

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (The Act)**



**SECTION 51 MANUAL FOR
CLIFFORD WELDING SYSTEMS (PTY) LTD**

Reg. No. 2004/000379/07

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Introduction

Our Directors

GRAHAM RAYNOR (CA(SA) HDIP TAX) – MANAGING DIRECTOR

Graham Raynor has, since graduating, been involved with, and worked for numerous different concerns in KwaZulu Natal. His specialities are facilitating the successful start up of new businesses, helping to recover businesses in financial trouble and business re-engineering to promote growth, efficiency, cost cutting and ultimately increased profitability. He was appointed as Managing Director on 1 March 2007 with his focus being the integration of good business practices and systems to improve return on shareholders' investment.

IAIN AMBLER (BSC ENG (ME)– TECHNICAL DIRECTOR

After obtaining his degree in 1990, Iain Ambler worked for a nationwide engineering company and was involved in various technical, design, production and management positions before joining Clifford Engineering as Operations Manager in 1996. He joined the Board of Directors of Clifford Engineering in 1998 and is now responsible for design, research and development and other technical areas within the business. His focus is to produce world-class machines with the latest and best technology for the global market. He was appointed Technical Director of Clifford Welding Systems (Pty) Ltd in January 2004.

HARTMUT EHRLICH – CHAIRMAN & DIRECTOR (GERMANY)

Hartmut Friedrich Ehrlich is the Managing Director of IDEAL-Werk, C.+E. Jungeblodt GmbH+Co. and resides in Lippstadt, Germany.

EBERHARD JUNGEBLODT – DIRECTOR (GERMANY)

Eberhard Ernst Theodor Jungeblodt is a director and co-owner of IDEAL-Werk, C.+E. Jungeblodt GmbH + Co. and resides in Lippstadt, Germany.

CLEMENS JUNGEBLODT –DIRECTOR (GERMANY)

Klemens Ludwig Eberhard Jungeblodt is a director and co-owner of IDEAL-Werk, C.+E. Jungeblodt GmbH + Co. and resides in Lippstadt, Germany.

Our Origin

Clifford was acquired by the German machinery manufacturer, Ideal-Werk of Lippstadt in January of 2004.

The Clifford family company was founded by Clifford Sobey in 1969 and grew to international stature as a machinery manufacturer to the wire industry, exporting approximately 90% of production around the world. Richard Sobey joined the family business Clifford Engineering (Pty) Ltd in 1980, as Technical Director, aged 23. He took over as Managing Director in 1990 and was Chairman and Managing Director from 1998 to December 2003. He was appointed Managing Director of Clifford Welding Systems (Pty) Ltd in January 2004. Richard Sobey left the company on 28th February 2007 to pursue his own interests, after 27 years of dedicated service – leaving the company in a very healthy state with a full order book.

The 76000 sq.ft production facility is located in Pietermaritzburg, South Africa, where most components are manufactured, assembled and tested as completed machines.

There are sales and service offices in the United Kingdom, the United States of America and Singapore, and a strong working relationship with agents in Australia.

The IDEAL family company was established in 1923 by Mr. Clemens Jungeblodt, Senior.

Our services

KEY SERVICES OFFERED ARE:

- Conceptual design, development and manufacture of custom-made machinery for the wire industry
- Supply of specialised weld controllers
- Supply of spare parts for Clifford and competitors machinery

PARTICULARS IN TERMS OF SECTION 51

1. Contact Details [Section 51(1)(a)]

The Managing Director of Clifford Welding Systems (Pty) Ltd will deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Postal address:

PO Box 2190
Pietermaritzburg
3200

Street address:

24 White Road
Pentrich
3201

Telephone: +27 33 355 3400

Facsimile: +27 33 355 3434

E-mail: sales@cliffeng.com

2. The Guide as described in Section 10 [Section 51(1)(b)]

The guide will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission:

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484-0582

Website: <http://www.sahrc.org.za>

3. Categories of records: Categories of records of Clifford Welding Systems (Pty) Ltd which are available without a person having to request access in terms of the Act in terms of Section 52(2) [Section 51(1)(c)]

No notice of such records has been made to the Minister.

4. Records available in terms of any other legislation.

[Section 51(1)(d)]

None

5. How to request a record. A description of the subjects of the records held by Clifford Welding Systems (Pty) Ltd and the categories in which these subjects are classed. [Section 51(1)(e)]

5.1 How to request a record [See pro forma request form in Section 9]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

5.2 Categories of Records and Subjects on which records are held.

- *Operational information*

This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: address lists, company policies, directives, contracts, employee records and general “house-keeping” information).

- *Correspondence files*
- *Personnel files*
- *Financial records, including accounting records and auditor’s report*

5.2.1 Web page records

The web page, www.cliffeng.com, is accessible to anyone who has access to the Internet. The website has the following categories:

- **Products**
- **Company**
- **Used Machinery**
- **Technical**
- **News**
- **Spares**

6. Other information as may be prescribed [Section 51(1)(f)]

Not applicable.

7. Availability of the Manual [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above), Clifford Welding Systems (Pty) Ltd (see details above), and in electronic format at <http://www.cliffeng.com>