

MEDI-CLINIC GROUP OF COMPANIES

MANUAL IN TERMS OF THE

PROMOTION OF ACCESS TO

INFORMATION ACT, NO 2 OF 2000

Manual of the Medi-Clinic Group of Companies (as per the individual companies and entities on the attached list, herein represented by Medi-Clinic Limited)

Prepared in terms of Section 51 of the Promotion of Access to Information Act, No 2 of 2000.

1. **Particulars of Company and authorised officer**

- 1.1 **Name of company** : Medi-Clinic Limited
Registration number : 1969/009218/06
- 1.2 **Authorised officer** : Mrs Clara Findlay
(Legal Services)
- 1.3 **Postal Address** : P O Box 456, STELLENBOSCH, 7599
- 1.4 **Street Address** : Medi-Clinic Offices, Strand Road,
STELLENBOSCH
- 1.5 **Telephone number** : 021-809 6500
Fax number : 021-809 6755
E-mail address : clara.findlay@mediclinic.co.za

2. **Human Rights Commission Guide**

The Human Rights Commission has prepared a guide in terms of S10 of the Promotion of Access to Information Act, containing information required by a person wishing to exercise any right contemplated in the Act. Any queries concerning the guide should be referred to the Human Rights Commission in Johannesburg.

- Website Address : www.sahrc.org.za
- Head Office Address : 29 Princess of Wales Terrace, Cnr York and St
Andrews Street, Parktown, Johannesburg
Private Bag 2700, Houghton, Johannesburg 2041
- Telephone number : (011) 484 8300

3. **Categories of records available without a person having to request access in terms of the Act**

There is currently no description of categories of records which are automatically available in terms of s52(2) of the Act.

4. **Description of records that are available in accordance with the following legislation**

All records that are legally required to be kept by the company in terms of the following legislation are available:

- 4.1 Companies Act
- 4.2 Labour Relations Act
- 4.3 Occupational Health and Safety Act
- 4.4 Basic Conditions of Employment Act
- 4.5 Employment Equity Act
- 4.6 Compensation for Occupational Injuries and Diseases Act
- 4.7 Unemployment Insurance Act
- 4.8 National Health Act
- 4.9 Any other legislation relevant to the business concerned

5. **How to go about requesting records**

Access to records may be requested by completing the prescribed form, (attached and known as Form C) and submitting it to the authorised officer as set out in paragraph 1.

Once a request is received, the authorised officer will contact the requester to advise him/her about the further management of the request.

6. **Subjects and categories of records held**

Records relating to the following subjects and categories are held by the company and may be requested:

- 6.1 Company Secretarial records
- 6.2 Funder Relations and Contracting
- 6.3 Hospital related records
- 6.4 Human Resources
- 6.5 Information Technology Services
- 6.6 Legal Services
- 6.7 Marketing
- 6.8 Nursing Services
- 6.9 Pharmacy Services
- 6.10 Property Services
- 6.11 Purchasing Services
- 6.12 Technical Services
- 6.13 Training and Development

LIST OF COMPANIES / ENTITIES

- Alumni Trading 231 (Pty) Ltd
- Anita Dekker CC
- Annelie Retief (Pty) Ltd
- Apex Healthcare Services (Pty) Ltd
- Auckland Medicine Distributors (Pty) Ltd
- Barbeton Medi-Clinic (Pty) Ltd
- Bloemfontein Medi-Clinic
- Blue Beacon Investments 81 (Pty) Ltd
- Cape Town Medi-Clinic
- Constantiaberg Medi-Clinic
- Curamed Holdings Limited
- Curamed Holdings Limited Share Incentive Trust
- Curamed Hospitals (Pty) Ltd
- Curamed Kloof Properties (Pty) Ltd
- Curamed Nominees Trust
- Curamed Properties (Pty) Ltd
- Curamed Stakeholder Trust
- Curamed Thabazimbi Trust
- DJH Defty (Pty) Ltd
- Durbanville Medi-Clinic
- E Thekwini Private Hospital (Pty) Ltd
- ER24 EMS (Pty) Ltd
- ER24 Holdings (Pty) Ltd
- ER24 Trademarks (Pty) Ltd
- Emfuleni Medi-Clinic
- Ermelo Medi-Clinic Doctors' Trust
- Ermelo Medi-Clinic (Pty) Ltd
- Eureka Private Hospital Property Trust
- Five Loch Avenue (Pty) Ltd
- Geneva Clinic
- George Medi-Clinic

LIST OF COMPANIES / ENTITIES (continued)

- Hermanus Medi-Clinic Limited
- Hermanus Private Hospital Doctors' Trust
- Highveld Medi-Clinic
- Hoogland Medi-Clinic
- Hospiplan Trust
- Howick Private Hospital (Pty) Ltd
- Howick Private Hospital Holdings Limited
- Kathu Medi-Clinic
- Kimberley Medi-Clinic (Pty) Ltd
- Kimberley Medi-Clinic Doctors' Trust
- Klein Karoo Medi-Clinic
- Kloof Medi-Clinic
- Legae Medi-Clinic (Pty) Ltd
- Leopont 456 Properties (Pty) Ltd
- Limpopo Medi-Clinic Investments (Pty) Ltd
- Limpopo Medi-Clinic Limited
- Limpopo Medi-Clinic Trust
- Louis Leipoldt Medi-Clinic
- Marapong Private Hospital
- Medforum Medi-Clinic
- Medical Human Resources (Pty) Ltd
- Medical Innovations (Pty) Ltd
- Medicity Milnerton Shareblock (Pty) Ltd
- Medicity Vereeniging Shareblock (Pty) Ltd
- Medi-Clinic Corporation Limited
- Medi-Clinic Developments (Pty) Ltd
- Medi-Clinic Dormant (Pty) Ltd
- Medi-Clinic Europe (Pty) Ltd
- Medi-Clinic Finance Corporation (Pty) Ltd
- Medi-Clinic Group Services (Pty) Ltd
- Medi-Clinic Heart Hospital

LIST OF COMPANIES / ENTITIES (continued)

- Medi-Clinic International (Pty) Ltd
- Medi-Clinic Investments Limited
- Medi-Clinic Limited
- Medi-Clinic Middle East (Pty) Ltd
- Medi-Clinic Properties (Pty) Ltd
- Medi-Clinic Southern Africa Limited
- Medipark Clinic (Pty) Ltd
- Milnerton Medi-Clinic
- Morningside Medi-Clinic
- Mpilo Investment Holdings 1 (Pty) Ltd
- Mpilo Investment Holdings 2 (Pty) Ltd
- Muelmed Medi-Clinic
- Nelspruit Medi-Clinic
- Newcastle Private Hospital Limited
- Paarl Medi-Clinic (Pty) Ltd
- Panorama Medi-Clinic
- Phodiclinics (Pty) Ltd
- Pieter Kruger Venter Inc
- Pietermaritzburg Medi-Clinic
- Plettenberg Bay Medi-Clinic
- Potchefstroom Medi-Clinic (Pty) Ltd
- Practice Relief (Pty) Ltd
- Reef Medical Property Holdings (Pty) Ltd
- Reef-Med (Pty) Ltd
- Sandton Medi-Clinic
- Secunda Medi-Clinic
- Solar Spectrum Trading 242 (Pty) Ltd
- Stellenbosch Medi-Clinic
- Strand Private Hospital
- Sunnyside Medi-Clinic
- The Medicity (Potchefstroom) Doctors' Trust

LIST OF COMPANIES / ENTITIES (continued)

- The Mpilo Trust
- Tshwane Private Hospitals (Pty) Ltd
- Tzaneen Private Hospital (Pty) Ltd
- Umdoni Private Hospital Development (Pty) Ltd
- Upington Private Hospital (Pty) Ltd
- Vereeniging Medi-Clinic
- Vergelegen Medi-Clinic
- Victoria Hospital Limited
- Victoria Hospital Pharmacy (Pty) Ltd
- Western Crown Properties 57 (Pty) Ltd
- Welkom Medi-Clinic
- Wits University Donald Gordon Medical Centre (Pty) Ltd
- Worcester Medi-Clinic

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: _____

_____ 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.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

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

Disability:	Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request 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
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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.**

1. Indicate which right is to be exercised or protected: _____

2. 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**