



Rema Tip Top Holding South Africa (Pty) Ltd
(and Subsidiaries)

ACCESS TO INFORMATION MANUAL

Compiled in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (“the Act”)

**22 – 24 LINCOLN ROAD
NESTADT INDUSTRIAL SITES
BENONI, 1500
SOUTH AFRICA**

Please note: Subsidiaries of REMA TIP TOP Holding South Africa (Pty) Ltd are:

Rema Tip Top South Africa (Pty) Ltd ; Insika Industrial Services (Pty) Ltd; Rema Tip Top Automotive (Pty) Ltd; Rema Tip Top Surface Protection (Pty) Ltd; Rema Tip Top Training Foundation (Pty) Ltd; Rema Tip Top Technology; Rema Tip Top Holding South Africa (Pty) Ltd; and Dunlop Industrial Products (Pty) Ltd; Rema Tip Top Mozambique (Pty) Ltd; Rema Tip Top Zimbabwe (Pty) Ltd; Rema Tip Top Ghana (Pty) Ltd; Rema Tip Top DRC (Pty) Ltd; Rema Tip Top Madagascar (Pty) Ltd; Dunlop Industrial Africa (Pty) Ltd; Rema Tip Top Africa (Pty) Ltd.



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1. Purpose of this Manual

The Rema Tip Top Group conducts business as an industrial rubber and belting supplier in the Republic of South Africa and neighboring countries.

This guide to accessing records held by the Rema Tip Top Group is intended to provide guidelines to members of the public who wish to exercise their Constitutional right to access to information.

Below you will find information on the following:

- how to lodge a request for information;
- a description of the types of records that will be made available;
- grounds for refusal;
- procedures which will be followed in considering your request;
- applicable fees which will be charged for your request
- information on the appeals procedure should you not be satisfied with the outcome of your request.

2. Contact Details - section 51(1)(a)

The responsibility for the administration and compliance with the Act has been delegated to the information officer by the Board of Directors of the various companies in the Rema Tip Top Group.

Requests pursuant to the provisions of the Act should be directed to:

Ms.	Myrna Brauns
Title	Group Director
Postal address:	Private Bag 2700, Houghton, 2041
Street Address:	22-24 Lincoln Road, Nestadt Industrial Sites, Benoni 1500
Telephone:	(011) 741 2500
Email:	MyrnaB@rtt-dunlop.co.za

3. Guidance from the SA Human Rights Commission - section 51(1)(b)

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.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided.

A guide has been compiled in terms of section 10 of the Act by the South African Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The guide is available for inspection as follows:

The South African Human Rights Commission PAIA Unit;
The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 1360

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

4. Categories of Records

4.1 Information available on request – section 51(1)(e)

The Rema Tip Top Group has under its control or in its possession the following categories of records under the subjects described below. The categories of records are not exhaustive and are subject to amendment from time to time. A request made for access to these records will not be automatically granted, but will be evaluated in accordance with the provisions of the Act, any other legal requirements and the policies of the Rema Tip Top Group.

RECORD CATEGORY	RECORD CATEGORY DESCRIPTION
Accounting	Accounts; invoices; reconciliations; credit/debit notes; journals; ledgers; balance sheets; income statements; trial balances; payment schedules; cheque runs; cash flow statements.
Administration	Minutes of meetings of the company; general correspondence; lease agreements; copies and correspondence relating to various insurance policies; general correspondence; work-papers; operating manuals of mechanical and electrical systems; architects' drawings; salary work-papers; copies of and correspondence with regard to office building leases; documentation relating to PABX, voicemail and security systems.
Company Secretarial	Holding and Nominee Companies, Details of Directors, Resolutions of Shareholders and Directors meetings.
Human Resources	Contracts of employment; documents relating to remuneration structuring; job specifications; format/procedures for advertising positions; policy documents relating to general conditions of employment; performance evaluations; workplace skills plan and reports; personnel files; documents relating to disciplinary and grievance procedures; all employment applications; forms relating to new staff appointment.
IT	The network and the systems on it, CDs, IT literature, instruction manuals.
Library material	Reports and journals, books, publications, reference books, Government Gazettes.
Marketing	Client proposals; seminar papers; electronic presentations for existing and prospective clients; in house training; seminars; copies of directory listings placed by company; copies of articles written by professional staff; content for company's website; mailing lists for clients; general correspondence.



Publications	Updates; newsletters and other publications prepared by the company.
Salaries and benefits	Remuneration schedules; various payroll reports; Workman's Compensation documentation; provident fund documentation; Medical Aid scheme documentation.

4.2 Records Automatically Available – section 51(1)(c)

At this stage no notices have been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

4.3 Records Available under any other Legislation – section 51(1)(d)

Certain records of the Rema Tip Top Group are available in terms of legislation other than the Act. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- o Attorneys Act 53 of 1979;
- o Basic Conditions of Employment Act 75 of 1997;
- o Broad-Based Black Economic Empowerment Act 53 of 2003;
- o Companies Act 71 of 2008;
- o Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- o Copyright Act 98 of 1978;
- o Competition Act 89 of 1998;
- o Constitution of the Republic of SA Act 108 of 1996;
- o Employment Equity Act 55 of 1998;
- o Income Tax Act 95 of 1967;
- o Insolvency Act 24 of 1936;
- o National Environmental Management Act 107 of 1998;
- o Labour Relations Act 66 of 1995;



- Occupational Health & Safety Act 85 of 1993
- Skills Development Levies Act 9 of 1999;
- Unemployment Insurance Act 63 of 2001;
- Value Added Tax Act 89 of 1991.

5. Access Requests – section 51(1)(e)

5.1 Considerations before submitting a request

Kindly consider the following before submitting a formal request for access to information:

Are you submitting the request for the exercise or protection of any of your legitimate rights?

The exercise of your rights is subject to justifiable limitations and the Rema Tip Top Group may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of the Act which include the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. Access to documents may also be refused on the basis of professional privilege. Furthermore, the Act may not be used for access to a record for criminal or civil proceedings, or requested after the commencement of such proceedings.

Is the information you require in record form, and under the control of the Rema Tip Top Group?

The Act only applies to records that have already been created, at the date of the request, and that are under the control of the Rema Tip Top Group.

Do you have a legitimate right to access the record?

A request may only be made to exercise your own right, or where the request is made on behalf of another person, the requestor must submit proof of his/her capacity to act on behalf of the person in whose name the request is made.

5.2 Request Procedure

If you are satisfied that you are entitled to make a request for access to records under the Act, please follow the following procedure:

Request Form

A request for access to the records held by the Rema Tip Top Group in terms of section 50 of the Act must be made on the form contained in the Regulations Regarding the Act (Form C) a copy of the form is attached to this manual. The request must be made to the Rema Tip Top Group at the address, telefax number or email, specified in section 2 hereof.

A requester must provide sufficient detail on the prescribed form to allow the Rema Tip Top Group to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to the Rema Tip Top Group. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

Defining of your Right

The requester is required to identify the right that he, she or it is seeking to exercise by accessing the records held by the Rema Tip Top Group and to explain why the particular record or records requested is or are required for the exercise or protection of that right.

Payment of the Prescribed Fee

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

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- Payments should be made to the Rema Tip Top Group.

- Access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Annexure 2.

Feedback

The Rema Tip Top Group will inform the requester in writing of its decision in relation to a request. If the requester wishes to be informed of the decision of the Rema Tip Top Group in another manner as well, this manner must be set out in the request and the relevant details included allowing the Rema Tip Top Group to inform the requester in the preferred manner.

6. Timelines for the Consideration of a Request

The Rema Tip Top Group will make a decision in relation to a request for records within thirty days of receiving it, unless third parties are required to be notified or the thirty day period is extended as provided for in the Act, and will notify the requester accordingly.

7. Grounds of Refusal of Access to Records and Remedies Available

The main grounds on which the Rema Tip Top Group may refuse access to records relate to the grounds set out in clause 5.1 above.

Where a request is refused, a requester may apply to the court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The court will determine whether the records should be made available or not.

8. FORMS

Section 51(1)(e) Access Request Form

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY [FORM C]

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/Designated Person: _____

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: _____

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 attaché 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) Please refer to the enclosed schedule of prescribed fees.
- (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 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 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:						
	Copy of record*		Inspection of record			
2. If the 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 (audio cassette)		Transcription of soundtrack* (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



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



9. FEES

Annexure 2: Fees in respect of private bodies

No.	Description	Rand
1	The fee for a copy of the manual as contemplated in regulation 9(2)(c) – for every photocopy of an A4-size page or part thereof	1,10
2	The fees for reproduction referred to in regulation 11(1) are as follows:	
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in computer-readable form on –	
(i)	Stiffy disc	7,50
(ii)	Compact disc	70,00
(d)(i)	For a transcription of visual images, or an A4-size page or part thereof	40,00
(d)(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
(e)(ii)	For a copy of an audio record	30,00
3	The request fee payable by a requestor referred to in regulation 11(2)	50,00
4	The access fees payable by a requestor referred to in regulation 11(3) are as follows:	
4.1(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on –	
(i)	Stiffy disc	7,50
(ii)	Compact disc	70,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
(e)(ii)	For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure R30,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	
4.2	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 requestor.	
4.3	The actual postage is payable when a copy of a record must be posted to a requestor	