



**MANUAL**  
**Prepared in terms of the requirements of the**  
**PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000**

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**MANUAL for BOUQUET GARNI NURSERY CC**  
**Prepared in terms of the requirements of the**  
**PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000**  
(hereinafter referred to as “the Act”)

**Introduction**

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

**A. Business and Contact Details**

**1. Name of Business**

Bouquet Garni Nursery cc

**2. CK Registration**

1996/048615/2

**3. Nature of Business**

Wholesale nursery

**4. Members of cc**

Mr. D.C.A. Hoffman

**5. Postal Address**

P. O. Box 15873  
Lynn East  
0039

**6. Street Address**

Plot 62  
Buffelsdrift  
Pretoria

**7. Telephone Number**

(012) 808 1044

**8. Telefax Number**

(012) 808 1470

## 9. Email Address

[Bgarni@mweb.co.za](mailto:Bgarni@mweb.co.za)

**Note** Public information on the business's products is available in brochure form.

## B. Records that are held at Bouquet Garni Nursery cc

1. Personnel Records
  - 1.1 As provided by employees.
  - 1.2 Conditions of employment and employee -related contractual records
2. Records relating to Customers
3. Records relating to Bouquet Garni Nursery cc
  - 3.1 Financial
  - 3.2 Product
  - 3.3 Statutory records that at present include the following: -
    - Basic Conditions of Employment Act. No. 75 of 1997.
    - Environment Conservation Act. No.73 of 1989.
    - Income Tax Act No. 58 of 1962.
    - Labour Relations Act No. 66 of 1995 as amended.
    - National Water Act. No. 36 of 1998.
    - Promotion of Access to Information Act No. 2 of 2000.
    - Regional Services Act No 109 of 1985 as amended
    - Skills Development Act. No. 97 of 1998.
    - Skills Development Levies Act. No. 9 of 1999.
    - Unemployment Insurance Act. No. 36 of 2001.
    - Value Added Tax Act No. 89 of 1991

## C. Information Request Procedure.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to Mr. D.C.A. Hoffman of Bouquet Garni Nursery cc. 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.

In terms of section 63 of the Act, the members of Bouquet Garni Nursery cc. must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the members of Bouquet Garni Nursery cc must refuse a request for access to a record of the cc if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Bouquet Garni Nursery cc. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Bouquet Garni Nursery cc. Access to such records will require the written permission of the third party concerned before Bouquet Garni Nursery cc will permit access to view.

In accordance with the above mandatory refusal grounds, the members will make a decision whether to accede to a request for access to information.

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

**D. Manual Availability.**

In addition to the availability of this Manual at the South African Human Rights Commission, copies may also be obtained from Mr. D.C.A. Hoffman of Bouquet Garni Nursery cc.

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