

SECTION 51 MANUAL

INTRODUCTION TO **SPECMED MEDICAL SERVICES (PTY)** **Registration No:** **2005/020571/07**
LTD

CORE BUSINESS **MEDICAL EQUIPMENT SALES**

CONTACT DETAILS

POSTAL ADDRESS: **P.O. BOX 5040, HALFWAY HOUSE, 1685**

STREET ADDRESS: **UNIT 3, GALAGHER CORNER, RICHARDS DRIVE, MIDRAND, 1685**

TELEPHONE: **(011) 805-5891** FAX: _____

E-MAIL: _____

HEAD OF BODY **MR. R. GOUWS** **(DIRECTOR) MR.R. GOUWS**

AUDITORS/ACCOUNTING OFFICER EAVE, MYERS AND COMPANY, P.O. BOX 3593, HALFWAY HOUSE, 1685

INFORMATION OFFICER EAVE, MYERS AND COMPANY

POSTAL ADDRESS: P.O. BOX 3593, HALFWAY HOUSE, 1685

PHYSICAL ADDRESS: 6 ALEXANDRA AVENUE, HALFWAY HOUSE, 1685

TELEPHONE: (011) 315 3248/50 FAX: (011) 315 7081 E-MAIL: mwkeithe@mweb.co.za

THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51(1) (b)]

The Guide will be available from the South African Human Rights Commission by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit, The Research and Documentation Department
Private Bag x 2700
Houghton,
2041

Telephone: +27-11-484-8300, Fax: +27-11-484-0582
Website: www.sahrc.org.za, E-mail: PAIA@sahrc.org.za

RECORDS AVAILABLE [Section 51(1) (d)]

<u>Administration</u>	Available on request
<u>Human Resources</u>	Staff recruitment policies, Employment Contracts, Remuneration records and policies
<u>Operations</u>	Sales records, Production records, Clients registry
<u>Finances</u>	Financial Statements, Stock records, assets inventory.

REQUEST PROCEDURES:

All requests to be made to the Information Officer, at the address, fax number or electronic mail address, giving full details of the requester in order to enable the body to identify the record and the requester. The requester should indicate which form of access is required and if any other manner is to be used to inform the requester and the necessary particular to be so informed. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

AVAILABILITY OF MANUAL

The Manual is available on request from the Information Officer.