

**SECTION 51 MANUAL FOR
AVUSA LIMITED
("AVUSA")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000
("the Act")**

for

Avusa Limited and certain of its Subsidiary Companies

<u>NAME</u>	<u>SUBSIDIARY</u>	<u>CONTACT DETAILS</u>
Avusa Limited		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2295
Avusa Management Services (Pty) Ltd		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 328 2295
Avusa Entertainment Ltd		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 328 2295
Avusa Entertainment Investments (Pty) Ltd	Three Group Cinemas (Pty) Ltd	Jacqueline Crosby, Financial Manager, Avusa Entertainment, 4 Biermann Avenue, Rosebank, 2196, Tel : 011 280 3000 Fax : 011 340 9629
Avusa Media Ltd	Airport Media (Pty) Ltd	Ashok Lachman, CFO, Avusa Media, 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 280 3773
	Avusa Coastal Distribution (Pty) Ltd	Jacqui Tutton, Financial Manager Newspaper House, 19 Baakens Street, Central, Port Elizabeth, 6000 Tel: 041-5047122 Mobile: 0834591764 Fax: 0866049990 Email: tuttonj@avusa.co.za
	Avusa Media Investments (Pty) Ltd	Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 328 2295
	Amorphous New Media (Pty) Ltd	Grant Shippey, CEO, Cnr 3 rd & 7 th Avenue, Parktown North Quarters, 2 nd Floor # 207, Parktown North Tel: 011 380 6500 Fax: 011 380 6501
	Amorphous Corporate (Pty) Ltd	Ashok Lachman, CFO, Avusa Media, 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 280 3773

Boo Media & Communication (Pty) Ltd	Ros September, CFO, Unit 21, 1 st Floor, Upper East Side, Pickwick Road, Woodstock, 7925 Tel: 021 448 3656 Fax: 021 448 4573
Career Junction (Pty) Ltd	Robyn Van Der Meulen, Financial Manager, The Forum Building, NewsClip Block ,North Bank Lane, Century City 7441, Cape Town, South Africa Tel : 021 818 8600 Fax : 021 818 8897
Gemini Moon Trading 343 Ltd t/a Whole BangShoot	Robyn Van Der Meulen, Financial Manager, The Forum Building, NewsClip Block, North Bank Lane, Century City, 7441, Cape Town, South Africa Tel : 021 818 8600 Fax : 021 818 8897
EDM Solutions (Pty) Ltd	Nolene Timms, Financial Manager, 7 Sturdee Avenue, Rosebank, JHB. Tel: 011 280 0681 Fax: 011 280 0755
I – Net Bridge (Pty) Ltd	Nolene Timms, Financial Manager, 7 Sturdee Avenue, Rosebank, JHB. Tel: 011 280 0681 Fax: 011 280 0755
Learning Channel (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel : 011 639 0000 Fax : 011 833 5520
Ochre Media (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel: 011 639 0000 Fax : 011 833 5520
The Effect Media Co. (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel: 011 639 0000 Fax : 011 833 5520

	Avusa Publishing Limited	Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 328 2295
	Picasso Headline (Pty) Limited	Ashok Lachman, CFO, Avusa Media, 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 280 3773
BDFM Publishers (Pty) Ltd		Claude Chibaya, Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 202
	African Business Channel (Pty) Ltd	Claude Chibaya, Chief Financial Officer, 4 Biermann Avenue, Rosebank, 2196, Tel : 011 280 3000 Fax : 011 328 2026
	Northern Titles (Pty) Limited	Claude Chibaya, Chief Financial Officer, 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2026
Avusa Retail Ltd	Bookmark at UP (Pty) Ltd	Adam Esat, GM : Finance, Avusa Retail Limited, 1 st Floor, Rivonia Village, 3 Mutual Road, Rivonia, Tel: 011 798 0000 Fax 011 803 0211
	Van Schaik Bookstore Namibia (Pty) Ltd	
At Velocity Ltd	Collage Litho (Pty) Ltd	Cecilia Muller, CFO, Unit 2, City Deep Production Park, 83 Heidelberg Road, City Deep, JHB. Tel. 011 613 8123 Fax 011 613 1766

	Mediaguide (S A) (Pty) Ltd	Anver Sali, Financial Manager, 147 North Reef Road, Rietfontein, Germiston. Tel : 011 579 1300 Fax : 011 455 4799
	Warner Music Gallo Africa (Pty) Ltd	Jacqueline Crosby, Financial Manager, 4 Biermann Avenue, Rosebank, 2196. Tel : 011 280 3000 Fax : 011 340 9629
Compact Disc Technologies (Pty) Ltd		Posholi Mapheshoane, Financial Manager, Unit E, Lanserac Estate, Old Pretoria Road, Midrand, Tel: 011 315 4061 Fax :011315 4404
New Holland Publishing (Pty) Ltd	Map Integration Technolgies (Pty) Ltd Mega Digital (Pty) Ltd New Holland Publishing S A (Pty) Ltd Random House Struik (Pty) Ltd	Terrence Brummer, Financial Director, Cornelis Struik House, 80 McKenzie Street, Gardens, Cape Town, 8001, Tel : 021 462 4360 Fax : 021 462 5145
Hirt & Carter (Pty) Ltd	Hirt & Carter (Cape) (Pty) Ltd Quickcut Pre Press Network SA (Pty) Ltd Quickcut Pre PressNet Network (Pty) Ltd Skuworks (Pty) Ltd Foto Deli (Pty) Ltd Omnigraphics Express (Pty) Ltd Hirt & Carter Omnigraphics (Pty) Ltd	Mark Basel, 1 Intersite Avenue, Umgeni Business Park, Durban, 4051. Tel: 031 203 333 Fax : 031 203 3490
Universal Print Group (Pty) Ltd	Universal Web (Pty) Ltd	Mark Basel, 1 Intersite Avenue, Umgeni Business Park, Durban, 4051. Tel : 031 203 333 Fax : 031 203 3490

INTRODUCTION

Avusa is a company with media and entertainment interests. For further details, see organogram on page 16.

PART 1 – Contact details

Chairman : Mikki Xayiya
Designated Information Officer : As per details provided on Page 2 - 5

Address : 4 Biermann Avenue
Rosebank
2196
Johannesburg
South Africa

Postal Address : P O Box 1746
Saxonwold
2132

Telephone Number : +27 (0) 11 280 3000
Fax Number : +27 (0) 11 328 2295

E-mail Address of Information officer : benatarh@avusa.co.za
Website : www.avusa.co.za

PART 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. Any enquiries relating to the Guide should be directed to:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 (0) 11 484-8300

Fax: +27 (0) 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

PART 3 - Voluntary disclosure and automatic availability of certain records (Section 52(1))

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Act. Request forms for these categories of information are also available from our information officer,

whose contact details appear in Part 1 of this manual. Some of the information is available on the website at www.avusa.co.za.

- Reports
- Circulars to shareholders
- Code of ethics
- Other literature intended for public viewing
- Public customer information
- Product brochures
- Trading sites and product exhibition
- Copies of statutory notices i.t.o. copyrights
- Publishing copyright information
- Artists biographies

PART 4 – Information available in terms of other legislation (Section 51(1)(d))

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991

PART 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

- **Company Secretarial**
 - Company Statutes
 - Registers
 - Minutes of Meetings
 - Statutory Returns
 - Circulars Issued to Members
- **Legal**
 - Legal Agreements and Controls
 - Loans from and to Third Parties

- **Human Resources**
 - Policies and Procedures
 - Employee Information, including Employee Agreements
 - Personnel Files
 - Contracts
 - Skills Development Programmes
 - Health and Safety Records

- **Financial**
 - Accounting Records
 - Fixed Asset Registers
 - Financial Statements and Management Accounts
 - Tax Records and Returns
 - VAT Records and Returns
 - Bank Statements and Cheques
 - Debtor Invoices and Statements
 - Creditors Invoices, Statements and Related Payment Supporting Documents

- **Intellectual Property**
 - Trademarks
 - Copyright
 - Patents
 - Licenses

- **Marketing**
 - Market Information
 - Public Customer Information
 - Product Brochures
 - Owner Manuals
 - Field Records
 - Product Sales Records
 - Marketing Strategies
 - Customer Database
 - Dealer Franchise Documents

- **Immovable and Moveable Property**
 - Title deeds of land owned by the Companies
 - Agreements for the lease or sale of property/buildings by the Companies
 - Leases in respect of vehicles
 - Office equipment leases
 - Property Records and Leases

- **Insurance**
 - Insurance Policies
 - Property Records and Leases

PART 6 – Availability of manual

The manual is available for inspection at the office of Avusa free of charge, and on the Avusa website (refer to Part 1 of the manual). Copies are also available with the SAHRC and in the Government Gazette.

PART 7 – Manner of access

If you wish to request access to any of the above categories of information, you are required to complete a request form. The prescribed forms for requests to private bodies are available from:

- our information officer (whose contact details are in Part 1 of this manual);
- the SAHRC website (www.sahrc.org.za);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

ANNEXURE “A”

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

.....
.....
.....

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

.....

Identity number:.....

Postal address:.....

.....

.....

..... Fax number:.....

Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

.....

Identity number:.....

Disability:	Form in which record is required:
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Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form 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 will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. 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 this day of 20

.....
SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

ANNEXURE “B”

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

¹ Section 52(3) and Regulation 1(1).

² Section 54(7) and Regulation 11(3).

³ Section 54(1) and Regulation 11(2).

⁴ Annexure “A”, Part III, Item 4(1)(f).

⁵ Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc.....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

AVUSA

