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Introduction to H&M Removals CC

H&M Removals CC is a Close Corporation which specialises in removal and storage.

B PARTICULARS IN TERMS OF THE SECTION 51 MAUAL

1. A Contact Details : Madrid Road
Airport Industria
7490
Postal Address : P.O. Box 3286
Cape Town
8000
Telephone : (021) 380 – 4000
Fax : (021) 380 – 4040

- B Members : A.J. Healey
J.C. Miller
Telephone : (021) 380 – 4000
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E-mail address : healeya@hmremovals.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE AC

The guide will be available from the South African Human Right Commission by no later than August 2003. Please direct any enquires to the SAHRC at (011) 484 – 8300.

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- Income Tax Act No. 95 of 1967
- Companies Act No. 61 of 1973
- Value Added Tax Act No. 89 of 1991
- Regional services council Act No. 109 of 1986
- Compensation for occupation injuries and health diseases Act No. 130 of 1993.
- Unemployment Equity Act No. 55 of 1998
- Unemployment contributions Act No. 63 of 2001
- Employment Equity Act No. 55 of 1998

- Basic conditions of employment act No. 75 of 1997
- Skills development levies Act No. 9 of 1999
- Skills development Act No. 97 of 1998
- Access to information Act No. 2 of 2000

4. A **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TERMS OF SECTION 52 (2).**

- Any brochures of advertising material which displays the services provided by the corporation.

B **RECORDS THAT MAY BE REQUESTED**

THE FOLLOWING RECORDS CAN BE REQUESTED FOLLOWING THE PROCEDURE AS SET OUT IN POINT C

- Employment records and other related policies
- Policies on staff recruitment and other staff related policies
- Accounting records

C **THE REQUEST PROCEDURE**

1. The requester must use the prescribed form to make the request for access to a record. This must be made to a member of H&M Removals CC. This request must be made to the address or fax number of H&M Removals CC.
2. The requester must provide sufficient detail on the request form to enable the member to identify the record and the requester. 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.
3. The requester must identify the right that is sought to be exercised or to protected and provide an explanation of why the requested record is required for the exercise of the protection of that right.
4. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the member of H&M Removals CC.

D. **FEES**

- A requester who seeks access to a record containing person 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 requested fee.

1. The member will notify the requester, requiring the requester to pay the prescribed fee (if any) before further processing the request.
2. The fee that the request must pay is R57 – 00 this amount includes vat at 14%. The requester may lodge an application to the court against payment of the request fee.
3. After the member has made a decision on the request, the requester will be notified in the required form.
4. If the request is granted 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.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

The minister of justice and constitutional development has made any regulations in this regard.

6. **AVAILABILITY OF THE MANUAL**

The manual will be available for the inspection at the premises of H&M Removals CC, free of charge.

Copies of the manual is available at the SAHRC and in the government gazette.