

# **Alnet (Pty) Ltd**

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**(Registration Number: 1953-002549-07)**

Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000

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### PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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(Registration number: 1953-002549-07)

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF ALNET (PTY) LTD  
(REGISTRATION NUMBER: 1953-002549-07)

## 1. CONTACT PARTICULARS

<b>Head of business:</b>	M Appelo	<b>Information officer:</b>	E O'Neil
<b>Postal Address:</b>	Private Bag X308 Eppindust Cape Town 7475	<b>Physical Address:</b>	12 Moorsom Avenue Epping 2 Cape Town 7460
<b>Telephone Number:</b>	(021) 530 2400	<b>Fax Number:</b>	(021) 543 8338
<b>E-mail Address:</b>	elizeo@alnet.co.za		
<b>Website:</b>	www.alnet.co.za		

## 2. INTRODUCTION

Manufacturers of synthetic textiles and netting

## 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

**Postal Address:** Private Bag 2700, Houghton, 2041  
**Telephone Number:** (+27)11 877 3600  
**Fax Number:** (+27)11 403 0625  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

## 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Alnet (Pty) Ltd, [www.alnet.co.za](http://www.alnet.co.za).

## 5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Close Corporations Act 69 of 1984
- Employment Equity Act 55 of 1998
- Estate Agents Affairs Act of 112 of 1976
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

## 6. INFORMATION AUTOMATICALLY AVAILABLE

- [www.alnet.co.za](http://www.alnet.co.za)
- Pricelists
- Marketing and Promotional Material
- Posters
- Pamphlets \ Brochures
- Newsletters

## 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Incorporation
- Certificate to Commence Business
- Index of Members
- Memorandum of Incorporation
- Register of Directors and Officers
- Annual financial statements and working papers
- Tax returns and assessments
- VAT returns
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents
- Brochures, newsletters and marketing material
- Media releases

- Products
- Service and product information

## 8. GENERAL

N/A

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Alnet (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

## 10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Alnet (Pty) Ltd, from the South African Human Rights Commission and at: [www.alnet.co.za](http://www.alnet.co.za).



24 November 2015