



Polyoak Packaging (Pty) Ltd

[Registration no.: 1974/000190/07]

**Promotion of Access to Information
Manual**

**(Prepared in accordance with Section 51 of the
Promotion of Access to Information Act 2 of 2000)**

Date of Compilation: 11/12/2015

Date of Revision:

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 (“the Act”).

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1. CORPORATE INFORMATION: Section 51(1)(a)

Business Name: Polyoak Packaging (Pty) Ltd

[Registration no.: 1974/000190/07] ('the Company')

In terms of Section 51(2) of the Promotion of Access to Information Act No.2 of 2000 ("the Act"), Private bodies such as the Company are required to compile and publish a manual with the information as set out herein. In terms of Section 51(2) of the Act, the head of a Private Body may, on a regular basis, update this manual. Based on the provisions of this section, the Company will, as and when it deems it necessary, update or amend this manual.

The directors of the Company have delegated their functions under this Act to the Financial and Regulatory Department, which Department has appointed an Information Officer.

Nature of business: Manufacturing of injection and blow moulded products

Registered Office: 2201 ABSA Centre, Heerengracht, Cape Town, 8001

Business Address: Waterford House, Waterford Road, Diep River 7800

Postal Address: P.O. Box 125, Plumstead, 7801

Directors: HJ Louw, LI Louw, JLK Mackintosh, BJB Rasson, DC Ridgard, GE Haird,

Information Officer: Tracy Huntingford

Tel # of Contact Person: (021) 710 9200

Fax # of Contact Person: (021) 712 1342

E-Mail Address of Contact Person: Tracy.Huntingford@polyoak.co.za

2. Section 51(1)(b): The Human Rights Commission (SAHRC) has a guide to the Promotion of Access to Information Act.

Requesters are referred to the Guide in terms of Section 10 of PAIA which has been compiled by the South African Human Rights Commission, 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 : +27-11-8773600

Fax : +27-11-4030625

Email : info@sahrc.org.za

Website : www.sahrc.org.za

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3. Section 51(1)(c): Information Available without a request: At this stage no Notice(s) has / have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4. Section 51(1)(d) description of the subjects on which the body holds records and the categories of records held on each subject

Information is available in terms of the following legislation, if and where applicable:

- a. Basic Conditions of Employment Act No. 75 of 1997
- b. Broad Based Black Economic Empowerment Act No. 53 of 2003
- c. Companies Act No. 71 of 2008
- d. Companies Act No. 61 of 1973
- e. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- f. Competition Act No. 89 of 1998
- g. Consumer Protection Act No. 68 of 2008
- h. Customs and Excise Act No. 91 of 1964
- i. Electronic Communications and Transactions Act No. 25 of 2002
- j. Employment Equity Act No. 55 of 1998
- k. Environment Conservation Act No. 73 of 1989
- l. Financial Intelligence Centre Act No. 38 of 2001
- m. Hazardous Substances Act 15 of 1973
- n. Income Tax Act No. 58 of 1962
- o. Labour Relations Act No. 66 of 1995
- p. National Environmental Management Act 107 of 1998
- q. National Environmental Management Air Quality Act 39 of 2004
- r. National Environmental Management Waste Act 59 of 2008
- s. Occupational Health and Safety Act No. 85 of 1993
- t. Patents Act No. 57 of 1978
- u. Promotion of Access to Information Act No. 2 of 2000
- v. Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- w. Skills Development Act No. 97 of 1997
- x. Skills Development Levies Act No. 9 of 1999
- y. Trademarks Act No. 194 of 1993
- z. Unemployment Insurance Act No. 30 of 1966
- aa. Value Added Tax Act No. 89 of 1991

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5. Section 51(1)(e): Details to facilitate requests for information

- a. Employment Contracts : Availability to be determined upon receipt of request
- b. Trade Secrets : Availability to be determined upon receipt of request
- c. Domain Name Registrations: Availability to be determined upon receipt of request
- d. Tradename Registrations : Availability to be determined upon receipt of request
- e. Trademark Registrations : Availability to be determined upon receipt of request
- f. Company Documentation : Availability to be determined upon receipt of request
- g. Agreements With Suppliers : Availability to be determined upon receipt of request
- h. Corporate Sales Agreements: Availability to be determined upon receipt of request
- i. Financial Records: Availability to be determined upon receipt of request
- j. Website Information : Freely Available at <http://www.polyoak.co.za>

6. Section 51(1)(f)

Fees in Respect of Requests for Information (Fees in Respect of Private Bodies (individuals or other corporates) (also available via the SAHRC: www.sahrc.org.za / e-mail: info@sahrc.org.za)

- a) The fee for a copy of the manual as contemplated in regulation 9(2)(c) is **R1,10** for every photocopy of an A4-size page or part thereof.
- b) The fees for reproduction referred to in regulation 11(1) are as follows:
 - a. For every photocopy of an A4-sized page or part thereof: **R1,10**
 - b. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: **R0,75**
 - c. For a copy in a computer-readable form on:
 - i. compact disc **R70,00**
 1. For a transcription of visual images, for an A4-size page or part thereof **R40,00**
 - ii. For a copy of visual images **R60,00** per page
 - iii. For a transcription of an audio record, for an A4-size page or part thereof **R20,00**
 - iv. For a copy on an audio record **R30,00**
- c) The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is **R50,00**.
- d) The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - a. For every photocopy of an A4-size page or part thereof **R1,10**
 - b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form **R0,75**
 - c. For a copy in a computer-readable form on:
 - i. compact disc **R70,00**
 - d. For a transcription of visual images,
 - i. for an A4-sized page or part thereof **R40,00**
 - ii. For a copy of visual images **R60,00**
 - e. For a transcription of an audio record,
 - i. for an A4-size page or part thereof **R20,00**
 - ii. For a copy of an audio record **R30,00**
 - f. 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.

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

7. Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

- The requester must complete Form C (refer Addendum A) and submit this form together with a request fee, to the information officer.
- The form must be submitted to the information officer at the address, fax number, or electronic mail address set out above
- The form must: provide sufficient particulars to enable the appointed information officer to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester 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,
 - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the information officer of the Company

8. Access Request Form (Form C) – refer to Addendum A.

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ADDENDUM A

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

The Head: _____

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:

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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:

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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:

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:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <ul style="list-style-type: none">(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.	

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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

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:

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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 of20.....

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE