

Piab (Pty) Ltd

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.

**Introduction to Piab (Pty) Ltd: Piab (Pty) Ltd is a D1 main importer and distributor of
PIAB and related engineering products**

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Section 51(1)(a)

Street Address: Piab (Pty) Ltd, 40 Florence Ave, Observatory, Cape Town 7729

Postal Address: P. O. Box 23512, Claremont 7735

Telephone number: (021) 447 - 5110

Fax number: (021) 448 - 0057

Contact person: Giles Embleton

E-mail of contact person: giles.embleton@piab.co.za

Section 51(1)(b)

The Human Rights Commission section 10 guide may be obtained from the Human Rights Commission.

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

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 51(1)(c)

Not applicable – no records lodged in terms of any other legislation.

Section 51(1)(d)

Information is available in terms of the following legislation:

- a) Companies Act
- b) Closed Corporation Act
- c) Income Tax Act
- d) VAT Act
- e) Compensation of Occupational Injuries and Diseases Act
- f) Labour Relations Act
- g) Basic Conditions of Employment Act
- h) Employment Equity Act
- i) Skills development Levies Act
- j) Trademarks Act
- k) Electronic Communications and Transactions Act

Section 51(1)(e)

Records held by Piab (Pty) Ltd

Note: This section of the Manual sets out the subject and categories of records held by Piab (Pty) Ltd. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

Company Founding Documents

- a) CM 1, CM46, CM2, CM44, CM27

Financial Records

- a) Accounting records, books and documents of Piab (Pty) Ltd.
- b) Interim and annual financial reports of Piab (Pty) Ltd.
- c) Details of auditors of Piab (Pty) Ltd.
- d) Auditors' reports in respect of audits conducted on Piab (Pty) Ltd.
- e) Invoices in respect of both creditors and debtors of Piab (Pty) Ltd.
- f) Tax returns of Piab (Pty) Ltd.
- g) Other financial records of WWB

Banking details of WWB

- a) Bank facilities and accounts details.
- b) Bank statements.
- c) The level of overdraft and other borrowings of Piab (Pty) Ltd.
- d) Other banking records.

Human resources / employment records

- a) List of employees.
- b) Contracts of employment with employees of Piab (Pty) Ltd.
- c) Personnel files in respect of each employee of Piab (Pty) Ltd.
- d) Disciplinary records and documentation pertaining to disciplinary proceedings.
- e) Documents relating to employee benefits.
- f) Compensation or redundancy payments.
- g) Other information relating to employees of Piab (Pty) Ltd.

Intellectual Property

- a) Trademarks, copyrights and designs held by Piab (Pty) Ltd.
- b) Records relating to domain names held by Piab (Pty) Ltd.
- c) Other agreements relating to intellectual property rights.

Information pertaining to Customers and Distributors of Piab (Pty) Ltd

- a) Agreements with customers or distributors of Piab (Pty) Ltd.
- b) Documentation and other information received from customers or Distributors.
- c) Documentation and other information received from third parties.
- d) Correspondence with Customers or Distributors.
- e) Correspondence with third parties.
- f) Other information relating to, or held on behalf of, Customers and Distributors of Piab (Pty) Ltd.

Insurance records

Insurance policies taken out for the benefit of Piab (Pty) Ltd and its employees, including:

- a) Insurance in respect of the property occupied by Piab (Pty) Ltd.
- b) Insurance in respect of the movable property of Piab (Pty) Ltd.
- c) Third party insurance in respect of passengers in vehicles driven by Piab (Pty) Ltd staff.

Immovable and movable property

- a) Agreements for the lease of immovable property by Piab (Pty) Ltd.
- b) Agreements for the lease or sale of movable property by Piab (Pty) Ltd.
- c) Credit sale agreements and/or hire purchase agreements.
- d) Other agreements for the purchase, ordinary sale, conditional sale or hire of assets.

Information technology

- a) Computer software, support and maintenance agreements.
- b) Other documentation pertaining to computer systems and computer programmes held by Piab (Pty) Ltd.

Miscellaneous agreements of Piab (Pty) Ltd

- a) Loans from third parties (including banks).
- b) Loans to third parties.
- c) Security agreements, guarantees and indemnities.
- d) Agency, management and distribution agreements.
- e) Marketing agreements.
- f) Agreements with suppliers of Piab (Pty) Ltd.
- g) Confidentiality and/or non-disclosure agreements.
- h) Any other relevant agreements.

Correspondence

Correspondence of Piab (Pty) Ltd, including internal and external memoranda.

Section 51(1)(f)

FEES IN RESPECT OF REQUESTS FOR INFORMATION

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

- (i) stiffy disc R 7,50
- (ii) compact disc R 70,00
- (d) (i) For a transcription of visual images,
for an A4-size page or part thereof R 40,00
- (ii) For a copy of visual images R 60,00
- (e) (i) For a transcription of an audio record,
for an A4-size page or part thereof R 20,00
- (ii) For a copy of an audio record R 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.

FORM FOR APPLICATION OF INFORMATION
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)

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> |
|---|

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

- (a) 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.
- (b) 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. **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:			
	copy of record*		inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	view the images		copy of the images* transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		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* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
Postage is payable.			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.***

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__