



Registration Number of Company: 2019/300501/07

NUT AND DRY FRUIT EXCHANGE (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act 2/2000

(the "ACT")

Compilation March 2022

Updated 14 March 2021





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- 1. Introduction to your company and the type of business**

- 2. Contact Details (Section 51 (1) (a))**

- 3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.**

- 4. Applicable Legislation (Section 51 (1) (c))**

- 5. Schedule of Records (Section 51 (1) (d))**

- 6. Form of Request (Section 51 (1) (e))**

- 7. Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.**



1. INTRODUCTION

THE COMPANY Nut and Dry Fruit Exchange (Pty) Ltd (NDX) is the non-operating entity of the Golden Macadamias group, with Golden Macadamias being the holding company. NDX is responsible for the sales & distribution of nuts and dried fruit. More details in this regard can be obtained on our website.

2. COMPANY CONTACT DETAILS

Directors: Mr. Leon de Kock
Mr. Andeon Visagie

IO Manager: Mr. Jean-Gerrit Scholtz

Postal Address: PO Box 12388, Steiltes, 1213

Street Address: First Floor, De Hallen | c/o Ferreira Street & Wilhelm Street,
Nelspruit Ext 4, 1201.

Telephone Number: 013 010 1233

Email: jean-gerrit@ndx-sa.com



4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No.85 of 1993	Occupational Health and Safety Act
14	No. 97 of 1998	Skills Development Act

5. Schedule of Records

Records	Subject	Availability
Financial	<ul style="list-style-type: none">Financial StatementsFinancial and Tax Records (Company & Employees)Asset RegisterManagement Accounts	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.

6. FORM OF REQUEST (*Section 51 (1) (e)*)

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.



- 6.2 Address your request to the Head of the Company.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.



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