



**ANNEXURE B, FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS (PUBLIC BODY)**

(Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 5A]

DESCRIPTION CATEGORIES OF RECORDS OF THE DEPARTMENT AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF PAIA (Section 15(1)(a) of the Promotion of Access to Information Act, 2000)	
<i>NB: Please tick document/s required!!!</i>	
DESCRIPTION OF RECORD	HOW TO/MANNER OF ACCESS TO SUCH A RECORD (Section 15(1)(b))
1. FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN PAIA (Section 15(1)(a)(i):	
<ul style="list-style-type: none"> Annual Reports and Audited Financial Statements; 	Documents can be viewed on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit: Mr L Jonas (Head of Communication) Tel : (013) 766 4323 E-mail : ljonas@mpg.gov.za
2. FOR PURCHASE FROM THE DEPARTMENT (Section 15(1)(a)(ii) :	
<ul style="list-style-type: none"> Tender Bulletins & Documents for services 	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Provincial Supply Chain Management Unit: Mr R Masambo (Head: Provincial Supply Chain Management) Tel : (013) 766 4230 E-mail : rmasambo@mpg.gov.a
3. FOR COPYING FROM THE DEPARTMENT (Section 15(1)(a)(ii) :	
<ul style="list-style-type: none"> ALL documents falling within the section 15 category can be copied with the exception of tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable) 	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit: Mr L Jonas (Head of Communication) Tel : (013) 766 4323 E-mail : ljonas@mpg.gov.za
4. RECORDS AVAILABLE FREE OF CHARGE Section 15(1)(a)(iii) :	
<ul style="list-style-type: none"> General Information about the Department which by nature is generally applicable; Information about the Leadership of the Department; MEC's speeches (including but not limited to budget statements and allocations); 	Documents can be accessed by viewing information on the Departmental Website: www.mpufinance.co.za or by contacting the Deputy Information Officer or the Communications Unit: Mr L Jonas (Head of Communication) Tel : (013) 766 4323

DESCRIPTION CATEGORIES OF RECORDS OF THE DEPARTMENT AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF PAIA (Section 15(1)(a) of the Promotion of Access to Information Act, 2000)

NB: Please tick document/s required!!!

DESCRIPTION OF RECORD

HOW TO/MANNER OF ACCESS TO SUCH A RECORD (Section 15(1)(b))

- Acts
- Budget Made Easy;
- Expenditure Statements;
- Strategic Plans;
- Annual Reports;
- Financial Statement;
- News and Events of the Department;
- Media Releases;
- Documents relating to Provincial Treasury including Practice Notes and Circulars;
- Provincial Supply Chain Management (PSCM) documents including information on and PSCM Circulars;
- Provincial Economic Analysis Documents including Provincial Economic Review Outlook (PERO) and Social Economic Review Outlook (SERO); Bulletins (Labour Quarterly and Inflation Monthly), Profiles and Socio Economic Review for Districts
- Municipal Finance Documents including Municipal Consolidated Statements; and
- **Including ALL** documents falling within the section 15 category can be copied **with the exception of tender documents** which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of **section 15 (3)** shall be applicable (that is, the prescribed fee for the reproduction of the documents

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