

PN ENERGY SERVICES (PTY) LTD

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. INTRODUCTION

The core focus of PN Energy Services is the distribution of energy. The main activities of the company include construction, utility operation and utility services, and essentially all services provided by an Independent Power Distributor. The company is responsible for the supply of electricity in Khayelitsha. This involves activities from a bulk level supply to collection of revenue and provision of customer service.

2. COMPANY CONTACT DETAILS

Name of body: PN Energy Services (Pty) Ltd

Information Officer: Dave Malherbe

Office

Cape Town

Physical address:

Eskom Building,
60 Voortrekker Road
BELLVILLE
7535

Postal address:

P O Box 2894
BELLVILLE
8000

Tel: +27 21-950-9300

Fax: +27 21-948-0105

Contact person: Althea Parker

Email: Althea@pn.co.za

Website: <http://www.pn.co.za>

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The Guide to the Act was compiled by the South African Human Rights Commission, to assist requesters to access records and to exercise their right to information:

The Guide is available at the following distribution centres:

- i) Government Communications and Information Services.
- ii) Places of legal deposit as defined in section 6 of the Legal Deposit Act No. 54 of 1997.
- iii) At all offices and the website of the SAHR : www.sahrc.org.za
- iv) Information officers of public bodies; Magistrate's offices; offices of the Department of Justice and Constitutional Development; all Post Offices; and in the Government Gazette.

4. RECORDS WHICH ARE AUTOMATICALLY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT

The records listed below are available free of charge, subject to availability. In the event of limited availability, you will be charged for the cost of reproduction at the prescribed rate. In the event of non-availability, you will be advised that no such records are available.

You can gain access these records, by sending an informal request specifying which record you require to obtain access to, to the Contact Person.

Available records:

- Corporate information
- Publications
- Brochures

5. RECORDS WHICH IS KEPT IN COMPLIANCE WITH OTHER LEGISLATION

Documents and information is retained in accordance with statutory provisions, arising from the legislation listed below (which is by no means exhaustive).

- Electricity Act, No. 41 of 1987 as amended
- Basic Conditions of Employment Act, No. 75 of 1997
- Companies Act, No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Employment Equity Act, No. 55 of 1998
- Income Tax Act, No. 58 of 1962
- Insolvency Act, No.24 of 1936
- Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act, No. 85 of 1993
- National Environmental Management Act, No. 107 of 1998
- Eskom Act, No. 13 of 2001
- Banks Act, No. 94 of 1990
- Value-Added Tax Act, No. 89 of 1991
- Sales and Service Matters Act, No. 25 of 1961
- Electronic Communications and Transactions Act, No. 25 of 2002
- Patents Act, No. 57 of 1978
- Designs Act, No. 195 of 1993

6. RECORDS HELD BY PN ENERGY SERVICES

The documents listed below are held by PN Energy Services. Access to these documents may be subject to the grounds of refusal as are particularised in the Act.

Records:

- | | |
|------------------------------|--|
| - Travel | - Financial/Accounting records |
| - Administration | - Client records |
| - Human Resources: | - Records relating to fixed and movable property and equipment |
| Support skills developments | - Commercial contracts |
| Labour brokerage outsourcing | - Insurance contracts |
| Salaries and Benefits | - Debt collection records |
| - Technical specifications | - Incorporation Documents |
| - Software development | - Marketing |
| - Infrastructure development | |
| - Operational activities | |
| - Customer liaison | |

6. FORM OF REQUEST AND PRESCRIBED FEES : HOW TO REQUEST ACCESS TO A RECORD

A requester should use the prescribed form to make the request for access to a record in terms of the Act. Request forms can be obtained from the SAHRC [web site <http://www.sahrc.org.za>]

The request should be directed to the company's Information Officer.

A requester other than someone who seeks access to a record containing personal information about that requester, is required to pay the prescribed request fee of R50,00. The fee structure can be obtained on the web site of the SAHRC <http://www.sahrc.org.za>

7. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of PN Energy Services at no cost. Copies of the manual may be obtained, subject to the prescribed fees.

8. REMEDIES IN THE EVENT THAT ACCESS TO A RECORD IS REFUSED

Should a requester be aggrieved by a decision of the Information Officer of PN Energy Services as set out below, a requester may within 30 (thirty) days of the date of that decision, and by way of an application, apply to Court for appropriate relief:

- Decision to refuse a request for access
- Decision relating to fees payable for or in connection with access to records
- Decision to extend the period within which to deal with the request
- Decision relating to the form of access.

PN ENERGY SERVICES (PTY) LTD
25 AUGUST 2005