

Content of the manual prepared in accordance with  
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 ("THE ACT")

in respect of  
PIE CITY HOLDINGS (PTY) LTD  
(Registration number: 2006/006043/07) Trading as Pie City Corporate  
("PIE CITY")

## **INDEX**

1. Introduction
2. Contact details
3. Guide in terms of section 10 of the Act
4. Notice(s) in terms of section 52(2) of the Act
5. Information / documents available in accordance with other legislation
6. Documents / Information held by Pie City in terms of the Act (Section 51(1)(e) of the Act)
7. Availability of the manual
8. List of subsidiaries of Pie City
9. Application
10. Additional Information

## **1. INTRODUCTION**

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Pie City as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Ms Antoinette Laporta should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Pie City.

The following words will bear the following meaning in this manual :

"the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;

"the/this manual" shall mean this manual together with all annexures thereto as available at the offices of Pie City from time to time;

"Pie City" shall mean Pie City Holdings (Pty) Ltd;

"SAHRC" shall mean the South African Human Rights Commission.

## **2. CONTACT DETAILS**

Name : Pie City Holdings (Pty) Ltd

Chief Executive Officer : Howard Allenberg

The appointed information officer : Antoinette Laporta

Address: 20 Longclaw Drive, Marconi Estate, Milnerton, 7441

Postal address: P.O. Box 1058; Milnerton; 7345

Telephone: +27 21 552 6013/4/5/6

Facsimile: +27 21 552 5582

E-mail: [info@piecity.net](mailto:info@piecity.net)

Webpage: [www.piecity.net](http://www.piecity.net)

### **3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

Address: PAIA Unit; The Research and Documentation Department; Private Bag 2700; HOUGHTON; 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

At this stage no notice(s) has / have been published.

Proceed to page three to download files containing the information held in accordance with the act as well as the necessary application form to request any information required.

### **5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

Pie City keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962 (Section 75)
- Value-added Tax Act, Act No 89 of 1991 (Section 65)
- Customs and Excise Act, Act No 91 of 1964 (Section 101)
- Unemployment Insurance Act, Act No 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31)
- Employment Equity Act, Act No 55 of 1998 (Section 26)

- Compensation of Occupational Injuries and Diseases Act, Act No 130 of 1993 (Section 97)
- Insolvency Act, Act No 24 of 1936 (Section 134)
- Occupational Health and Safety Act, Act No 85 of 1993

**6. DOCUMENTS/INFORMATION held by Pie City in terms of the Act (Section 51(1)(e) of the Act)**

The documents/information listed herein below pertain to the day-to-day management of the business Pie City:

- Standard Employment Contracts
- Employment Equity Plan & Report
- Human Resources Policies and Procedures
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations to Provident Fund
- Other Commercial contracts

**7. AVAILABILITY OF THE MANUAL**

This manual is available for inspection at the offices of Pie City, free of charge.

The manual can also be accessed on the websites of the SAHRC and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request form or fee structure.

**8. LIST OF SUSIDIARIES OF PIE CITY**

<b>Registered Name</b>	<b>Registration number</b>
Pie City Smith Street (Pty) Ltd	1996/013651/07
Devrust (Pty) Ltd	1996/014075/07
Devpret (Pty) Ltd	1996/001972/07
Devtrade (Pty) Ltd	1996/002130/07

Note: this excludes all dormant companies under the control of Pie City.

## **9.APPLICATION**

To make application to obtain information you must download, complete and submit the required application form [infoApp.pdf](#) (99kb).

## **10.ADDITIONAL INFORMATION**

To obtain additional information about the Company and details of information kept as required in accordance with the Access to Information Act, you may download the file [infoDoc.pdf](#) (89kb).

This document also has details of the costs involved in making application.