

**SECTION 51 MANUAL FOR  
AVUSA LIMITED  
("AVUSA")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000  
("the Act")  
for  
Avusa Limited and certain of its Subsidiary Companies**

<u>NAME</u>	<u>SUBSIDIARY</u>	<u>CONTACT DETAILS</u>
<b>Avusa Limited</b>		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2295
<b>Avusa Africa Mediatainment (Pty) Ltd</b>		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2295
<b>Avusa Management Services (Pty) Ltd</b>		Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 328 2295
<b>Avusa Entertainment Ltd</b>		Jacqueline Crosby, Financial Manager, Managing Director,. 4 Biermann Avenue, Rosebank, 2196. Tel : 011 280 3000 Fax : 340 9629
<b>Avusa Entertainment Investments (Pty) Ltd</b>	Three Groups Cinemas (Pty) Ltd	Jacqueline Crosby, Financial Manager, Avusa Entertainment, 4 Biermann Avenue, Rosebank, 2196, Tel : 011 280 3000 Fax : 011 340 9629
<b>Avusa Media Ltd</b>	Airport Media (Pty) Ltd	Patricia Henning, Financial Manager, Office No. DP 04, CTB Building, 2 <sup>nd</sup> Floor, O R Tambo International Airport. Tel: 011 390 1251 Fax : 011 390 3983
	Avusa Coastal Distribution (Pty) Ltd	Jacqui Tutton, Financial Manager Newspaper House, 19 Baakens Street, Central, Port Elizabeth, 6000 Tel: 041-5047122 Mobile: 0834591764 Fax: 0866049990 Email: <a href="mailto:tuttonj@avusa.co.za">tuttonj@avusa.co.za</a>
	Avusa Media Investments (Pty) Ltd	Ashok Lachman, CFO, Avusa Media, 4 Biermann Avenue, Rosebank, 2196, Tel :011 280 3000 Fax : 011 280 3773
	Amorphous New Media (Pty) Ltd	Grant Shippey, CEO, Cnr 3 <sup>rd</sup> & 7 <sup>th</sup> Avenue, Parktown North Quarters, 2 <sup>nd</sup> Floor # 207, Parktown North Tel: 011 380 6500 Fax: 011 380 6501

Amorphous Corporate (Pty) Ltd	Grant Shippey, CEO, Cnr 3 <sup>rd</sup> & 7 <sup>th</sup> Avenue, Parktown North Quarters, 2 <sup>nd</sup> Floor # 207, Parktown North Tel: 011 380 6500 Fax: 011 380 6501
Boo Media & Communication (Pty) Ltd	Ros September, CFO, Unit 21, 1 <sup>st</sup> Floor, Upper East Side, Pickwick Road, Woodstock, 7925 Tel: 021 448 3656 Fax: 021 448 4573
Career Junction (Pty) Ltd	Robyn Van Der Meulen, Financial Manager, The Forum Building, NewsClip Block, North Bank Lane, Century City 7441, Cape Town, South Africa Tel : 021 818 8600 Fax : 021 818 8897
Gemini Moon Trading 343 Ltd t/a Whole BangShoot	Robyn Van Der Meulen, Financial Manager, The Forum Building, NewsClip Block, North Bank Lane, Century City, 7441, Cape Town, South Africa Tel : 021 818 8600 Fax : 021 818 8897
EDM Solutions (Pty) Ltd	Nolene Timms, Financial Manager, 7 Sturdee Avenue, Rosebank, JHB. Tel: 011 280 0681 Fax: 011 280 0755
I – Net Bridge (Pty) Ltd	Nolene Timms, Financial Manager, 7 Sturdee Avenue, Rosebank, JHB. Tel: 011 280 0681 Fax: 011 280 0755
Learning Channel (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel : 011 639 0000 Fax : 011 833 5520
Ochre Media (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel: 011 639 0000 Fax : 011 833 5520
The Effect Media Co. (Pty) Ltd	Zeenith Gani, Chief Financial and Operations Officer, The Mills, 66 Carr Street, Newtown, Jhb, 2001, Tel: 011 639 0000 Fax : 011 833 5520

Avusa Publishing Limited	Claude Chibaya, Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2026
Avusa Media (Pty) Limited	Howard Benatar: Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2295
Avusa Publishing Eastern Cape (Pty) Limited	Jacqui Tutton, Financial Manager Newspaper House, 19 Baakens Street, Central, Port Elizabeth, 6000 Tel: 041-5047122 Mobile: 0834591764 Fax: 0866049990 Email: <a href="mailto:tuttonj@avusa.co.za">tuttonj@avusa.co.za</a>
New Africa Publications Limited	Jason Sequeira, General Manager, Sowetan & Sunday World, 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2611
Picasso Headline (Pty) Limited	Anton Botes, Chief Financial and Operations Officer, 105 Hatfield Street, Gardens, Cape Town, Tel : 021 469 2400 Fax : 021 462 1124 or Tel 011 280 5294 Fax : 011 328 2929
Sowetan Television (Pty) Limited	Jason Sequeira General Manager, Sowetan & Sunday World, 4 Biermann Avenue, Rosebank, 2196, Tel : 011 280 3000 Fax : 011328 2611
<b>BDFM Publishers (Pty) Ltd</b>	Claude Chibaya, Chief Financial Officer 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 202
African Business Channel (Pty) Ltd	Claude Chibaya, Chief Financial Officer, 4 Biermann Avenue, Rosebank, 2196, Tel : 011 280 3000 Fax : 011 328 2026

	Northern Titles (Pty) Limited	Claude Chibaya, Chief Financial Officer, 4 Biermann Avenue, Rosebank, 2196, Tel: 011 280 3000 Fax : 011 328 2026
	Big News for Small Business (Pty) Ltd	Claude Chibaya, Chief Financial Officer, 4 Biermann Avenue Rosebank, 2196. Tel : 011 280 3000 Fax : 011328 2026
<b>Avusa Retail Ltd</b>	Bookmark at UP (Pty) Ltd Van Schaik Bookstore Namibia (Pty) Ltd	Adam Esat, GM : Finance, Avusa Retail Limited, 1 <sup>st</sup> Floor, Rivonia Village, 3 Mutual Road, Rivonia, Tel: 011 798 0000 Fax 011 803 0211
<b>At Velocity Ltd</b>	Collage Litho (Pty) Ltd	Cecilia Muller, CFO, Unit 2, City Deep Production Park, 83 Heidelberg Road, City Deep, JHB. Tel. 011 613 8123 Fax 011 613 1766
	Mediaguide (S A) (Pty) Ltd	Anver Sali, Financial Manager, 147 North Reef Road, Rietfontein, Germiston. Tel : 011 579 1300 Fax : 011 455 4799
	Gallo Record Company, A Division of At Velocity Ltd.	Jacqueline Crosby, Financial Manager, 4 Biermann Avenue, Rosebank, 2196. Tel : 011 280 3000 Fax : 011 340 9629
	Warner Music Gallo Africa (Pty) Ltd	Jacqueline Crosby, Financial Manager, 4 Biermann Avenue, Rosebank, 2196. Tel : 011 280 3000 Fax : 011 340 9629
<b>Compact Disc Technologies (Pty) Ltd</b>		Posholi Mapheshoane, Financial Manager, Compact Disc Technologies (Pty) Ltd, Unit E, Lanserac Estate, Old Pretoria Road, Midrand, Tel: 011 315 4061 Fax :011315 4404

**New Holland Publishing  
(Pty) Ltd**

Map Integration Technologies (Pty)  
Ltd

Terrence Brummer, Financial Director,  
Cornelis Struik House, 80 McKenzie  
Street, Gardens, Cape Town, 8001,  
Tel : 021 462 4360  
Fax : 021 462 5145

Mega Digital (Pty) Ltd

New Holland Publishing S A (Pty)  
Ltd

Random House Struik (Pty) Ltd

**Hirt & Carter (Pty) Ltd**

Hirt & Carter (Cape) (Pty) Ltd  
Quickcut Pre Press Network S A  
(Pty) Ltd  
Quickcut Pre PressNet Network  
(Pty) Ltd  
Skuworks (Pty) Ltd  
Foto Deli (Pty) Ltd  
Omnigraphics Express (Pty) Ltd  
Hirt & Carter Omnigraphics (Pty)  
Ltd

Mark Basel, Group Financial Director, 1  
Intersite Avenue, Umgeni Business  
Park, Durban, 4051.  
Tel: 031 203 333  
Fax : 031 203 3490

**Universal Print Group (Pty)  
Ltd**

Universal Web (Pty) Ltd

Mark Basel, Group Financial Director, 1  
Intersite Avenue, Umgeni Business  
Park, Durban, 4051.  
Tel : 031 203 333  
Fax : 031 203 3490

## INTRODUCTION

Avusa is a company with core interests in telecommunications, media and entertainment. For further details, see organogram on page 8.

### PART 1 – Contact details

Chairman	:	Advocate Dumisa B Ntsebeza
Designated Information Officer	:	As per details provided on 1 <sup>st</sup> Page
Address	:	4 Biermann Avenue Rosebank 2196 Johannesburg South Africa
Postal Address	:	P O Box 1746 Saxonwold 2132
Telephone Number	:	+27 (0) 11 280 3000
Fax Number	:	+27 (0) 11 340 9624
E-mail Address of Information officer	:	<a href="mailto:matisonnj@avusa.co.za">matisonnj@avusa.co.za</a>
Website	:	<a href="http://www.avusa.co.za">www.avusa.co.za</a>

### PART 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protection any right in terms of this Act Enquiries should be directed to:

<b>Post:</b>	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton 2041
<b>Telephone:</b>	+27 (0) 11 484-8300
<b>Fax:</b>	+27 (0) 11 484-0582
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
<b>E-mail:</b>	<a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a>

### **PART 3 - Voluntary disclosure and automatic availability of certain records (Section 52(1))**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Act. Request forms for these categories of information are also available from our information officer, whose contact details appear in Part 1 of this manual. Some of the information is available on the website at [www.johnnic.com](http://www.johnnic.com).

- Reports
- Circulars to shareholders
- Code of ethics
- Other literature intended for public viewing
- Public customer information
- Product brochures
- Trading sites and product exhibition
- Copies of statutory notices i.t.o. copyrights
- Publishing copyright information
- Artists biographies

### **PART 4 – Information available in terms of other legislation (Section 51(1)(d))**

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991

### **PART 5 – Information available (Section 51(1)(e))**

We hold the following categories of information:

- **Company Secretarial**
  - Company Statutes
  - Registers
  - Minutes of Meetings
  - Statutory Returns
  - Circulars Issued to Members
- **Legal**
  - Legal Agreements and Controls
  - Loans from and to Third Parties

- **Human Resources**
  - Policies and Procedures
  - Employee Information
  - Personnel Files
  - Contracts
  - Skills Development Programme
  - Health and Safety Records
  
- **Financial**
  - Accounting Records
  - Fixed Asset Registers
  - Financial Statements and Management Accounts
  - Tax Records and Returns
  - VAT Records and Returns
  - Bank Statements and Cheques
  - Debtor Invoices and Statements
  - Creditors Invoices, Statements and Related Payment Supporting Documents
  
- **Intellectual Property**
  - Trademarks
  - Copyright
  - Patents
  - Licenses
  
- **Marketing**
  - Market Information
  - Public Customer Information
    - Product Brochures
    - Owner Manuals
  - Field Records
  - Product Sales Records
  - Marketing Strategies
  - Customer Database
  - Dealer Franchise Documents
  
- **Sales Division**
  
- **Production & Logistics**
  
- **Immovable and Moveable Property**
  - Title deeds of land owned by the Companies
  - Agreements for the lease or sale of property/buildings by the Companies
  - Leases in respect of vehicles
  - Office equipment leases
  - Property Records and Leases
  
- **Insurance**
  - Insurance Policies
  - Property Records and Leases

## **PART 6 – Availability of manual**

The manual is available for inspection at the office of Avusa free of charge, and on the Avusa website (refer to Part 2 of the manual). Copies are also available with the SAHRC and in the Government Gazette.

## **PART 7 – Manner of access**

If you wish to request access to any of the above categories of information, you are required to complete the request form. The prescribed forms for requests to private bodies are available from:

- our information officer (whose contact details are in Part 2 of this manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

**ANNEXURE “A”**

**FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53 (1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

[Regulation 10]

**A. Particulars of private body**

The Head:

.....  
.....  
.....

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: .....

.....

Identity number:.....

Postal address:.....

.....

.....

..... Fax number:.....

Telephone number: ..... E-mail address: .....

Capacity in which request is made, when made on behalf of another person: .....

.....

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: .....

.....

Identity number:.....

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: .....  
.....  
.....  
.....
2. Reference number, if available: .....
3. Any further particulars of record: .....  
.....  
.....

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: .....  
.....  
.....

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: .....	Form in which record is required: .....
.....	.....
.....	.....

Mark the appropriate box with an **X**.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

- 1. Indicate which right is to be exercised or protected: .....
- 2. Explain why the record requested is required for the exercise or protection of the aforementioned right: .....

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record? .....

Signed at ..... this ..... day of ..... 20 .....

.....  
SIGNATURE OF REQUESTER/PERSON ON WHOSE  
BEHALF REQUEST IS MADE

## **ANNEXURE “B”**

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

### **1. Copies of a manual**

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

### **2. Reproduction fees<sup>1</sup>**

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

### **3. Access fees<sup>2</sup>**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

### **4. Other fees**

- 4.1 A request fee<sup>3</sup> of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.<sup>5</sup>
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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<sup>1</sup> Section 52(3) and Regulation 1(1).

<sup>2</sup> Section 54(7) and Regulation 11(3).

<sup>3</sup> Section 54(1) and Regulation 11(2).

<sup>4</sup> Annexure “A”, Part III, Item 4(1)(f).

<sup>5</sup> Section 54(2).

PART III  
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof .....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc.....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc .....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images .....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record .....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.