

**Bridge Taxi Finance GJ (Pty) Limited**

**Manual**

**in terms of**

**Section 51 of**

**the Promotion of Access to Information Act 2/2000**

**(the "ACT")**



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# INTRODUCTION

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Bridge Taxi Finance is a company providing developmental credit to the minibus taxi industry since 2013 and is operating in South Africa.

This Manual has been prepared in Terms Of Section 51 of The Promotion Of Access To Information Act 2 / 2000.

Our manual is available at our head office in Rosebank, Johannesburg, for anyone to read through without charge.

The Manual is also available at the SAHRC and copies can be obtained at the legislated charge.

## COMPANY CONTACT DETAILS - SECTION 51(1) (A)

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### Company Information

<b>Registered Name</b>	Bridge Taxi Finance GJ (Pty) Limited
<b>Trading As</b>	Bridge Taxi finance GJ
<b>Nature of Business</b>	Developmental credit provider
<b>Registration Number</b>	2013/126320/07
<b>Physical address</b>	132 Jan Smuts Rosebank 2193 South Africa
<b>Postal Address</b>	PO Box 52182 Saxonwold 2132
<b>Telephone Number</b>	+27 (0)800 27 43 43
<b>Fax Number</b>	+27 (0)86 595 9153
<b>Website</b>	<a href="http://www.bridgetaxifinance.co.za">www.bridgetaxifinance.co.za</a>
<b>Email Address</b>	info@bridgetaxifinance.co.za
<b>Directors</b>	V Raseroka GD van Wyngaardt



## Contact Details

<b>Contact Person</b>	GD van Wyngaardt
<b>Email Address</b>	<a href="mailto:gerhardt@bridgetaxifinance.co.za">gerhardt@bridgetaxifinance.co.za</a>
<b>Postal Address</b>	PO Box 52182 Saxonwold 2132
<b>Telephone Number</b>	+27 (0)800 27 43 43
<b>Fax Number</b>	+27 (0)86 595 9153

## **THE ACT - SECTION 51(1) (B)**

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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.

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.

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:

PAIA Unit  
Private Bag 2700  
Houghton  
2041

Telephone : (011) 877-3600  
Facsimile : (011) 403-0625  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
Email : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **APPLICABLE LEGISLATION - SECTION 51(1) (C)**

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Information is available in terms of the following legislation, if and where applicable:

<b>No</b>	<b>Reference</b>	<b>Act Description</b>	<b>Applicable</b>
1	<b>No 61 of 1973</b>	Companies Act	Yes
2	<b>No 98 of 1978</b>	Copyright Act	No
3	<b>No 55 of 1998</b>	Employment Equity Act	Yes
4	<b>No 95 of 1967</b>	Income Tax Act	Yes
5	<b>No 66 of 1995</b>	Labour Relations Act	Yes
6	<b>No 89 of 1991</b>	Value Added Tax Act	Yes
7	No 37 of 2002	Financial Advisory and Intermediary Services Act	No
8	No 75 of 1997	Basic Conditions of Employment Act	Yes
9	No 69 of 1984	Close Corporations Act	No
10	No 25 of 2002	Electronic Communications and Transactions Act	Yes
11	No 2 of 2000	Promotion of Access of Information Act	Yes
12	No 30 of 1996	Unemployment Insurance Act	Yes

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## SCHEDULE OF RECORDS - SECTION 51(1) (D)

Records	Subject	Applicable	Source
Public affairs	Public Product Information	Yes	Request in terms of PAIA.
	Public Corporate Records	Yes	Request in terms of PAIA.
	Media Releases	Yes	Request in terms of PAIA.
Financial	Financial Statements	Yes	Request in terms of PAIA.
	Financial and Tax Records (Company & Employees)	Yes	Not available.
	Asset Register	Yes	Request in terms of PAIA.
	Management Accounts	Yes	Request in terms of PAIA.
Marketing	Market Information	Yes	Request in terms of PAIA.
	Public Customer Information:		
	Product Brochures	Yes	Request in terms of PAIA
	Owner Manuals	No	
	Field Records	No	
	Performance Records	No	
	Product Sales Records	Yes	Request in terms of PAIA
	Marketing Strategies	Yes	Request in terms of PAIA
	Customer Database	Yes	Request in terms of PAIA
Dealer Franchise Documents	No		

## FORM OF REQUEST - SECTION 51(1) (E)

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The Promotion of Access to Information Act 2 / 2000 allows people an opportunity to obtain information and documents from the Government and from businesses when this is needed. But this does not mean that all information can be accessed whenever someone wants it. The PAIA makes it clear that people may only request information for legitimate reasons such as the protection of a right or similar and that a company may refuse to disclose information that is confidential or secret or if the information concerns a third party such as an employee.

To request information from Bridge Taxi Finance:

- The prescribed request form ([download here](#)) must be fully completed and sent by registered mail, telefax or email to our contact person, together with a certified copy of the requestors' identity book.
- Requests for information that do not comply with this process will be returned to the requestor.
- Provide sufficient details to enable the COMPANY to identify:
  - The record(s) requested;
  - The requester (and if an agent is lodging the request, proof of capacity);
  - The form of access required;
  - The postal address or fax number of the requester in the Republic;
  - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 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.



## ***PRESCRIBED FEES - SECTION 51(1) (F)***

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The requestor must bear in mind that each application carries a prescribed charge for administrative levies. These fees are non-refundable.

There are costs for all information disclosed which the requestor must pay for before requested information is handed over.

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

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

# VERSION CONTROL

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Version no	Date	Description
001	8 Dec 2015	Created and submitted to SA HRC
002	15 June 2018	Updated and submitted to SA HRC