

Clifford Machines & Technology

2004/000379/07

24 White Road, Pentrich, Pietermaritzburg, 3201, Republic of South Africa
("the Company")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

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1. INTRODUCTION

- 1.1. The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from the Company as contemplated in terms of the Act.
- 1.2. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.
- 1.3. Any requestor is advised to contact the Information Officer should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from the Company.

1.4. The following words will bear the following meaning in this manual:

- 1.4.1. **“the Act”** means the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
- 1.4.2. **“the Company”** means **Clifford Machines & Technology**, registration number **2004/000379/07**;
- 1.4.3. **“Manual”** shall mean this manual together with all annexures thereto, as available at the offices of the Company and on the Company’s website;
- 1.4.4. **“SAHRC”** shall mean the South African Human Rights Commission;
- 1.4.5. **“Information Officer”** means the Information Officer appointed by the Company from time to time, whose details are included under clause 2 below, to which requests for information in terms of the Act should be addressed.

2. INFORMATION OFFICER CONTACT DETAILS

2.1. The Company hereby appoints, in terms of Section 51(1)(a) of the Act the below named individual as the information officer:

- 2.1.1. **Carlisle Victor** Name of Information Officer: **Steven**
- 2.1.2. Address: 24 White Road, Pentrich, Pietermaritzburg, 3201, Republic of South Africa
- 2.1.3. Postal address: PO Box 2190, Pietermaritzburg, 3201, Republic of South Africa
- 2.1.4. Telephone: 0333553400
- 2.1.5. E-mail: victors@cliffeng.com

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1. In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

3.2. Contact details of the South African Human Rights Commission are as follows:

PAIA Unit

| | | | | | |
|--------|--------------|------------|-------------------|------|---------|
| 3.2.1. | Braamfontein | Address: | 33 | Hoof | Street, |
| 3.2.2. | | Telephone: | +27 11 877 3600 | | |
| 3.2.3. | | Fax: | +27 11 403 0625 | | |
| 3.2.4. | | Website: | www.sahrc.org.za | | |
| 3.2.5. | | E-Mail: | PAIA@sahrc.org.za | | |

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

4.1. At this stage, no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

5.1. The Company shall keep information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

| | | |
|---------|--------------------------|---|
| 5.1.1. | 134 and 155); | Insolvency Act, No. 24 of 1936 (Section |
| 5.1.2. | | Pension Funds Act, No. 24 of 1956; |
| 5.1.3. | 75); | Income Tax Act, No. 58 of 1962 (Section |
| 5.1.4. | | Companies Act, No. 71 of 2008; |
| 5.1.5. | | Copyright Act, No. 98 of 1978; |
| 5.1.6. | of 1985; | Regional Services Councils Act, No. 109 |
| 5.1.7. | (Section 65); | Value Added Tax Act, No. 89 of 1991 |
| 5.1.8. | 85 of 1993; | Occupational Health and Safety Act, No. |
| 5.1.9. | | Compensation for Occupational injuries |
| 5.1.10. | | and Diseases Act, No. 130 of 1993 (Section 97); |
| 5.1.11. | 75 of 1997 (Section 31); | Labour Relations Act, No. 66 of 1995; |
| 5.1.12. | (Section 26); | Basic Conditions of Employment Act, No. |
| 5.1.13. | | Employment Equity Act, No. 55 of 1998 |
| 5.1.14. | | Skills Development Act, No. 97 of 1998; |
| 5.1.15. | 1999; and | Medical Schemes Act, No. 131 of 1998; |
| 5.1.16. | 2001. | Skills Development Levies Act, No. 9 of |
| | | Unemployment Insurance Act, No. 63 of |

5.2. The above records, insofar as it being of a public nature are available automatically without a person having to request access thereto in term of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY THE COMPANY IN TERMS OF (Section 51(1)(e) of the Act)

6.1. The Company holds the information / documents listed herein below:

- 6.1.1. details relating to the operational, commercial, and financial interests of the Company;
- 6.1.2. commercial contracts;
- 6.1.3. client data base (personal information of clients, commercial and financial information, information on contemplated, existing, and past business transactions, information on agreements, proposals, and intellectual property of such clients);
- 6.1.4. employment contracts;
- 6.1.5. personnel records for the Company's employees;
- 6.1.6. human resources (personal information of past, present and prospective employees, and partners / directors); and
- 6.1.7. insurance policies.

6.2. It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act.

6.3. None of the information held by the Company is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6.4. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

8.1. This manual is available for inspection at the offices of the Company and on the Company website, free of charge.

8.2. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

ANNEXURE A: 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]

8.3. A. Particulars of private body:

8.4. The Head:

8.5. 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:

Fax number:

Telephone number:

E-mail address:

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

8.6.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:

8.7. 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:

8.8.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 |
| 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 for 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 | transcription of soundtrack* | |
| audio cassette | 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? Postage is payable. | | YES | NO |

8.9.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:

8.10. 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?



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Signed at.....
.....20

This.....

day of

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE