

Section 51 (PAIA) Manual

**Prepared in accordance with Section 51 of the Promotion of Access to
Information ACT 2 of 2000**

FOR

**JEDIDIAH Trust,
JC GROUP (Pty) Ltd.**

And

JC Group subsidiaries

1. Introduction

This manual applies in respect of each member of the **JC GROUP** as set out in this manual and as the **JC GROUP**. **Jedidiah Trust** is the ultimate holding entity of all equity but trade as **JC GROUP**.

2. Company and Group Overview:

Jedidiah Trust was registered in 2000. JC Group (Pty) Ltd. was formed in 2001 when the Jedidiah trustees identified the need for a South African holding entity to hold all the business interest on behalf of the Trust.

Jedidiah Trust is a trust with the beneficiaries defined as the 'poor of Africa'. Jedidiah Trust is a registered NPO.

JC Group is a holding entity and is holding interest in a number of business entities. JC Group main interest and objectives are to create as many as possible sustainable business opportunities for the unemployed and poor in Africa and to maximize the investment and wealth on behalf of the beneficiaries.

Subsidiaries are in the following industries;

- Management Consulting,
- New Venture Creation,
- Enterprise Development,
- Socio Economic Development,
- Healthcare Consulting,
- Development of Intellectual Property,
- Alternative Energy market,
- Development of Property,
- Property Investment and
- Network development.

PART 1: (Information required under section 51(1)(a) of the Act)

Name of Trust:	Jedidiah Trust
Trust Registration Number:	IT 1874/00
Name of Holding company:	JC Group (Pty) Ltd.
Company Registration number:	2001/022714/07
Postal Address:	P.O. Box 11306 Silver Lakes 0054

Physical Address:

8/78 Pony Street,
Tijger Vallei Office Park
Silver Lakes Road
Tijger Vallei
Pretoria
0054

Telephone Number:

+27 (0)12 809 3317

Fax Number:

+27 (0)86 608 5427

Chief Executive Officer:

Erni Visser

Email address:

erni@jcgroup.co.za

PART 2: (Information required under section 51(1)(b) of the Act)

How to access the guide as described in Section 10 of the Act.

Any queries should be addressed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private bag 2700
Houghton
2041
South Africa

Telephone: +27 (0)11 484 8300
Fax: +27 (0)11 484 0582
Email: paia@sahrc.org.za
Website: www.sahrc.org.za

PART 3: (Information required under section 51(1)(c) and 51(1)(e) of the Act)

A limited supply of brochures on some of the products and services offered by JC Group and certain of our business partners are available on request.

PART 4: (Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to JC Group which includes, but is not limited to, the following legislation:

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Insolvency Act 24 of 1936
- Compensation For Occupational Injuries And Health Diseases Act 130 of 1993
- Occupational Health And Safety Act 85 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions Of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Act 97 of 1998
- Skill Development Levies Act 9 of 1999
- Regional services Councils Act 109 of 1985

PART 5: (Information required under section 51(1)(e) of the Act)**5.1 Records That May Be Requested (subject to any legislative restriction)****Operational information**

Such information as is required for the day to day running of JC Group:

- Trust Deed
- Memorandum of Incorporation
- Minutes of meetings

- Intellectual property
- Statutory records
- Internal telephone lists
- Company Directives
- Company Policies
- Employee Records
- Licenses

Communications

Correspondence between persons within JC Group and external parties.

Website

JC Group website address is www.jcgroup.co.za and is accessible to anyone who has access to the Internet. The website contains various categories of information relating to the Company

Jedidiah trust website address is www.jedidiahtrust.co.za and is accessible to anyone who has access to the Internet. The website contains various categories of information relating to the Trust

5.2 Request Procedures

5.2.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)]

5.2.2 The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic of South Africa. The requester should also indicate, if in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].

5.2.3 The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

5.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

5.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

5.3.1 The head of the private body must, by notice, require the requester (other than a personal requester), to pay the prescribed fee (if any) before further processing the request [s 54(1)].

5.3.2 The fee that the requester must pay to a private body is R 50. The requester may lodge an application to the court against the tender or payment of the requested fee [s 54(3)(b)].

5.3.3 After the head of the private body has made a decision on the request, the requester must be notified in the required form.

5.3.4 If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

PART 6: (Information required under section 51(1)(f) of the Act)

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

PART 7: (Information required under section 51(3) of the Act)

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of JC Group. Copies are also available upon request from the South African Human rights Commission and the Government Gazette. The manual is also published on JC Group website referred to above.

PART 8: (Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed by the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section.

ANNEXURE 1:**JC GROUP Companies & Associates****Operating Subsidiary Companies:**

Jedidiah Trust	IT 1874/00
JC Group (Pty) Ltd.	2001/022714/07
JC Management (Pty) Ltd.	1999/026749/07
JC Property Management (Pty) Ltd	2011/100223/07
iShack Energy SA (Pty) Ltd.	2002/009470/07
Q Solid Fuels (Pty) Ltd.	2010/002986/07
JC Group Properties 2 (Pty) Ltd.	2003/021409/07
Carewell Properties (Pty) Ltd.	2000/023856/07
Green Flash Trading 145 (Pty) Ltd.	2007/003649/07
Solar Spectrum Trading 225 (Pty) Ltd.	2006/036993/07
JC Health (Pty) Ltd.	1999/007219/07

Operating Associated Companies:

Finningley Joint Venture Development Company (Pty) Ltd.	2005/025968/07
Finningley Development North – SPV1 (Pty) Ltd.	2014/162664/07
Segametsi Hope SA (Pty) Ltd.	2011/009263/07
Segametsi Hope Incubator (Pty) Ltd.	2013/104890/07
Segametsi Hope (Gauteng) (Pty) Ltd.	2011/010087/07
Segametsi Hope (KZN) (Pty) Ltd.	2011/010237/07
Segametsi Hope (KZN - South) (Pty) Ltd.	2014/172059/07
Segametsi Wellness (Pty) Ltd	2012/102624/07
Segametsi Hope (NC) (Pty) Ltd	2014/162736/07
NC Compost & Supplies (Pty) Ltd.	2014/129399/07
Specisat (Pty) Ltd	2014/267114/07
Speciscan (Pty) Ltd	2014/267110/07
Junolor (Pty) Ltd	2014/263185/07
Socratech (Pty) Ltd	2009/016705/07

