



**PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000  
("the Act")**

**SECTION 51 MANUAL  
GLOBAL AVIATION OPERATIONS PTY LTD**

**Company Registration: 2004/026323/07**

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## COMPANY OVERVIEW

Global Aviation Operations (Pty) Ltd is a privately owned company which operates medium to large jet aircraft in the charter and leasing sectors.

The company holds a Class II Domestic and International Non-Scheduled License issued by the Air Service Licensing Council with an Air Operators Certificate endorsed by the South African Civil Aviation Authority.

The fleet consists of DC9-32, MD82, DC10-10 and DC10-30F aircraft which are chartered or leased out both locally and internationally, with fully qualified crew and maintenance support, to meet our clients long or short term needs.

## CONTACT DETAILS (SECTION 51(1)(A))

Ms Carla Le Roux in her capacity as Company Administrator may be contacted for information as requested in terms of the form "A" as detailed in the Act at:

Physical Address : F17 Bonaero Park Shopping Centre  
Corner of Atlas Road and Geldenhuys Road  
Bonaero Park  
Kempton Park  
Gauteng  
1619

Postal Address : Po Box 8377  
Bonaero Park  
1622

Telephone Number : +27 (0) 10 900 4900  
Fax : + 27 (0) 86 234 0760  
Website : [www.g-airways.com](http://www.g-airways.com)  
E-mail : [cleroux@g-airways.com](mailto:cleroux@g-airways.com)

## THE SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51(1)(B))

The Guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Postal Address: 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):

## RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (SECTION 51 (1)(D))

Where applicable, the Company keeps records in terms of the following legislation:-

- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Employment equity Act 55 of 1998
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- SA Reserve Bank Act 90 of 1989
- Air Services Licensing Act No 115 of 1990
- Regional Services Councils Act 109 of 1985

## ACCESS TO RECORDS HELD BY THE COMPANY (SECTION 51 (1)(C )) AND 51(1)(E))

*(i) 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)]:*

No notice/s has/have been published on categories of records that are automatically available without a person having to request access in terms of the PAIA.

*(ii) Records that may be requested*

### Company Act Records

- Documents of Incorporation
- Memorandum and Articles of Association
- Minutes of Executive Committee meetings
- Records relating to the appointment of directors/auditors and other officers
- Share registry and other statutory registers

### Financial Records

- Annual Financial Statements
- Auditor's reports
- Income Tax Records

### PAYE records

- Records of payments made to SARS on behalf of employees
- All other statutory compliances i.e. VAT, SDL, UIF and Workmen's Compensation
- Human Resource Documents and Records
- Staff recruitment policies
- Employment Contracts
- Leave and record policies
- Employment Equity record

*(iii) Request Procedures and Fees Structure*

The forms and fee structure prescribed under the Act are available on the website of the South African Human Rights Commission [www.sahrc.org.za](http://www.sahrc.org.za)  
To request a document in terms of the Act, the requester must use the prescribed form (see annexure A). This must be submitted to the Director of Finance of the Company.

The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

*Access to company records may be protected by professional privilege, privacy or the grounds of refusal in terms of the Act.*

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51(1)(F)]

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

AVAILABILITY OF SECTION 51 MANUAL

The manual is available for inspection at the head offices of Global Aviation Operations (Pty) Ltd, the SAHRC as well as on the company's website [www.g-airways.com](http://www.g-airways.com).

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

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JGF Rosenzweig  
Director

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C Le Roux  
Company Administrator

ANNEXURE A

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

The particulars of the person who requests access to the record must be given below.  
The address and/or fax number in the Republic to which the information is to be sent must be given.  
Proof of the capacity in which the request is made, if applicable, must be attached.

Name	:	Surname	:
ID Number	:	Fax Number	:
E-mail Address	:	Tel Number	:
Postal 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.

Name	:	Surname	:
ID Number	:		

D. Particulars of record

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.

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.

Description of record or relevant part of the record:

\_\_\_\_\_

Reference number, if available:

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Any further particulars of record:

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E. Fees

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.

You will be notified of the amount required to be paid as the request fee.

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.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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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: Compliance with your request in the specified form may depend on the form in which the record is available. 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. The fee payable for access for 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
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"/>		<input type="checkbox"/>	transcription of the images*
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
4. If record is held on computer or in an electronic or machine-readable form:			

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (electronic storage / memory device)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

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.

Indicate which right is to be exercised or protected:

\_\_\_\_\_

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