

Manual in terms of Section 51 of The Promotion of Access to Information Act 2 / 2000 (“the ACT”)

EXECUJET AVIATION (PTY) LTD

Private and Confidential

MANUAL

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Compiled By:

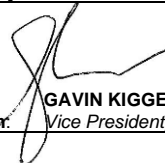
Signature:



Name: **LUCY BEIJL**
Designation: *Personal Assistant*

Approved By:

Signature:



Name: **GAVIN KIGGEN**
Designation: *Vice President, Africa*





TABLE OF CONTENTS

1. INTRODUCTION	3
2. COMPANY CONTACT INFORMATION: SECTION 51(1)(A)	3
2.1 Directors	3
2.2 Postal address	3
2.3 Street address	3
2.4 Telephone number	3
2.5 Fax number	3
2.6 Email address	3
3. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(B)	4
4. APPLICABLE LEGISLATION: SECTION 51(1)(C)	4
5. SCHEDULE OF RECORDS: SECTION 51(1)(D)	5
6. FORM OF REQUEST: SECTION 51(E).....	6
7. PRESCRIBED FEES (SECTION 51(1)(f).....	6



1. INTRODUCTION

ExecuJet Aviation (Pty) Ltd (Registration Number 1972/011461/07) is based at Lanseria International Airport, Gauteng, with a branch at Cape Town International Airport, South Africa.

This company specialises in air charter, aircraft management, fixed base operations (FBO), and aircraft completions.

The head of this private body in South Africa is Mr Gavin Kiggen, Vice President, Africa.

2. COMPANY CONTACT INFORMATION: SECTION 51(1)(a)

2.1 *Directors*

Gavin Kiggen
Jenny Roditis

2.2 *Postal address*

P O Box 32
Lanseria
1748

2.3 *Street address*

Entrance 1
Airport Road
Lanseria International Airport
1748

2.4 *Telephone number*

011 516 2300

2.5 *Fax number*

011 516-2380

2.6 *Email address*

gavin.kiggen@execujet.co.za



3. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the ACT.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal address Private Bag 2700, Houghton, 2041
Telephone number +27 11 877-3600
Fax number +27 11 403 0625
Website www.sahrc.org.za

4. APPLICABLE LEGISLATION: SECTION 51(1)(c)

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 9 of 1999	Skills Development Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access to Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No. 130 of 1993	Compensation for Occupational Injuries and Disease Act
14	No. 13 of 2009	Civil Aviation Act
15	No. 60 of 1993	International Air Services Act
16	No. 4 of 2013	Air Services Licencing Act



5. SCHEDULE OF RECORDS: SECTION 51(1)(d)

<i>Record</i>	<i>Subject</i>	<i>Availability</i>
Public Affairs	Public product information Public corporate records Media releases	Freely available on website www.execujet.com
Financial	Financial statements Financial and tax records Asset register Management accounts	Request in terms of PAIA
Marketing	Market information Public customer information: • Product brochures • Owner manuals Field records Performance records Product sales records Marketing strategies Customer database	Limited information available on website Request in terms of PAIA
Companies Act Records	Documents of incorporation Memorandum of Incorporation Minutes of Board of Directors meetings Records relating to appointment of directors/auditor/secretary/public officer Share register	Request in terms of PAIA
Personnel	Employment contracts Employment Equity Plan Medical aid records Pension fund records Disciplinary records Salary records SETA records Disciplinary code Leave records Training records Training manuals	Request in terms of PAIA



6. FORM OF REQUEST: SECTION 51(e)

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of ExecuJet at www.execujet.com
- Address your request to the Head of the Company (Vice President, Africa).
- Provide sufficient details to enable the company to identify:
 - the record(s) requested;
 - the requester (and if an agent is lodging the request, proof of capacity);
 - the form of access required;
 - the postal address or fax number of the requester in the Republic;
 - if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
 - the right to which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES (SECTION 51(1)(f))

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees before a request will be processed:

Account name	ExecuJet Aviation (Pty) Ltd
Bank	ABSA
Branch	Pretorius Street, Pretoria
Branch code	500 745
Account number	1445 620 072
Reference	PAIA Request (Name)

- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.



- The fee structure is available from Lucy Beijl (Personal Assistant to the Vice President) who may be contacted on the telephone number.

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EXECUJET SOUTH AFRICA (PTY) LTD

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MANUAL

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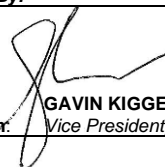
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Name: LUCY BEIJL
Designation: Personal Assistant

Approved By:

Signature:



Name: GAVIN KIGGEN
Designation: Vice President, Africa





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1. INTRODUCTION

ExecuJet South Africa (Pty) Ltd (Registration Number 1985/005091/07) is based at Lanseria International Airport, Gauteng, South Africa and is the non-operational holding company for the subsidiary:

- ExecuJet Aviation (Pty) Ltd

As part of the global ExecuJet / Luxaviation Group, we offer a diverse range of aviation services encompassing handling, maintenance, charter, and aircraft management.

The head of this private body in South Africa is Mr Gavin Kiggen, Vice President, Africa.

2. COMPANY CONTACT INFORMATION: SECTION 51(1)(a)

2.1 *Directors*

Gavin Kiggen
Jenny Roditis
Mike Berry

2.2 *Postal address*

P O Box 32
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1748

2.3 *Street address*

Entrance 1
Airport Road
Lanseria International Airport
1748

2.4 *Telephone number*

011 516 2300

2.5 *Fax number*

011 659-1003

2.6 *Email address*



gavin.kiggen@execujet.co.za

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- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
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No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 95 of 1967	Income Tax Act
4	No 37 of 2002	Financial Advisory and Intermediary Services Act
5	No 25 of 2002	Electronic Communications and Transactions Act
6	No 4 of 2013	Promotion of Access to Information Act



5. SCHEDULE OF RECORDS: SECTION 51(1)(d)

<i>Record</i>	<i>Subject</i>	<i>Availability</i>
Public Affairs	Public product information	Freely available on website www.execujet.com
	Public corporate records	
	Media releases	
Financial	Financial statements	Request in terms of PAIA
	Financial and tax records	
	Asset register	
	Management accounts	
Marketing	Market information	Limited information available on website
	Public customer information: <ul style="list-style-type: none"> • Product brochures • Owner manuals 	
	Field records	Request in terms of PAIA
	Performance records	
	Documents of incorporation	
Companies Act Records	Memorandum of Incorporation	Request in terms of PAIA
	Minutes of Board of Directors meetings	
	Records relating to appointment of directors/auditor/secretary/public officer	
	Share register	

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 - the postal address or fax number of the requester in the Republic;



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Account number	1445 620 072
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