

**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000  
(PAIA MANUAL)**

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

This manual applies to

**ARCH WOOD PROTECTION SA (PROPRIETARY) LIMITED**

(Registration number: 1996/003175/07)

Registered office address:

16 Indus Road

Marburg Port

Port Shepstone

4240

(hereinafter "the Company")

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1. **SCHEDULE OF AMENDMENTS**

DATE	VERSION	DESCRIPTION	AUTHOR
23 June 2021	V2	Release 2	
22 July 2016	V1	Release 1	

2. **DEFINITIONS AND INTERPRETATIONS**

2.1 In this Agreement, unless the context requires otherwise:

2.1.1 "Act" means the Promotion of Access to Information Act 2 of 2000;

2.1.2 "Data Subject" means the person to whom Personal Information relates;

1.1.1 "Information Officer" means the person duly authorized and appointed in terms of clause 5 to act on behalf of the Company, Arch Wood Protection SA (Pty) Ltd, and discharge the duties and responsibilities assigned to the "head" of the Company as referred to in the Act. The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the "head" of the Company;

1.1.2 "Manual" means this manual, as amended from time to time, published in compliance with Section 51 of the Act;

1.1.3 "Personnel" means any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (both executive and non-executive), all permanent, temporary and part-time staff as well as contract workers, if any;

- 1.1.4 “Personal Information” means information relating to an identifiable, living, natural person or if applicable, an identifiable, existing juristic person, including but not limited to:
- 1.1.4.1 information relating to the race, gender, sex, marital status, national, ethnic or social origin, colour, age, disability, language, religion, belief, culture and birth of the person;
  - 1.1.4.2 information relating to the education, medical, financial, criminal or employment history of the person;
  - 1.1.4.3 information relating to the financial affairs of the person;
  - 1.1.4.4 any identifying number, symbol, e-mail address, physical address, telephone number, online identifier, or other particular assignment to the person;
  - 1.1.4.5 biometric information of a person;
  - 1.1.4.6 the personal opinion, views or preferences of a person;
  - 1.1.4.7 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - 1.1.4.8 the views or opinions of another individual about the person;
  - 1.1.4.9 the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person; and
  - 1.1.4.10 any other information which may be treated or defined as Personal Information in terms of any other applicable laws;
- 1.1.5 “Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:
- 1.1.5.1 the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- 1.1.5.2 dissemination by means of transmission, distribution or making available in any other form; or
- 1.1.5.3 merging, linking, as well as restriction, degradation, erasure or destruction of information;
- 1.1.6 "POPIA" means Protection of Personal Information Act 4 of 2013;
- 1.1.7 "Record" means any recorded information, regardless of form or medium, which is in the possession or under the control of the Company, irrespective of whether it was created by the Company;
- 1.1.8 "Request" means a request for access to a Record of the Company;
- 1.1.9 "Requester" means any person, including a public body or an official thereof, making a request for access to a Record of the Company and includes any person acting on behalf of that person. The Act distinguishes between 2 (type) types of Requesters as set out in clause 9.1 below;
- 1.1.10 "SAHRC" means the South African Human Rights Commission.
- 1.2 For purposes of this Manual, unless a contrary intention clearly appears, words signifying:-
  - 1.2.1 the singular includes the plural and vice versa;
  - 1.2.2 any one gender includes the other genders and vice versa; and
  - 1.2.3 natural persons include juristic persons.
- 1.3 Terms defined in the Act shall have the same meaning ascribed to it as in this Manual.
- 1.4 Any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the release date of this Manual, and as amended or substituted from time to time.
- 1.5 If any provision in a definition is a substantive provision, conferring rights or imposing obligations on any party, notwithstanding that such provision is only contained in the

relevant definition, effect shall be given to that provision as if it were a substantive provision in the body of this Manual.

## 2 INTRODUCTION

- 2.1 This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000. The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.
- 2.2 Section 51 of the Act requires that all private bodies compile a manual providing for the procedure to request information held by such private body, as well as certain information regarding the Processing of Personal Information. However, the reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.
- 2.3 Where a Request is made in terms of the Act, the body to whom the Request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.
- 2.4 Moreover, this Manual shall be updated from time to time, as and when required.

## 3 COMPANY OVERVIEW

- 3.1 Arch Wood Protection SA (Pty) Ltd is a private entity, incorporated in 1996 that specializes in the manufacture, distribution and sale of wood preservatives and treatments thereof.
- 3.2 Accordingly, this Manual has been prepared in accordance with section 51 of the Act in order to promote the right to access of information, thereby fostering a culture of transparency and accountability within the Company by granting access to information that is required for the exercise or protection of any right as well as assisting potential Requesters as to the procedure to be followed when requesting access to such Records and information. However, as per clause 2.2 above, reference to any information in this Manual, in addition to that specifically required in terms of section 51

of the Act, does not create any right or entitlement to receive such information, other than in terms of the Act.

3.3 Furthermore, this Manual does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A Requester is advised to familiarize himself/herself with the provisions of the Act before lodging any Request with the Company.

#### 4 AVAILABILITY OF MANUAL

4.1 A copy of this Manual is available by sending a request to the Information Officer via the email address cited in clause 5 hereunder. A copy of this Manual may also be obtained from the Company's office address and / or the South African Human Rights Commission ("SAHRC"), at the respective addresses set out below or from the Government Printers. A copy of this Manual can further be accessed on the Company's website at <https://www.tanalised.co.za> under "*Policies & Reports*".

4.2 Moreover, a copy of this Manual shall be made available to any Requester, subject to payment of the reproduction costs set out in clause 9.8 below.

#### 5 CONTACT DETAILS

<b>Name of Private Body</b>	Arch Wood Protection SA (Pty) Ltd
<b>Managing Director</b>	Kesunathan Govender
<b>Designated Information Officer</b>	Kesunathan Govender
<b>Email address of Information Officer</b>	Kesunathan.govender@lonza.com
<b>Postal address</b>	16 Indus Road, Marburg Port, Port Shepstone, 4240
<b>Street address</b>	16 Indus Road, Marburg Port, Port Shepstone, 4240

<b>Phone number</b>	039 688 6800
<b>Fax number</b>	039 682 6022
<b>Internet Website</b>	<a href="https://www.tanalised.co.za">https://www.tanalised.co.za</a> .

## 6 GUIDE TO SOUTH AFRICAN HUMAN RIGHTS COMMISSION AND/OR THE INFORMATION REGULATOR GUIDE

- 6.1 As contemplated in section 10 of the Act, the SAHRC and/or the Information Regulator have compiled a guide containing information to assist any person who wishes to exercise any right as contemplated in the Act.
- 6.2 This guide may be obtained by any person from the SAHRC website at [www.sahrc.org.za](http://www.sahrc.org.za) and/or the Information Regulator's website at [www.justice.gov.za/infocreg/](http://www.justice.gov.za/infocreg/), and any enquiries regarding the guide may be directed to:

<b>SAHRC</b>	PAIA Unit/ The Research and Documentation Department
Physical Address:	PAIA Unit 29 Princess of Wales Terrace Cnr York and Andrew Street Parktown
Postal Address:	Private Bag 2700 Houghton 2041
Telephone:	+27 11 877 3600
E-mail:	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

<b>Information Regulator</b>	
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Physical Address:	JD House 27 Stiemens Street Braamfontein Johannesburg, 2001
Postal Address:	P.O Box 31533 Braamfontein Johannesburg, 2017
Telephone:	082 746 4173 (mobile number of Mr Marks Thibela, Chief Executive Officer)
E-mail:	<a href="mailto:infoereg@justice.gov.za">infoereg@justice.gov.za</a>
Website:	<a href="http://www.justice.gov.za/infoereg/">www.justice.gov.za/infoereg/</a>

## 7 VOLUNTARY DISCLOSURE

7.1 The Company has not published a notice in terms of Section 52(2) of the Act and is not obliged to do so. The Company does, however, make certain information freely available. This freely available information, as further detailed in clause 14 hereof, is automatically available on the Company's website at <https://www.tanalised.co.za/policies-reports/>.

## 8 PROCESSING OF PERSONAL INFORMATION

8.1 To the extent that the Company may Process the Personal Information of Data Subjects, it will ensure that it adheres to the relevant laws pertaining to such data protection, including but not limited to the Act and POPI. In this regard, the reader is referred to the Company's privacy policy published on its website located at <https://www.lonza.com/privacy>.

## 9 ACCESS TO RECORDS HELD BY THE COMPANY

Type of Requester:

- 9.1 The Act distinguishes between two types of Requesters, namely, Personal Requester(s) and Other Requester(s).
- 9.2 A Request put forth to the Information Officer by a Personal Requester for access to Records pertaining to the personal particulars of such Requester shall be made available by the Company, provided the Personal Requester settles the prescribed reproduction costs related thereto.
- 9.3 In terms of any Other Requester, who by definition is entitled to request access to information pertaining to any third party; in considering such Request, the Company shall take all reasonable steps to advise the third party of the Request for information, further informing him/her that he/she may make written or oral representations to the Information Officer as to why the Request should be refused or, where required, give written consent for the disclosure of the requested information.

#### Request Procedure

- 9.4 Any Request for access to Records held by the Company must be made by the Requester using the prescribed Form C: Request for Access to Record of Private Body, attached hereto, or otherwise made available on the SAHRC website, the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)), or the Information Regulator's website ([www.justice.gov.za/inforeg/](http://www.justice.gov.za/inforeg/)). Such Request must be made to the Company's Information Officer at the address and/or via the provided email address recorded in clause 5 above.
- 9.5 In lodging a Request, the Requester must:
- 9.5.1 provide sufficient detail on the prescribed form to enable the Information Officer to identify the Record(s) requested as well as the identity of the Requester;
  - 9.5.2 submit the aforementioned application together with payment of the request fee and a deposit (if applicable);
  - 9.5.3 indicate which form of access is required and specify a postal address and/or email address within the Republic;
  - 9.5.4 indicate whether, in addition to a written response, the Requester requests to be informed in any other manner and state the necessary particulars to be so informed;

9.5.5 identify the right that the Requester is seeking to exercise or protect as well as the nature of such right and why the Record is necessary to exercise or protect such right.

9.6 Notwithstanding the aforesaid, the Company is not obliged to voluntarily grant access to such Records. The Requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act, including the payment of a request and access fee, as recorded hereunder.

Prescribed Fees

9.7 In accordance with section 51(1)(f) of the Act, the processing of any Request recorded herein is subject to the following fees, namely:

9.7.1 a request fee; before the consideration of any Request, this administrative non-refundable fee is payable by all Requesters except Personal Requesters;

9.7.2 an access fee; this all-inclusive fee pertains to the costs incurred by the Company in obtaining and preparing the relevant Records for delivery to the Requester.

9.8 Accordingly, see hereunder the relevant fee schedule in accordance with section 52(3) of the Act pertaining to fee reproduction costs:

<b>Request Fee</b> (if applicable)	R50.00
<b>Access Fee (Reproduction of Information Fees)</b>	
Information in an A-4 size page photocopy or part thereof	R 1,10
A printed copy of an A4-size page or part thereof	R 0,75
A copy in computer-readable format, for example: Compact disc	R 70,00
A transcription of visual images, in an A4-size page or part thereof	R 40,00
A copy of visual images	R 60,00

A transcription of an audio Record for an A4-size page or part thereof	R 20,00
A copy of an audio Record	R 30,00

- 9.9 Should the Company or the Information Officer be of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third of an amount of R30.00 (thirty rand) for each hour or part thereof, exceeding the six hours.
- 9.10 All fees are subject to change, as allowed for in the Act, and as a consequence such escalations may not always be immediately available at the time of the Request being made. Accordingly, Requesters shall be informed of any changes in the fees prior to making payment.

## 10 RECORDS NOT FOUND OR THAT DO NOT EXIST

- 10.1 In accordance with section 55 of the Act, if the Company has taken all reasonable steps to locate a Record and such Record cannot be located or does not exist, the Information Officer shall, by way of affidavit or affirmation, advise the Requester accordingly. The affidavit or affirmation shall disclose a full account of all steps taken by the Company to locate or determine the existence of such Record.
- 10.2 Should the Company be unable to locate or determine the existence of the requested Record, in terms of section 55 of the Act, the notice referred to in clause 10.1 above shall constitute a decision to refuse access. However, should the Company at any point of time locate the Record or determine the existence thereof, it may provide access to the Requester in accordance with the procedure set out in clause 9 above.
- 10.3 However, the Company again reiterates that it may refuse, on certain specified grounds, to provide information to a Requester as contemplated in chapter 4 of the Act.

## 11 DECISION TO GRANT ACCESS TO RECORDS

- 11.1 The Company shall decide whether to grant or decline the Request for access to Records within 30 (thirty) days of receipt of the Request and shall accompany such decision with reasons (if required). The 30 (thirty) day period within which the Company

must decide whether to grant or refuse a Request, may be extended for a further period, not exceeding more than 30 (thirty) days if the Request entails voluminous Records, or the Request requires a search for information held and maintained at another location, as determined by the Company (other than the Head Office), and such information cannot reasonably be obtained within the original 30 (thirty) day period. Herein, the Information Officer shall notify the Requester in writing should an extension be necessary.

- 11.2 In the event that the Requester wishes to be informed of the Company's decision in any other manner and form, the Requester must, in writing, state the manner and particulars of such request.

## 12 **GROUNDS FOR REFUSAL**

12.1 The Company is entitled to refuse access of the sought information by a Requester on the basis that certain categories of information may be subject to protection in the interests of privacy. Such Records which may be protected would include, but, not be limited to, Records containing:

12.1.1 privileged information, including a Record that is privileged from production in legal proceedings;

12.1.2 private information of a third party who is a natural person or a deceased person or a juristic person;

12.1.3 commercial information of a third party;

12.1.4 confidential information of a third party, the disclosure of which could reasonably be expected to put such third party at a disadvantage in contractual or other negotiations or to prejudice that third party in commercial competition;

12.1.5 a Record, which disclosure would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement;

12.1.6 information that, if disclosed, could endanger the life or physical safety of an individual or could impair a party's protection of their property or the security of infrastructure or transport;

12.1.7 commercial activities (section 68) of a private body, such as the Company, which would include information regarding trade secrets, financial, commercial or technical information, the disclosure of which would cause harm to the commercial or financial interests of that private body; and the disclosure of research information of a third party or of the private body in question which disclosure could have an affect on the parties thereto and the quality thereof.

### 13 REMEDIES AVAILABLE FOR GROUNDS OF REFUSAL

13.1 On the basis that the Information Officer's decision is final and binding, any dissatisfaction on part of the Requester or any third party must be ventilated in the applicable external forum. In this regard, the Requester may, within 30 (thirty) days of the Information Officer's decision, apply to the Constitutional Court, High Court or any other court of similar status, for relief.

### 14 RECORDS AUTOMATICALLY AVAILABLE

14.1 The following categories of Records are automatically available for inspection, purchase or photocopying and which do not need to be requested in terms of the Act:

14.1.1 Safety, Health and Environmental and Responsible Care Policy Statement;

14.1.2 brochure and guides;

14.1.3 newsletters & press releases;

14.1.4 detailed product information;

14.1.5 other literature intended for public viewing; and

14.1.6 any other information provided on the Company's website located at <https://www.tanalised.co.za>.

### 15 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

15.1 Where applicable to its operations, the Company also retains Records and documents in terms of the legislation cited hereunder. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, Records that are required to be made available in terms of these acts (as amended) shall be made available for

inspection by interested parties in terms of the requirements and conditions of the Act, applicable internal policies and procedures:

- 15.1.1 Atmospheric Pollution Prevention Act, Act No. 45 of 1965
- 15.1.2 Basic Conditions of Employment Act 75 of 1997;
- 15.1.3 Companies Act, No. 71 of 2008;
- 15.1.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993;
- 15.1.5 Competition Act, No. 89 of 1998;
- 15.1.6 Constitution of the Republic of South Africa, 1996;
- 15.1.7 Consumer Protection Act, No. 68 of 2008;
- 15.1.8 Employment Equity Act 55 of 1998;
- 15.1.9 Environmental Conservation Act, Act No. 73 of 1989;
- 15.1.10 Electronic Communications and Transactions Act 25 of 2002 Employment Equity Act 55 of 1998;
- 15.1.11 Employment Equity Act 55 of 1998;
- 15.1.12 Financial Intelligence Centre Act 38 of 2001;
- 15.1.13 Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, Act No. 36 of 1947;
- 15.1.14 Hazardous Substances Act, Act No. 15 of 1973;
- 15.1.15 Income Tax Act 95 of 1967;
- 15.1.16 Labour Relations Act 66 of 1995;
- 15.1.17 Machinery and Occupational Safety Act, Act No. 6 of 1986;
- 15.1.18 National Environmental Management Act, Act No. 107 of 1998;



- 15.1.19 National Road Traffic Act, Act No. 93 of 1996;
- 15.1.20 Occupational Health & Safety Act 85 of 1993;
- 15.1.21 Promotion of Access to Information Act 2 of 2000;
- 15.1.22 Protection of Personal Information Act, No. 4 of 2013;
- 15.1.23 Prevention and Combating of Corrupt Activities Act, No. 12 of 2004;
- 15.1.24 Regional Services Councils Act 109 of 1985;
- 15.1.25 Skills Development Levies Act 9 of 1999;
- 15.1.26 Skills Development Act 97 of 1998;
- 15.1.27 Trade Marks Act. No. 194 of 1993;
- 15.1.28 Unemployment Contributions Act 4 of 2002;
- 15.1.29 Unemployment Insurance Act 63 of 2001;
- 15.1.30 Value Added Tax Act 89 of 1991;
- 15.1.31 Water Amendment Act, Act No. 110 of 1986.

15.2 Although the Company used its best endeavours to supply a list of applicable legislation. It is possible that this list may be incomplete. Whenever it comes to the Company's attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, the Company shall update the list accordingly. If a Requester believes that a right of access to a Record exists in terms of any other legislation, the Requester is required to indicate what legislative right the Request is based on, to allow the Information Officer the opportunity to consider the Request in light thereof.

15.3 It is further recorded that the accessibility of documents and Records may be subject to grounds of refusal, as provided for in this Manual (see clause 12) and the Act.



16.1 The Company maintains Records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a Request for access to such Records would be honoured. All Requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act.

16.2 Moreover, many of the Records held by the Company are those of third parties, such as suppliers, clients and Personnel and the protection of third party confidential information is taken very seriously. In particular, where there has been a restraint of trade signed, many of the Records held are confidential, whilst others are the property of the client and not the Company. Requests for access to these Records will be considered very carefully. Accordingly, the Requester must ensure that all Requests for such Records are carefully motivated to avoid rejection.

16.3 **Internal Records**

16.3.1 Memorandum and Articles of Association;

16.3.2 CIPC incorporation documentation;

16.3.3 securities register;

16.3.4 Company's minute book;

16.3.5 BEE certification records;

16.3.6 workmen's compensation certificate;

16.3.7 financial records, include, but are not limited to, annual financial statements, journals and ledgers, delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange, asset register, audit reports, bank records & statements, financial agreements, management accounts & tax records;

16.3.8 agreements with service providers;

16.3.9 agreements with suppliers; and

16.3.10 agreements with landlords (including, finance and lease agreements), bankers and office equipment (including, leased plant agreements & leased tank agreements).

**16.4 Personnel Records**

16.4.1 Personnel files;

16.4.2 salary information, including, but not limited to: UIF records, provident fund records, payroll records,;

16.4.3 conditions of service;

16.4.4 records relating to other employee issues, such as: annual and sick leave, conditions of employment, medical aid (medical aid rules & contribution reports), retirement funds (pension fund rules & contribution reports), SETA records etc;

16.4.5 disciplinary records.

**16.5 Customer Records**

16.5.1 Contracts;

16.5.2 delivery related records;

16.5.3 payments; and

16.5.4 internal financial records i.e bank details.

**16.6 Insurance Records**

16.6.1 Insurance policies;

16.6.2 claim records;

16.6.3 details of insurance coverage, limits and insurers.

**16.7 Trade Practice Compliance:**

16.7.1 Codes of Conduct;

16.7.2 internal policies and procedures.

**16.8 Drawings and Design Records**

16.8.1 Treatment plant designs;

16.8.2 treatment plant drawings;

16.8.3 supplier brochures and manuals.

**16.9 Environmental Records**

16.9.1 ISO 14001 – 2004 Environmental Manual;

16.9.2 Safety, Health and Environmental and Responsible Care Policy.

**16.10 Quality Records**

12.7.1 ISO 9001 – 2000 Quality Manual.

**16.11 Production Records**

16.11.1 Monthly stock take records;

16.11.2 production batch sheets;

16.11.3 certificates of analysis.

**16.12 Technical Records**

16.12.1 Library of technical papers;

16.12.2 local & international treatment specifications.

**ASSENTED TO BY KESUNATHAN GOVENDER ON BEHALF OF THE COMPANY ON THIS  
30<sup>TH</sup> DAY OF JUNE 2021 AS WITNESSED BY HIS SIGNATURE HEREUNDER:**





**REPUBLIC OF SOUTH AFRICA**

**FORM C**

**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**

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

Full names and surname: .....

Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: .....  
.....  
.....

Telephone number:(.....) .....

Fax 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**

This section must be completed ONLY if a request for information is made on behalf of another person.

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an <b>X</b> .	
NOTES:	
(a) Compliance with your request for access 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.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	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? Postage is payable.	YES	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. <b>The requester must sign all the additional folios.</b>
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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 .....year .....

.....  
SIGNATURE OF  
REQUESTER /  
PERSON ON WHOSE BEHALF  
REQUEST IS MADE

