

Promotion of Access to Information Act 2 of 2000

TRITON EXPRESS (PTY) LTD

REGISTRATION NUMBER 1999/008/122/07

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

Compliance Officer: MR KD SMITH (FINANCE DIRECTOR)

Street address: 25 HENRY PENNINGTON ROAD
WESTMEAD
DURBAN
3610

Postal address: P O BOX 15065
WESTMEAD
3610

Tel number: 031 792 8800
Fax number: 031 792 8873
Email address: kevin@tritonexpress.co.za
Website: www.tritonexpress.co.za

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

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages,

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za

3. The Latest Notice in Terms of Section 52(2) (If Any)

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

4. Records available without a request [Section 51(1)(c)]

No notice has been given in terms of s 52(2) of records available without a request. [s 51(1)(c)]

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

If, and to the extent that, such records are required to be kept by the above-named person, records are available in accordance with the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Unemployment Insurance Act 63 of 2001
- Skills Development Act 97 of 1998
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 2008
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

6. **Description of subjects & categories of records held** [*Section 51(1)(e)*]

- Statutory company information (Col, Memo & Articles, Share register etc)
- Clients and customers
- Staff and human resources
- Accounting, including audited Annual Financial Statements
- Financial, insurance, taxation, legal
- Information technology
- Environmental, Health & Safety
- Minutes and records of meetings of Directors, Shareholders; & other
- Contracts
- Correspondence

7. **Request procedures** [*Section 51(1)(e); section 53(1)–(2)*]

A request for access to a record must be made on the prescribed form C, addressed to the Compliance Officer, at the address, fax number or electronic mail address mentioned above. [s 53(1)] The requester must provide sufficient detail on the request form to enable the information officer to identify the record and the requester. The requester should also indicate what form of access is required. The requester should specify his or her postal address in the Republic; [s 53(2)(a) and (b) and (c)] The requester must identify the right that is sought to be exercised or protected and explain why the requested record is required for the exercise or protection of that right [s 53(2)(d)]. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars must be specified.

[s 53(2)(e)] If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request [s 53(2)(f)].

8. **Other prescribed information** [Section 51(1)(f)]

At the time of the compilation of this manual, no further information has been prescribed.

9. **Fees** [Section 54]

A requester who seeks access to a record must pay the prescribed fee, if any.

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

This manual is available for inspection at the above-mentioned address; and at the South African Human Rights Commission. It will also be published in the Government Gazette.

11. **Reservation of rights**

Nothing in this Manual is to be construed as a waiver of the right to the confidentiality of any document or any legal privilege or right of non-disclosure attaching to any document mentioned herein, whether in terms of any statute or under the common law. All rights in this regard are fully reserved.