

Registration Number
1989/091836/07

REHAU POLYMER (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Rehau Polymer (Pty) Ltd is engaged in the design, manufacture and marketing of polymer products for industry and commercial use.

2. COMPANY CONTACT DETAILS

Directors: Mr S Sutherland

Mr H Ansorge (German)

Office Manager: Mr. D Williams (Head of Finance)

Postal Address: P.O. Box 321, Despatch, 6219

Registered Address: Nelson Mandela Bay Logistics Park
Jagtlakte Industrial Area
Erf 2051, Uitenhage
Eastern Cape
6230

Telephone Number: 041-9787009 (direct)

Email: derrick.williams@rehau.com

Website: www.rehau.co.za

DATE OF COMPILATION: 01/11/2016

DATE OF REVISION: 01/06/2019

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION.

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 63 of 2001	Unemployment Insurance Act
10	No 107 of 1998	National Environmental Management Act
11	No 36 of 1998	National Water Act
12	No103 of 1977	National Building Regulations & Building Maintenance Act
13	No 15 of 1973	Hazardous Substance Act
14	No 36 of 1983	Agricultural Pests Act
15	No 25 of 1999	National Heritage Act
16	No 23 of 2007	Tabacco Products Control Amendmend Act
17	No 73 of 1989	Environmental Conservation Act
18	No 43 of 1983	Conservation of Agricultural Resources Act
19	No 36 of 1947	Fertilizer,Form Feeds,Agricultural Remedies and Stock Remedies Act
20	No 108 of 1997	Water Services Act
21	No 85 of 1993	Occupational Health & Safety Act
22	No 26 of 2000	Protected Disclosure Act
23	No 31 of 1963	Fencing Act
24	No 71 of 1962	Animals Protection Act
25	No 10 of 2004	NEMA -Biodiversity Act
26	No 39 of 2004	NEMA -Air QualityAct

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5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Administration	<ul style="list-style-type: none">• Policies and Procedures• Statutory Company records	Request in terms of PAIA Request in terms of PAIA
Financial	<ul style="list-style-type: none">• Financial Statements• Accounting and Tax Records	Request in terms of PAIA Request in terms of PAIA
Human Resources	<ul style="list-style-type: none">• Personnel Records• Leave Records	Request in terms of PAIA Request in terms of PAIA
Sales	<ul style="list-style-type: none">• Customer product records	Request in terms of PAIA
Operations	<ul style="list-style-type: none">• Production records• Health ,Safety and Environmental records	Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the websites of the:

- SOUTH AFRICAN HUMAN RIGHTS COMMISSION at
<https://www.sahrc.org.za/home/21/files/Form%20C.doc%20August%202013.doc>

- SOUTH AFRICAN JUSTICE DEPT at
http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

6.2 Address your request to the Head of Finance (Office Manager).

6.3 Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES.

The following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.