

DOCUFILE JHB (PTY) LTD

2003/009799/07

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000 (“the Act”)
for

DOCUFILE JHB (PTY) LTD

Docufile JHB (PTY) Ltd is a private company which was formed in 2003 and that conducts business in the document storage sector in the Republic of South Africa.

Part 1

Managing Director: David Ian Hughes (Identity Number: 740812 5253 086)

Physical address: 85 Morkels Close, Capital Hill Industrial Park, Le Roux Road, Midrand.
Postal address: P.O Box 78, Carlswald, Kayalami, 1685
Telephone: (011) 312-5000
Fax no: (011) 312-5005

The guide

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission
The Research and Documentation Unit
Postal address: Private Bag X2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
email: paia@sahrc.co.za
website: www.sahrc.org.za

Information held

Docufile JHB (PTY) Ltd holds information relating to the following subjects:

- Annual financial statements
- Tax returns
- Accounting records
- Bank statements
- Customer contracts
- Records in respect of customers

Procedure to request information

In order to request information from Docufile JHB (PTY) Ltd please use the prescribed form which can be found at our offices.

Docufile JHB (PTY) Ltd will notify you of its decision once it has been made. Please note that there are instances in which Docufile JHB (PTY) Ltd may refuse to grant you access to the record, in terms of the Act.

If Docufile JHB (PTY) Ltd does grant your request, you will be charged an additional fee for the access (per page provided to you).

Availability of this manual

This manual is available at our offices and from the South African Human Rights Commission. If you require a copy of the manual, it will be provided at the prescribed fee.

We will update this manual from time to time, as and when it becomes necessary to do so.