



**PROMOTION OF ACCESS TO INFORMATION
ACT NO2 of 2000
(Hereinafter referred to as the “Act”)**

**for
BB MOTOR GROUP**

**Prepared in accordance with section 51 of the
Promotion of Access to Information Act 2 of 2000 (“PAIA”)**

**This manual applies to BB Motor Group, and its South African
subsidiaries and their divisions.
(Collectively referred to in this manual as “BB Motor Group”)**

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INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

Specifically, section 51(1) of the Act provides that within six months after the commencement of this section or within six months after coming into existence of the private body concerned, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies.

In this context, a “private body” is defined as any natural person who carries or has carried on any trade, business or profession, but only in such capacity or any partnership which carries or has carried on any trade, business or profession or any former or existing juristic person (e.g., any company, close corporation or business trust).

BB Motor Group falls within the definition of a “private body” and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Accordingly, this manual provides a reference to the records held by BB Motor Group and the process that needs to be adopted to access such records.

All requests for access to information (other than information that is available to the public) must be addressed to the Head of the Business named in section 2 of this Manual.

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BUSINESS & CONTACT DETAILS



Name of Business	BB Motor Group
Head of Business	Mr Riaan Smit
Position	CFO, Key Individual & Information Officer
Postal Address	PO Box 795, Polokwane, 0699
Physical Address	20 Excelsior Street, Polokwane. 0699
Phone Number	+27 (15) 287 1300
Email Address	riaan@bbgroup.co.za
Website	www.bbgroup.co.za

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MANUAL & GUIDELINES

Any enquires relating to this guide should be directed to the Chief Executive Officer of the South African Human Rights Commission ("SAHRC"), 2nd Floor, Braampark Forum 3, 33 Hoof Street, Braamfontein. Telephone 011 877 3750 or Fax 011 403 0668.

The Guide is also available at all offices and on the website of the South African Human Rights Commission, www.sahrc.org.za.

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ACCESS TO THE RECORDS HELD BY BB MOTOR GROUP

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at:

BB Motor Group
20 Excelsior Street
Polokwane
0699



4.1 RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF 651(1)(e) OF THE ACT

A	Statutory Information	L	Confidentiality Agreements
B	Financial Information	M	Restraint of Trade Agreements
C	Legal Records	N	Lease Agreements
D	Insurance Records	O	Sale Agreements
E	Employee Contracts	P	Acquisition Agreements
F	Supplier Contracts	Q	Environmental / Public Safety Records
G	Client Contracts	R	Employment Equity
H	Share Option Schemes	S	Patents, Trademarks, Trade Names & Protected Names
I	Pension & Provident Fund Details		
J	Documentation on Taxation		
K	Shareholder Agreements		

Records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, before BB Motor Group will permit access.

4.2 RECORDS AVAILABLE WITHOUT A REQUEST

Records of a public nature, typically those disclosed on the Company's website can be accessed without the need to submit a formal application.

Other non-confidential records, such as statutory records maintained at the Companies and Intellectual Property Commission, can also be accessed without the need to submit a formal application. However, an appointment to view such records will still need to comply with the requirements laid down for this purpose.

4.3 RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF 651(1)(e) OF THE ACT

Any records that are required to be made available in terms of the Road Transport Act, Companies Act No. 71 of 2008.

Where applicable to its operations, the Group also retains records and documents in terms of the legislation listed in Annexure A. Any records that are required to be made available in terms of the legislation listed in Annexure A will be made available for inspection by requestors in terms of the requirements and conditions of the Act and the applicable legislation, should the requestor be entitled to such information.

INFORMATION REQUEST PROCEDURE

- To request a document that does not fall within the ambit of the Act, the requester must direct the request to the Information Officer in writing and request an appointment to view the documentation.
- To request a document that does fall within the ambit of the Act, the requester must make use of the prescribed form. This must be directed to Head of Business named in Section 2 above. This request must be made to the address or electronic mail address of the business.
- The requester must provide sufficient detail on the request form to enable the Head of Business to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner should be used to inform the requester. If this is the case, please furnish the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and must provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of Head of Business aforesaid.
- The prescribed request fee must be attached.

We will respond to your request within 30 days of receiving the request by indicating whether your request for access has been granted or denied.

Please note that the successful completion and submission of a request for access form does not automatically allow the requestor access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:

The record is required for the exercise or protection of any right; and
The requestor complies with the procedural requirements set out in the Act relating to a request; and

Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

DENIAL OF ACCESS

Access to any record may be refused under certain limited circumstances. These include:

- The protection of personal information from unreasonable disclosure concerning any natural person;
- The protection of commercial information held concerning any third party (for example trade secrets);
- The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interests of any third party;
- Disclosures that would result in a breach of a duty of confidence owed to a third party;
- Disclosures that would jeopardize the safety or life of an individual;
- Transport;
- Disclosures that would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- Disclosures that would prejudice or impair the protection of the safety of the public;
- Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;
- Disclosures of details of any computer programme;
- Disclosures that will put (name of business) at a disadvantage in contractual or other
- Negotiations or prejudice it in commercial competition;
- Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interests of (name of business)
- Disclosures of any record containing information about research and development being carried out or about to be carried out by (name of business)

If access to a record or any other relevant information is denied, our response will include:

- Adequate reasons for the refusal; and
- Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.

7 FEES

The applicable fees are prescribed in terms of the Regulations promulgated under the Act.

There are two basic types of fees payable in terms of the Act.

- Request Fee

The non-refundable request fee of R 50 (excluding VAT) is payable on submission of any request for access to any record. This does not apply if the request is for personal records of the requestor. No fee is payable in such circumstances.

- Access Fee

The access fee is payable prior to being permitted access to the records in the required form. The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11.



8 MANUAL AVAILABILITY

This Manual is available at the offices of the South African Human Rights Commission. The Manual is also available at www.bbgroup.co.za and from our offices

Copies may also be obtained from the Head of Business of BB Motor Group. In respect of hard copies, any transmission costs or postage will be for the account of the requester.

OTHER INFORMATION AS PRESCRIBED

Annexure A – Form C: Request for access to a record of a private body

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: _____

Attention: _____

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.**

Description of record or relevant part of the record:

Reference number, if available: _____

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 below, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____ -
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access 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.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images - (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"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

Postage is payable

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.***

Indicate which right is to be exercised or protected:

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

OTHER INFORMATION AS PRESCRIBED

Annexure B – List of all BB Motor Group's entities

Voertuie Vir Almal T/A BB Auto	1984/000753/07
Renault Polokwane (Pty) Ltd	2012/050620/07
BB Used (Pty) Ltd	2000/003083/07
Suzuki Polokwane (Pty) Ltd	2012/008492/07
BB Mazda Polokwane (Pty) Ltd	2014/266377/07
BB Motors Tzaneen (Pty) Ltd	1984/000790/07
BB Tzaneen Mahindra (Pty) Ltd	2016/445421/07
Mazfor Motors	1996/017660/07
BB Mazda Tzaneen	2014/266390/07
BB Used Tzaneen (Pty) Ltd	2015/193422/07
Trackstar Trading 276 (Pty) Ltd	2001/007176/07
Galactic Auto (Pty) Ltd	2003/014289/07
Morbei Trade and Invest 212 (Pty) Ltd	2012/050599/07
BB Vehicles Phalaborwa (Pty) Ltd	2007/001383/07
Honda Auto Polokwane (Pty) Ltd	2002/009719/07
BB Truck & Tractor Services (Pty) Ltd	2000/003386/07
BB Truck Middelburg	1973/014002/07
BB Commercial (Pty) Ltd	2012/001057/07
BB Truck Pretoria	2012/051764/07
BB Mount Fuji Mahindra	2014/197759/07
BB Vehicles Polokwane (Pty) Ltd	2014/197780/07
BB Tzaneen Vehicles Pty Ltd	2016/306621/07
BB Mount Fuji Vehicles Pty Ltd	2014/197760/07
BB Zambezi Honda Pty Ltd	2012/050113/07
CLIDET 443 (Pty) Ltd T/A BB Hatfield Renault	2002/32025/07
IZIMOTO Trading (Pty) Ltd T/A BB Silverton Nissan	2004/01551/07
COPPERZONE 168 (Pty) Ltd T/A BB Sinvoile Nissan	2010/022281/07
VALULINE 178 (Pty) Ltd T/A BB Hatfield Nissan	2008/019389/07
EVENING STAR TRADING 64 (Pty) Ltd T/A BB Gezina	2004/001520/07
Ford Menlyn (Pty) Ltd	2000/016972/07
ARNOLDUS PROPERTY INVESTMENTS (Pty) Ltd T/A BB	2012/001661/07
BB Suzuki Hatfield (Pty) Ltd	2013/025732/07
BB Leasing (Pty) Ltd	2013/18756/07
BB Menlyn Mahindra	2014/197782/07
BB Hatfield BAIC (Pty) Ltd	2017/010796/07