

## **MANUAL IN TERMS OF PROMOTION OF ACCESS TO INFORMATION ACT, OF 2000**

### **1 Introduction**

This manual is published in terms of section 51 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2002) (“the Act”).

The manual gives effect to section 32 of the Constitution which provides for access to information held by the State and other persons, including private companies, which is required for the exercise of rights or for the protection of such rights.

This manual shall apply to NYK Logistics & BLL SA (Pty) Ltd (“NYK”).

### **2 Overview of NYK**

NYK is a logistics company and is presently engaged in all logistics business including forwarding, warehousing, and distribution of goods and assembling of parts and other related business.

### **3 Availability of this manual**

A copy of this manual is available by sending a request by email to the Information Officer on contact details set out in paragraph 4 of this manual. The manual may also be obtained from our head office as set out in paragraph 4 of this manual and the South African Human Rights Commission at the addresses set out below or from the Government Printers. This manual will be updated from time to time, as and when required.

### **4 How to request access to records held by NYK**

Request for access to records must be made on the request forms that are available on our website and office, from the South African Human Rights Commission website ([www.sahrc.org.za](http://www.sahrc.org.za)) or Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)).

A request fee may be payable and information of fees is available on our website, and where payment is required, payment of the fee must be made before the information or records required are processed.

To enable effective facilitation of the requests, the requester must:

- provide sufficient detail on the request form to enable the Information Officer to identify the records and the requester;
- specify which kind of information is required and indicate if she or he wishes to be informed in any manner and state the necessary particulars to be so informed
- where the requester is unsure which company holds the records, provide as much detail as possible about the record to enable the search and to avoid any possible delays;

- identify the right he or she is seeking to exercise or protect and explain why the required record is required for the exercise or protection of that right;
- if request is made on behalf of person, submit proof of capacity in which the requester is making the request to the satisfaction of the Chief Information Officer; and
- use the information form required for making of requests which can be accessed on our website as failure to use this form may lead to your request being refused (if the requester does not provide sufficient information) or delayed.

It should be noted that that all requests will be evaluated and considered in accordance with the Act.

Publishing this manual and describing the categories and subject matter information held by NYK does not give rise to any rights, in contract or otherwise, to access such information or records except in terms of the Act.

#### 4 Contact Information

Name of Private Body	NYK Logistics & BLL SA (Pty) Ltd
Designated Information Officer	Chrisovalantos Koutsoudis
Email Address	<a href="mailto:chris@bllsa.co.za">chris@bllsa.co.za</a>
Postal Address	P O Box 6177, Port Elizabeth, 6000
Street Address	Walmer Park House, 16 <sup>th</sup> Avenue, Walmer, Port Elizabeth, 6065
Phone Number	+27 41 503 4400
Fax Number	+27 41 368 5716

#### 5 How to access the guide as described in Section 10 of the Act

A guide has been compiled in terms of section 10 of the Act by the South African Human Rights Commission. It contains information required by a person wishing to exercise or protect any right contemplated in the Act. The guide is available from the offices of the South African Human Rights Commission using the following contact details:

South African Human Rights Commission  
 PAIA Unit  
 Research and Documentation Department  
 Postal Address: Private Bag 2700, Houghton, 2041  
 Street Address: 29 Princess of Wales Terrace, corner York and St Andrews Streets,  
 Parktown  
 Telephone: +27 11 484 8300  
 Fax: +27 11 484 0582  
 Website: [www.shrc.org.za](http://www.shrc.org.za)  
 Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 6 **Voluntary Disclosure**

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

## 7 **Records available in terms of other legislations: Section 51(1)(d)**

- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 1991
- Value Added Tax 89 of 1962
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

## 8 **Subjects and categories of records held by NYK**

### 8.1 Companies Act

- Documents of incorporation
- Memorandum and Articles of Incorporation
- Minutes of Board of Directors
- Records relating to the appointment of Directors/auditors/secretaries, public officers and other officers
- Share register and other statutory documents

### 8.2 Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank statements
- Paid cheques
- Electronic banking records
- Rental agreements
- Invoices
- Supplier contracts
- Shipping files and records
- Budgets

### 8.3 Income Tax records

- Records of payments made to SARS
- All other statutory documents: VAT

### 8.4 Customer Records

- Records provided by customers
- Contractual information
- Credit information and other research conducted in respect of customers
- Confidential privileged information relating to customers

## 8.5 Other internal records

- Operations records
- NYK commercial information
- Technical information relating to the commercial activities of NYK