



Southern African Gas Association NPC  
PostNet Suite 141  
Private Bag X04  
Fontainebleau  
2032

Telephone: +27 (0) 11 431 2016  
Facsimile: +27 (0) 86 525 3415

## **Southern African Gas Association (SAGA)**

### **MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000 (PAIA)**

<b>Index</b>	<b>Page</b>
1 Contact details	2
2 Guide in terms of section 10 of the Act	2
3 Information/Documents available in accordance with other legislation	2
4 Access to the records held	3
5 The request procedures	3
6 Other information	3
7 Availability of the material	3

**1. Contact Details (Section 51(1) (a) of the Act)**

Name of Business: Southern African Gas Association NPC (SAGA)  
Contact Person: Elrien Bootha  
Postal Address: Postnet Suite 141, Private Bag X04, Fontainebleau, 2032  
Telephone: 011 431 2016  
Fax: 086 525 3415  
Website: [www.sagas.co.za](http://www.sagas.co.za)  
E-mail: [elrien@sagas.co.za](mailto:elrien@sagas.co.za)

**2. Guide in terms of section 10 of the Act (Section 51(1) (b) of the Act)**

The section 10 Guide on how to use the Act is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission (SAHRC):

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: +27 11 877-3600  
Fax: +27 11 403-0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za) (manual)  
[dmalesa@sahrc.org.za](mailto:dmalesa@sahrc.org.za) (alternative, signed copy of manual)

**3. Information/Documents available in accordance with other legislation (Section 51(1)(d) of the Act)**

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

- Income Tax Act No. 58 of 1962
- Promotion of Access to Information Act No. 2 of 2000
- Value – Added Tax Act No. 89 of 1991

4. **Access to the records held (Sections 51(1) (c) and 51(1) (e) of the Act)**

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] can be defined as operational information needed in the day to day running of the business and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, contracts and general accounting records).

5. **The Request Procedures**

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section.

6. **Other information (Section 51(1) (f) of the Act)**

The Ministry of Justice and Constitutional Development has not made any regulations in this regard.

7. **Availability of the material (Section 51(3) of the Act)**

The manual is available at our office free of charge; and copies are available with the SAHRC.



**Public Information Officer  
Elrien Bootha**

Date: 1 November 2013

Attachments: J749 PAIA Form E  
J750 PAIA Form A