

SEAL Water Tech CC
Business Registration No: 2009/128799/23

ACCESS OF INFORMATION MANUAL

**In Terms of Section 51 of the
Promotion of Access to Information Act**

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SECTION 51 MANUAL FOR
SEAL WATER TECH CC
BUSINESS REGISTRATION NO: 2009/128799/23

PREAMBLE:

The Promotions of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively promote a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This manual has been prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000.

Introduction to Seal Water Tech CC:

Seal Water Tech CC is situated at 280 Cape Road, Newton Park, Port Elizabeth. Their main business activity is that of water filtration and supply of water makers and related products.

CONTACT DETAILS:

Name of Information Officer:	Joan Hibbert
Postal Address:	P O Box 28180, Sunridge Park, Port Elizabeth, 6008
Street Address:	280 Cape Road, Newton Park, Port Elizabeth
Phone Number:	041 - 363 0370
Cell Number:	083 707 2405
Fax Number:	041 - 363 0524
Email Address:	joan@sealwatertech.co.za
Website:	www.sealwatertech.co.za

THE SECTION 10 GUIDE ON **HOW TO USE THE ACT(SECTION 51)**

The Guide to help the understanding of the provisions of the act is available from the South African Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission:(The Research and Documentation Department)
PAIA Unit**

Postal Address:
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484 - 0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION:

<input type="checkbox"/>	Arbitration Act No.42 of 1995
<input checked="" type="checkbox"/>	Basic Conditions of Employment No.75 of 1997
<input checked="" type="checkbox"/>	Closed Corporations Act No. 69 of 1984
<input checked="" type="checkbox"/>	Companies Act No. 61 of 1963
<input checked="" type="checkbox"/>	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
<input type="checkbox"/>	Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
<input type="checkbox"/>	Copyright Act No. 98 of 1978
<input type="checkbox"/>	Credit Agreements Act No. 75 of 1980
<input type="checkbox"/>	Currency and Exchanges Act No. 9 of 1933
<input type="checkbox"/>	Debtor Collectors Act No. 114 of 1998
<input type="checkbox"/>	Employment Equity Act No. 55 of 1998
<input type="checkbox"/>	Finance Act No. 35 of 2000
<input type="checkbox"/>	Financial Relations Act No. 65 of 1976
<input type="checkbox"/>	Financial Services Board Act No 97 of 1990
<input type="checkbox"/>	Harmful Business Practices Act No. 23 of 1999
<input checked="" type="checkbox"/>	Income Tax Act No. 95 of 1967
<input type="checkbox"/>	Insolvency Act No. 24 of 1936
<input type="checkbox"/>	Insurance Act No. 27 of 1943
<input type="checkbox"/>	Intellectual Property Laws Amendments Act No. 38 of 1997
<input checked="" type="checkbox"/>	Labour Relations Act No. 66 of 1995
<input type="checkbox"/>	Long Term Insurance Act No. 52 of 1998
<input type="checkbox"/>	Medical Schemes Act No. 131 of 1998
<input checked="" type="checkbox"/>	Occupational Health & Safety Act No. 85 of 1993
<input type="checkbox"/>	Pension Funds Act No. 24 of 1956
<input type="checkbox"/>	Post Office Act No. 44 of 1958
<input type="checkbox"/>	Regional Services Councils Act No. 109 of 1985
<input type="checkbox"/>	SA Reserve Bank Act No. 90 of 1989
<input type="checkbox"/>	Short Term Insurance Act No. 53 of 1998
<input checked="" type="checkbox"/>	Skills Development Act No. 97 of 1998
<input checked="" type="checkbox"/>	Skills Development Levies Act No. 9 of 1999
<input type="checkbox"/>	Stamp Duties Act No. 77 of 1968
<input type="checkbox"/>	Stock Exchange Control Act No. 1 of 1985
<input type="checkbox"/>	Tax on Retirement Funds Act No. 38 of 1996
<input type="checkbox"/>	Trade Marks Act No. 194 of 1993
<input checked="" type="checkbox"/>	Unemployment Contributions Act No. 4 of 2002
<input checked="" type="checkbox"/>	Unemployment Insurance Act No. 63 of 2001
<input type="checkbox"/>	Usury Act No. 73 of 1968
<input checked="" type="checkbox"/>	Value Added Tax Act No. 89 of 1991

ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

Upon written notice utilising the perscribed forms, interested parties can make an appointment within reasonable company hours, to view the records at 280 Cape Road, Newton Park, Port Elizabeth

Interested parties are requested to contact the information officer in order to make such an appointment.

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

1. General Overview of the company
2. Annual Reports and Newsletters (If applicable)
3. Approvals and Design Types
4. Quality System
5. Accreditation Records

An appointment to view will still have to be made with the information Officer, although formal application is not required.

RECORDS THAT MAY BE REQUESTED:

STATUTORY CLOSE CORPORATION INFORMATION:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Accounting Records, including supporting schedules to accounting records and ancillary accounting records. |
| <input checked="" type="checkbox"/> | Annual Financial Statements, including annual accounts and the report of the accounting officer. |
| <input checked="" type="checkbox"/> | Any Amending Founding Statement |
| <input checked="" type="checkbox"/> | Minute Books as well as Resolutions passed at meetings |
| <input checked="" type="checkbox"/> | Proof of Registration |
| <input checked="" type="checkbox"/> | The Founding Statement |
| <input type="checkbox"/> | The microfilm image of any original record reproduced directly by the camera - "the camera master" |

ACCOUNTING RECORDS:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Books of Account including journals and ledgers |
| <input checked="" type="checkbox"/> | Delivery Notes, Orders, Invoices, Statements, Receipts, Vouchers and bills of exchange |

STATUTORY EMPLOYEE RECORDS:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Arbitration awards |
| <input type="checkbox"/> | Attendance register |
| <input type="checkbox"/> | Collective agreements |
| <input checked="" type="checkbox"/> | Date of birth of each employee |
| <input type="checkbox"/> | Determinations made in terms of the Wage Act |
| <input checked="" type="checkbox"/> | Employees' name and occupations |
| <input type="checkbox"/> | Employment equity plan |
| <input type="checkbox"/> | Expense accounts |
| <input type="checkbox"/> | Industrial training records |
| <input checked="" type="checkbox"/> | IRP5 / IT3 certificates for employees |
| <input type="checkbox"/> | Records of foreign employees |
| <input type="checkbox"/> | Records of strikes, lockouts or protest action |
| <input checked="" type="checkbox"/> | Remuneration paid to each employee |
| <input checked="" type="checkbox"/> | Salary and wages register |
| <input type="checkbox"/> | Staff Records (after date of employment ceases) |
| <input checked="" type="checkbox"/> | Time worked by each employee |
| <input type="checkbox"/> | Wages Register |

OTHER EMPLOYEE RECORDS:

<input type="checkbox"/>	Code of Conduct
<input type="checkbox"/>	Disability scheme
<input checked="" type="checkbox"/>	Employee contracts
<input type="checkbox"/>	Employee stock purchase plan
<input type="checkbox"/>	Funeral insurance scheme
<input type="checkbox"/>	Group Life
<input type="checkbox"/>	Group personal accident
<input type="checkbox"/>	Housing Scheme
<input type="checkbox"/>	Incentive schemes
<input type="checkbox"/>	Maternity leave policy
<input type="checkbox"/>	Micro loan scheme
<input type="checkbox"/>	Relocation policy
<input type="checkbox"/>	Staff Loan schemes
<input type="checkbox"/>	Study assistance schemes

PENSION AND RETIREMENT FUNDING RECORDS:

<input type="checkbox"/>	Actuarial Valuation Reports
<input type="checkbox"/>	Annual accounts
<input type="checkbox"/>	Contribution Reports
<input type="checkbox"/>	Minutes of Meetings of trustees and members
<input type="checkbox"/>	Pension Fund accounts records
<input type="checkbox"/>	Pension Fund Rules

ENVIRONMENTAL HEALTH AND SAFETY:

<input type="checkbox"/>	Environmental Health And Safety
<input type="checkbox"/>	Environmental management programs and systems
<input type="checkbox"/>	Industrial hygiene programs, data and audits
<input type="checkbox"/>	Permits, licences, approvals and registrations for operations of sites and business
<input type="checkbox"/>	Safety management systems, data and audits
<input type="checkbox"/>	Safety, Health and Environmental records

FIXED PROPERTY:

<input type="checkbox"/>	Building Plans
<input checked="" type="checkbox"/>	Leases
<input type="checkbox"/>	Mortgage Bonds or other encumbrances to fixed property

AGREEMENTS AND CONTRACTS

- ☐ Acquisition or disposal documentation
- ☒ Agreements with contractors and suppliers
- ☐ Agreements with customers
- ☐ Agreements with governmental agencies
- ☒ Agreements with shareholders, officers or directors
- ☐ Distributor, dealer or agency agreements
- ☐ Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co promotion or other alliance agreements
- ☐ Material agreements concerning provision of services or materials
- ☐ Purchase or lease agreements
- ☐ Restraint agreements
- ☐ Sale agreements
- ☒ Warranty agreements

TAXATION:

- ☒ Copies of all Income Tax Returns and other tax returns and documents

LEGAL:

- ☐ Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation
- ☐ Material licences, permits and authorisations
- ☐ Settlement agreements

INSURANCE:

- ☐ Claim Records
- ☐ Details of insurance coverages, limits and insurers
- ☐ Insurance policies

TRANSPORTATION:

- ☐ Permits
- ☐ Transportation rights
- ☐ Transportation System Delivery Plan
- ☐ Transportation, Warehouse and Storage Contracts

INFORMATION TECHNOLOGY:

<input type="checkbox"/>	Agreements
<input type="checkbox"/>	Audits
<input type="checkbox"/>	Capacity and Utilization of Current Systems
<input type="checkbox"/>	Development or Investment Plans
<input type="checkbox"/>	Disaster Recovery
<input checked="" type="checkbox"/>	Hardware
<input type="checkbox"/>	Internal Systems Support and Programming / Development
<input type="checkbox"/>	LAN Installations
<input type="checkbox"/>	Licenses
<input type="checkbox"/>	Operating Systems
<input checked="" type="checkbox"/>	Software Packages
<input type="checkbox"/>	Telephone Exchange Equipment
<input checked="" type="checkbox"/>	Telephone Lines, Leased Lines and Data Lines

SALES AND MARKETING:

<input checked="" type="checkbox"/>	Brochures, Newsletters and Advertising Materials
<input type="checkbox"/>	Customers
<input type="checkbox"/>	Domestic and Export Orders
<input type="checkbox"/>	Markets
<input checked="" type="checkbox"/>	Products
<input type="checkbox"/>	Public Relations Policies and Procedures
<input checked="" type="checkbox"/>	Sales

MOVABLE PROPERTY:

<input checked="" type="checkbox"/>	Asset Register
<input type="checkbox"/>	Deeds of Pledge
<input type="checkbox"/>	Finance and Lease Agreements
<input type="checkbox"/>	Notarial Bonds

AVAILABILITY OF THE MANUAL

This manual has been made available to the Human Rights Commission.

Information can be requested directly from the Human Rights Commission. The Request form and fees can be found on the Human Rights Commission's website: www.sahrc.org.za

REQUEST PROCEDURES

All requests to view documentation must be addressed to the information Officer in writing, utilising the prescribed forms. The request must be made to the postal address, fax number or electronic mail address of the information Officer.

Request forms must provide sufficient detail to enable the information Officer to identify whom the request is from and the records required. All other details must also be provided in order for the information Officer to evaluate the request.

If the records requested exist and allowing access does not affect a third party, the request will be processed within 30 days. The period may however be extended for a further 30 days if the request is for a large number of records or requires a search for the records.

FEES

1. A request for access to records other than a record containing personal information about yourself, will be processed only after a request fee has been paid
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for the 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.
4. If you qualify for exemption of the payment of any fee, please state the reason for exemption.
5. The fee payable by the requester to Seal Water Tech CC is R50.00 (Fifty Rand). This fee is payable before any processing of the request. Access fees thereafter are payable as stipulated in paragraph 10 hereafter.

FEES IN RESPECT OF PRIVATE BODIES

1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R 1,10 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:

For every photocopy of an A4 size page or part thereof	R 1,10
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

3 For a copy in a computer-readable form on:

stiffy disc	R 7,50
Compact disc	R 70,00
transcription of visual images for an A4 size page	R 40,00
Copy of visuals images	R 60,00
Transcription of an audio record for an A4 size page	R 20,00
Copy of an audio record	R 30,00

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:

For every photocopy of an A4 size page or part thereof	R 1,10
For every printed copy of an A4 size page or part thereof	R 0,75
For a copy in a computer-readable form on:	
stiffy disc	R 7,50
compact disc	R 70,00
Transcription of visual images for an A4 size page	R 40,00
Copy of visual images	R 60,00
Transcription of an audio record for an A4 page	R 20,00
Copy of an audio record	R 30,00

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.

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

The actual postage is payable when a copy of a record must be posted to a requester.

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

Name of Private Body: _____

B Particulars of person requesting access to the record

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____

Email Address: _____

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

C Particulars of person on who behalf request is made

Full Names: _____

Identity Number: _____

D Particulars of record

Description of record or relevant
part of the record: _____

Reference number, if available: _____

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 the 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: _____

REQUEST FORM:

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	<input type="checkbox"/>	
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2 If record consists of visual images:

<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	<input type="checkbox"/>		<input type="checkbox"/>	Transcription of soundtrack*
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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?

YES

NO

Postage is payable.

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