

**MANUAL
FOR
I-BALL MEDIA CC
REG NO: 2001/008111/23**

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

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Mr Mark Trollip
Postal Address: P O Box 18862 DALBRIDGE 4014
Physical Address: 45 Esther Roberts Rd , GLENWOOD, DURBAN 4001

Tel: 031 2012212

Fax: 086 511 9251

E-Mail: accfin@inbalance.co.za

Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has compiled a guide as contemplated in section 10 of the Act. This guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 0582

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

SIMON JOHN READ
45 ESTHER ROBERTS ROAD,
GLENWOOD, DURBAN 4001
EX OFFICIO COMMISSIONER OF OATHS
PROFESSIONAL ACCOUNTANT (SA) No.: 5179
REF: 9/1/8/3 (AB) DATED 18/02/2003



**ACCOUNTING AND
FINANCIAL SERVICES**

45 ESTHER ROBERTS ROAD (FRERE ROAD)
GLENWOOD, DURBAN 4001
PO BOX 18862, DALBRIDGE 4014
TEL: 031 201 2212 Fax: 086 511 9251