmead, Johannesburg.
- On www.brookepatrick.com
- At The South African Human rights commission, the contact details are specified in B3 of this manual.

B8 Prescribed Fees,

The schedule prescribing the fees and the prescribed forms for requesting access to information, are not included in the manual. This schedule and the request forms are available from the SAHRC on www.sahrc.org.za or can be obtained from the website of the department of Justice and Constitutional Development (www.doj.gov.za)

Brooke Patrick Publications

Private Bag X40, Rivonia, 2128, Building #13, Pinewood Office Park, 33 Riley Road, Woodmead, Johannesburg, South Africa
Tel: (+27 11) 603-3960 Fax: (+27 11) 234-6290 e-mail: bestbook@brookepatrick.co.za website: www.brookepatrick.com

*Brooke Patrick Publications (Pty) Ltd
Registration No: 1975/000435/07*