

MANUAL

AS REQUIRED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT NO. 2 OF 2000

THIS MANUAL CONTAINS INFORMATION REQUIRED TO REQUEST ACCESS
TO RECORDS OF THE SPARTA GROUP OF COMPANIES, NAMELY

SPARTA FOODS (PTY) LIMITED
REGISTRATION NUMBER: 1999/003427/07

AND

SPARTA FOODS GAUTENG (PTY) LIMITED
REGISTRATION NUMBER: 1999/028217/07

AND

SPARTA BABY BEEF (PTY) LIMITED
REGISTRATION NUMBER: 1970/008184/07

AND

ROCKING SEVEN RANCHING (PTY) LIMITED
REGISTRATION NUMBER: 1996/014207/07

AND

ERRY IGBINS (PTY) LIMITED
REGISTRATION NUMBER: 1991/010461/01

AND

MOPERI SPRUIT FARMS (PTY) LIMITED
REGISTRATION NUMBER: 1997/016709/07

AND

SPEB JACOBSZ LANDGOED (PTY) LIMITED
REGISTRATION NUMBER: 1968/002226/07

AND

WOONPLAAS BELEGGINGS (PTY) LIMITED
REGISTRATION NUMBER: 1970/008186/07

AND

BUDDINGTRADE 129 (PTY) LIMITED
REGISTRATION NUMBER: 1998/21336/07

MANUAL

AS REQUIRED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000.

1. NATURE OF BUSINESS:

1.1 THE SPARTA GROUP OF COMPANIES WHICH COMPRISES OF:

- SPARTA FOODS (PTY) LIMITED
REGISTRATION NUMBER: 1999/003427/07;
- SPARTA FOODS GAUTENG (PTY) LIMITED
REGISTRATION NUMBER: 1999/022217/07;
- SPARTA BABY BEEF (PTY) LIMITED
REGISTRATION NUMBER: 1970/008184/07;
- ROCKING SEVEN RANCHING (PTY) LIMITED
REGISTRATION NUMBER: 1996/014207/07;
- ENRY IGGINS (PTY) LIMITED
REGISTRATION NUMBER: 1991/010461/01;
- MOPERI SPRUIT FARMS (PTY) LIMITED
REGISTRATION NUMBER: 1997/016709/07;
- SPEB JACOBSZ LANDGOED (PTY) LIMITED
REGISTRATION NUMBER: 1968/002226/07;
- WOONPLAAS BELEGGINGS (PTY) LIMITED
REGISTRATION NUMBER: 1970/008186/07;
- BUDDINGTRADE 129 (PTY) LIMITED
REGISTRATION NUMBER: 1998/21336/07

ARE ALL PRIVATE COMPANIES REGISTERED IN TERMS OF THE COMPANY'S ACT NO. 61 OF 1973, AS AMENDED;

1.2 THE SPARTA GROUP OF COMPANIES OPERATE AND CONDUCT THE BUSINESSES OF ABATTOIR, FEEDLOT, MEAT PROCESSING PLANT AND CONDUCT AFFAIRS IN THE WHOLESALING AND RETAILING OF MEAT AND ALSO EXPORT THEIR PRODUCTS;

2. DETAILS OF COMPANIES:

2.1 FULL NAME OF THE COMPANIES:

THE FULL NAMES OF THE COMPANIES APPEAR IN PARAGRAPH 1.1 ABOVE;

2.2 REGISTRATION NUMBERS:

THE REGISTRATION NUMBERS OF THE COMPANIES APPEAR IN PARAGRAPH 1.1 ABOVE;

2.3 REGISTERED ADDRESSES:

ALL THE COMPANIES HAVE AS THEIR REGISTERED ADDRESSES:

32 BOSHOFF STREET, BETHLEHEM, 9700
(ADDRESS OF AUDITORS)

2.4 PHYSICAL BUSINESS ADDRESSES:

- (A) SPARTA FOODS (PTY) LIMITED
BUDDINGTRADE 129 (PTY) LIMITED

131 POWER ROAD, INDUSTRIA, WELKOM, 9459
- (B) SPARTA FOODS (GAUTENG) (PTY) LIMITED

CNR ZESTFONTEIN & ROOIKAT, PETIT,
BENONI, 1512
- (C) SPARTA BABY BEEF (PTY) LIMITED;
ROCKING SEVEN RANCHING (PTY) LIMITED;
ENRY IGGINS (PTY) LIMITED;
MOPERI SPRUIT FARMS (PTY) LIMITED;
SPEB JACOBSZ LANDGOED (PTY) LIMITED

THE FARM "SPARTA" DISTRICT MARQUARD;

2.5 POSTAL ADDRESSES:

- (A) SPARTA FOODS (PTY) LIMITED
BUDDINGTRADE 129 (PTY) LIMITED

PO BOX 88, WELKOM, 9459
- (B) SPARTA FOODS (GAUTENG) (PTY) LIMITED

PO BOX 11321, RYNFIELD, 1514
- (C) SPARTA BABY BEEF (PTY) LIMITED
ROCKING SEVEN RANCHING (PTY) LIMITED
ENRY IGGINS (PTY) LIMITED
MOPERI SPRUIT FARMS (PTY) LIMITED
SPEB JACOBSZ LANDGOED (PTY) LIMITED

PO BOX 64, MARQUARD, 9610

2.6 TELEPHONE NUMBERS:

- (A) SPARTA FOODS (PTY) LIMITED
BUDDINGTRADE 129 (PTY) LIMITED

(057) 916-7988
- (B) SPARTA FOODS (GAUTENG) (PTY) LIMITED

(011) 965-1678
- (C) SPARTA BABY BEEF (PTY) LIMITED
ROCKING SEVEN RANCHING (PTY) LIMITED
ENRY IGGINS (PTY) LIMITED
MOPERI SPRUIT FARMS (PTY) LIMITED
SPEB JACOBSZ LANDGOED (PTY) LIMITED

(051) 991-9200

2.7 FAX NUMBERS:

- (A) SPARTA FOODS (PTY) LIMITED
BUDDINGTRADE 129 (PTY) LIMITED

(057) 355-1216
- (B) SPARTA FOODS (GAUTENG) (PTY) LIMITED

(011) 965-1685
- (C) SPARTA BABY BEEF (PTY) LIMITED
ROCKING SEVEN RANCHING (PTY) LIMITED
ENRY IGGINS (PTY) LIMITED
MOPERI SPRUIT FARMS (PTY) LIMITED
SPEB JACOBSZ LANDGOED (PTY) LIMITED

(051) 991-9205

2.8 WEBSITE ADDRESS OF ALL COMPANIES

WWW.SPARTA.CO.ZA

2.9 E-MAIL ADDRESSES:

- (A) SPARTA FOODS (PTY) LIMITED
BUDDINGTRADE 129 (PTY) LIMITED
SPARTA BABY BEEF (PTY) LIMITED
ROCKING SEVEN RANCHING (PTY) LIMITED
ENRY IGGINS (PTY) LIMITED
MOPERI SPRUIT FARMS (PTY) LIMITED
SPEB JACOBSZ LANDGOED (PTY) LIMITED

CONTACTUS@SPARTAFOODS.CO.ZA
- (B) SPARTA FOODS (GAUTENG) (PTY) LIMITED

CONTACTUS@SPARTAJHB.CO.ZA

2.10 INFORMATION OFFICER DETAILS (FOR ALL COMPANIES):

NAME OF INFORMATION OFFICER: LYNETTE
VAN REENEN
TELEPHONE NUMBER: (057) 916-7988
FAX NUMBER: (057) 355-1216
E-MAIL ADDRESS:
LYNETTE@SPARTAFOODS.CO.ZA

COMPANY AUDITORS
(ALL COMPANIES): CROWTHER
MARAIS
PO BOX 221
BETHLEHEM, 9700
TELEPHONE NUMBER: (058) 303-5696
FAX NUMBER: (058) 303-3023

3. PURPOSE OF THIS MANUAL:

SECTION 51 OF THE PROMOTION OF ACCESS OF INFORMATION ACT WHICH CAME INTO OPERATION ON 23 NOVEMBER 2001 REQUIRES THAT A PRIVATE BODY COMPILER A MANUAL GIVING INFORMATION TO THE PUBLIC REGARDING THE PROCEDURE TO BE FOLLOWED IN REQUESTING INFORMATION FROM THE PRIVATE BODY WHEN ANY RIGHTS OF THE INDIVIDUAL NEED TO BE EXERCISED OR PROTECTED.

THIS MANUAL HAS BEEN COMPILED, NOT ONLY TO COMPLY WITH THE PROVISIONS OF THE ACT BUT ALSO TO ENSURE THAT WE UPHOLD PRINCIPLES OF TRANSPARENCY AND ACCOUNTABILITY WITHIN THE SOCIETY IN WHICH WE OPERATE.

AMONGST OTHERS, THE PURPOSE OF THIS MANUAL IS TO PROVIDE AN OVERVIEW OF THE INFORMATION THAT THE COMPANY POSSESSES AND ALSO THE CORRECT PROCEDURE TO FOLLOW FOR REQUESTING ACCESS TO SUCH INFORMATION.

4. GUIDE TO THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000:

IN TERMS OF SECTION 10 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000, THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") IS REQUIRED TO COMPILE A GUIDE TO THE ACT TO ASSIST PEOPLE TO EXERCISE THEIR RIGHTS UNDER THE ACT. THIS GUIDE WAS PUBLISHED ON 31 AUGUST 2003 AND ENQUIRIES WITH REGARD THERETO SHOULD TO ADDRESSED TO:
THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION
RESEARCH AND DEVELOPMENT DEPARTMENT
PRIVATE BAG 2700
2041 HOUGHTON

TELEPHONE NUMBER: 011 484-8300
FAX: 011 484-0582
E-MAIL: PAIA@SAHRS.ORG.ZA
WEBSITE: [HTTP://WWW/SAHRC.ORG.ZA](http://www/sahrc.org.za)

5. AVAILABILITY OF MANUAL:

S.1 IN TERMS OF REGULATION 9(1) OF THE ACT, THE CHIEF EXECUTIVE OFFICER MUST MAKE AVAILABLE A COPY OF THE MANUAL TO:

- S.1.1 THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION;
- S.1.2 PUBLISH THE MANUAL IN THE GOVERNMENT GAZETTE;
- S.1.3 PUBLISH ON THE COMPANY'S WEBSITE;
- S.1.4 SHALL, DURING OFFICE HOURS AND UPON REQUEST, MAKE AVAILABLE FOR PUBLIC INSPECTION, A COPY OF THIS MANUAL.

6. ACCESS TO RECORDS

6.1 NOTICE PUBLISHED IN TERMS OF RULE 52(2):

NONE OF THE COMPANIES IN THE GROUP HOLD INFORMATION THAT IS FREELY AVAILABLE WITHOUT A REQUEST FOR ACCESS IN TERMS OF THE ACT.

6.2 CATEGORIES OF INFORMATION HELD IN COMPANY RECORDS:

FINANCIAL RECORDS:

- * Accounting records
- * Taxation records

Statutory Company Information and Records

Personnel Records

- * Conditions of Service
- * Employee Records
- * General Correspondence
- * Employment Equity Records
- * Remuneration Records
- * Provident Fund Records
- * Training

Marketing and Sales

* Group Sales and Marketing Records

Records related to fixed and moveable property.
Legal Documentation
Commercial Contracts

6.3 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

(AS REQUIRED BY SECTION 51(1)(D):

RECORDS ARE HELD IN ACCORDANCE WITH STATUTORY PROVISIONS THAT INCLUDE THOSE IN THE FOLLOWING ACTS, WHICH IS NOT AN EXHAUSTIVE LIST, NAMELY:

- * Basic Conditions of Employment Act, 75 of 1997
- * Companies Act, 61 of 1973
- * Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- * Employment Equity Act, 55 of 1998
- * Income Tax Act, 58 of 1962
- * Labour Relations Act, 66 of 1995
- * Occupational health and Safety Act, 85 of 1993
- * Skills Development Act, 97 of 1998
- * Unemployment Insurance Act, 30 of 1996
- * Value-Added Tax Act, 89 of 1991
- * Generally Accepted Accounting Principles Act
- * The Hazardous substances Act No. 15 of 1973
- * The Atmospheric Pollution Prevention Act No. 45 of 1965
- * The Medical Schemes Act No. 131 of 1998
- * The Pension Funds Act No. 24 of 1956

7. REQUESTING PROCEDURES:

The purpose is to define the manner and form in which a request for information must be submitted.

7.1 ENTRY POINT FOR REQUESTS:

In order to ensure that the Sparta Group of Companies complies with the Act, the Chief Executive Officer of the Group has designated Lynette van Reenen as the only entry point through which any request in terms of the Act must be channelled. All requests in terms of the Act must be addressed to the Information Officer, Lynette van Reenen, in writing.

Postal Address:

Sparta Foods
P O Box 88
WELKOM 9460

Physical Address:
131 Power Road, Industria
Welkom 9460
Facsimile: (057) 355-1216
Telephone: (057) 916-7900
Electronic Mail: lynette@spartafoods.co.za

7.2 WHO MAY REQUEST INFORMATION OR RECORDS IN TERMS OF THE ACT.

The Act provides that a person may only request information in terms of the Act, if the information is required for the exercise or protection of a right.

Information will therefore not be furnished unless a person clearly provides sufficient particulars to enable the company to identify the right the requester is seeking to protect, as well as an explanation of why the requested information is required for the exercise or protection of that right.

7.3 REQUESTER CATEGORIES:

The capacity in which a requester requests information will determine the category he or she falls in. Please take note that the requester category has a bearing on the changes pertaining to the access to information (see Request Fees). Requesters are classified into 4 categories:

7.3.1 Personal Requester

Requests personal information about himself/herself.

7.3.2 Representative Requester

Requests information on behalf of someone else.

7.3.3 Third Party Requester

Requests personal information of another person.

7.3.4 Public Body

Requests information in the public interest.

7.4 REQUEST PROCEDURE:

7.4.1 Completion of FORM

Any request for information must be contained on the prescribed form available on the website of the South African Human Rights Commission at www.sahrc.org.za or the website of the Department of Justice and Constitutional Development (under regulations) at www.doj.gov.za. This formality is prescribed in the Act.

The prescribed form is to be completed in full and returned to the Information Officer, Lynette van Reenen, together with any other information that the Sparta require, in order to consider and decide on the request. A request, which does not comply with the formalities, as prescribed by the Act will be forwarded back to the requester with advice on the steps necessary for compliance. This includes forms that are not completed in full.

The request will not be considered unless it is contained on the prescribed form.

7.4.2 Proof of Identity

Proof of identity is required to authenticate the request and the requester. In view hereof, a requester will, in addition to the prescribed form, be required to submit acceptable proof of identity such as a certified copy of their identity document or other legal forms of identity.

7.5 REQUEST FEES:

Section 54 of the Act entitles a company to levy a charge or request fee to enable the company to recover the cost of processing a request and giving access to records in terms of the Act. The fees that may be charged have been published by the Minister of Justice and are displayed below.

Note that where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full, and proof of payment furnished.

7.5.1 Access Fees For Reproduction

- 7.5.1.1 For every photocopy of an A4-size page or part thereof R1.10;
- 7.5.1.2 For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.75;
- 7.5.1.3 For a copy in a computer-readable form on stiffy disc R7.50;
- 7.5.1.4 For a copy in a computer-readable form on compact disc R70.00;
- 7.5.1.5 For a transcription of visual images for an A4-size page thereof R40.00;
- 7.5.1.6 For a copy of visual images R60.00;
- 7.5.1.7 For a transcription of an audio record for an A4-size page or part thereof R20.00;
- 7.5.1.8 For a copy of an audio record R30.00;

7.5.2 Access Fee For Time Spent

- 7.5.2.1 The time reasonably required to search for the record for disclosure and preparation R30.00/hr or part R30.00/hr or part of R30.00;

7.5.3 Request Fee

- 7.5.3.1 For a request for access to a record by a person other than a personal requester R50.00;

7.5.4 Deposit

- 7.5.4.1 One third of the access fee is payable as a deposit by the requester;
- 7.5.4.2 Six hours as the hours to be exceeded before a deposit is payable;

7.5.5 Postal Fee

7.5.5.4 When a copy of a record must be posted to the request or R9.75;

7.5.6 Appeal Fees

7.5.6.1 For lodging an internal appeal by a requester against the refusal of his/her request for access to a record R50.00;

7.5.7 Vat

7.5.7.1 Private bodies registered under the Value Added Tax Act, 1991 may add VAT to all the above-mentioned fees.

7.6 GRANTING OR REFUSAL OF REQUESTS:

All requests complying with the requirements above will be processed and considered expeditiously.

The Act, however, stipulates the following grounds for refusing requests for information:

Mandatory protection of the privacy of a third party who is a natural person (Section 63).

Mandatory protection of commercial information of a third party (Section 64).

Mandatory protection of certain confidential information of a third party (Section 65).

Mandatory protection of safety of individuals and protection of property (Section 66).

Mandatory protection of records privileged from production on legal proceedings (Section 67).

Commercial information of the Private Body (Section 68).

Mandatory protection of research information of third party and of the Private Body (Section 69).

Whatever decision is taken the requester will be given notice of the decision in writing. The Act requires that such notification be given within 30 days of the decision being made. In the case of a request being refused, the notification will include the reasons for the refusal.

Please note that "Sparta" may extend the thirty-day notice period if it is necessary due to the nature of the request and the

amount of time required gathering the information. The requester will however be given notice of the extension prior to the 30-day period's expiry.

77 APPEAL:

The Act does not require a company to establish an internal appeal structure for the purpose of allowing a requester, who is aggrieved by a decision of the company, to appeal such a decision. This requirement is only applicable to a public body.

A requester aggrieved by "Sparta" decision must therefore approach a court of law.