

Manual in terms of Section 51 of the Promotion of Access to Information, Act No. 2 of 2000

BEIER ALBANY & COMPANY (PTY) LTD
1994/009569/07

The Promotion of Access to Information Act was promulgated to give effect to the constitutional right of access to 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, and generally to promote transparency, accountability and effective governance of all public and private bodies.

This manual is compiled in terms of section 51 of the Act.

1. CONTACT DETAILS

Head of body: Rick Paul

Postal Address: P O Box 121, PINETOWN, 3600

Physical Address: 40 Gillitts Road, PINETOWN, 3601

Telephone number: 031-7100400

Facsimile number: 031-7003126

E-mail address: rpaul@beiersa.co.za

2. INTRODUCTION

The principal activity of the company is that of the manufacture of non-woven fabrics, paper-machine clothing, industrial filtration fabrics and conveyor belting substrates.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of the above section, the South African Human Rights Commission (SAHRC) must compile a guide containing information that any person may require who wishes to exercise a right in terms of this Act. At the date of drafting this manual, such guide had not yet been made available by the SAHRC. The contact details for the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton, 2041

Tel. 011-4848300, Fax 011-4840582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

4. RECORDS THAT ARE AUTOMATICALLY AVAILABLE AND SECTION 52(2) NOTICE

The following records are automatically available on our website: www.beier.co.za:

Company Profile	History
Quality Policy	Marketing Brochures
Contact details & locations	Products

No notice in terms of section 52(2) has been submitted to the Minister.

5. RECORDS IN TERMS OF OTHER LEGISLATION

Where applicable records and documents are retained in terms of the following legislation:

Employment Equity Act, Act No. 55 of 1998;
Income Tax Act, Act No. 58 of 1962;
Value Added Tax Act, Act No. 89 of 1991;
Unemployment Insurance Act, Act No. 30 of 1966;
Basic Conditions of Employment Act, Act No. 75 of 1997;
Compensation for Occupation Injuries and Diseases Act, Act No. 130 of 1993;
Occupation Health and Safety Act, Act No. 85 of 1993;
Regional Services Councils Act 109 of 1985;
Companies Act, Act No. 61 of 1973.

Please note that the above list may not be exhaustive.

6. SUBJECTS AND CATEGORIES OF RECORDS HELD

Accounting and Finance

Annual Financial Statements
Budgets
Debtors

General Ledger
Capital Expenditure
Tenders

Banking Records
Creditors

Company Secretarial and administration

Agreements and Contracts
Shareholder Meetings

General Correspondence
Minutes and Agendas of Meetings

Licenses

Human resources

Bargaining Council Agreements
Policies and Procedures
Employee Information (Leave, Salaries, Payroll, Bonuses,
Disciplinary Records / Policies)

Workplace and Union Agreements
Training Schedules
medical Benefits)
Appointments, Dismissals, Promotions

Sales and Marketing

Promotional Material
Sales Records/ Statistics (Targets, Strategies)

Sales Agreements

Information technology

System Documentation and Manuals
Backup and Security Policies

Software Programs
Contracts

Disaster Recovery Plan
Licenses

Maintenance

Maintenance Schedules
Operating Procedures

Inspection Reports
Work Instructions

Manufacturing and production

Production Schedules
Quality Control ISO Compliance
Stock Records
Specifications

Reports
Testing and Lab Reports
Warehousing and Storage of Finished Product Manufacturing

Property

Title Deeds
Servitudes, Drawings, Building Plans

Lease Agreements

Security

Incident Register

Health and Safety

Emergency Procedures and Evacuation
Compliance Forms for External Contractors

Minutes of Safety Meetings

Taxation

PAYE, SITE, VAT, Personal and Company
Capital Gains Tax

Tax Returns and Assessments
Levies

7. AVAILABILITY OF MANUAL

A copy of this manual is available:

1. For inspection by the public free of charge at the physical address listed above,
2. From the South African Human Rights Commission,
3. A copy of this manual has been submitted for publishing in the Government Gazette.
4. On the company website: www.beier.co.za

8. REQUEST PROCEDURE

1. Any request for access to a record must be made on the prescribed form (Form C of Annexure B of the Regulations under this Act – GNR.187 of 15 February 2002) to the head of the body or the person appointed as indicated in paragraph 1 of this manual. A copy of this form is included in this manual in Schedule 1. This form may also be obtained from the SAHRC website.

2. A request for access to a record, other than a record containing personal information about the requester will be processed only after the request fee of R50 in terms of the aforementioned regulations has been paid. No request fee is payable for a personal requester.

3. Should access be granted, you will also be required to pay the prescribed access and reproduction fees as set out in the aforementioned regulations. A list of the applicable fees is included with this manual as Schedule 2.

SCHEDULE 1

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

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
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Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
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| <p>(a) <i>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.</i></p> <p>(b) <i>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.</i></p> |
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1. Description of record or relevant part of the record:

2. Reference number, if available:
 3. Any further particulars of record

E. Fees

- (a) 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.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) 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.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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:
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
 (b) 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.
 (c) The fee payable for access to 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
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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"/>	transcription of the images*
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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)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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*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
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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.

1. Indicate which right is to be exercised or protected:
2. 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

SCHEDULE 2

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00

- (d) (i) For a transcription of visual images,
for an A4-size page or part thereof 40,00
 - (ii) For a copy of visual images 60,00
 - (e) (i) For a transcription of an audio record,
for an A4-size page or part thereof 20,00
 - (ii) For a copy of an audio record 30,00
 - (f) To search for and prepare the record for disclosure, R30,00 for each hour
or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.