

FILPRO (PTY) LTD
(“The Company”)
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
(“PAIA”)
REGISTRATION NUMBER : 1970/010304/07

1 Information required in terms of section 51 (1) (a) of PAIA:

Chief Executive Officer : Mr R G Shuttleworth

Postal & street addresses :
P O Box 26080 3 The Avenue East
Isipingo Beach Prospecton
4115 4110

Tel no : 031- 9103111
Fax no : 031-9027797
E-Mail address: shuttler@gud.co.za

2 Description of Guide referred to in Section 10: Section 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information that may reasonably be required by a person wishing to exercise any right contemplated in PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the offices of the South African Human Rights Commission at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

3 Information required in terms of section 51(1)(c) of PAIA:

Notice in terms of Section 52(2) of PAIA

Section 52 of PAIA states that the head of a private body may, on a voluntary and periodic basis, submit to the Minister of Justice and Constitutional Development, a description of the categories of records that are automatically available without person having to request access in terms of PAIA.

4 Information on records available in terms of other legislation: section 51(1)(d) of PAIA:

The Company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the PAIA:

- **Companies Act 71 of 2008:**
- **Income Tax Act 58 of 1962:**
- **Value-Added Tax Act, 89 of 1991:**
- **Labour Relations Act 66 of 1995:**

- **Basic Conditions of Employment Act 75 of 1997:**
- **Employment Equity Act 55 of 1998:**
- **Occupational Health and Safety Act 85 of 1993:**
- **Compensation for Occupational Injuries and Diseases Act, 130 of 1993:**
- **Unemployed Insurance Act, 32 of 2003:**
- **Customs & Excise Act 91 of 1964:**

5 **Information on subjects and categories of records in terms of section 51(1)(e) of PAIA:**

The following are the subjects and categories of records held:

5.1 **Web page:**

The Company's website is accessible to anyone who has internet access and has the following categories:

- About the company
- Case Studies
- Training
- Events News
- Gallery
- Contact Us
- Promotion of Access to Information Act – Manual

5.2 **Other Records:**

- **Companies Act:**
 - Documents of Incorporation
 - Constitution of the Company
 - Various registers, minute books and internal resolutions
 - Company documents including the Memorandum and Articles of Association, and any amendments thereto.
- **Financial Records:**
 - Annual financial Statement
 - Accounting records
 - Debtors and creditors information
 - Fixed assets register(s)
 - Inventories
 - Invoices and vouchers
- **Taxation:**
 - VAT Registration certificate
 - Company Income Tax records
 - STC, PAYE and Capital Gains records

- **Intellectual Property:**
 - Records relating to trade marks, patents, designs, licenses
 - Licensing agreements
- **Insurance:**
 - Records relating to insurance arrangements, policies and claims
- **Moveable and Immovable Property:**
 - Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property
- **Agreements:**
 - Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities and guarantees, acquisitions and disposals of assets and with service providers
- **Human Resources:**
 - Employee Records
 - Conditions of employment
 - Payroll Records
 - Registrations with Department of Labour
 - Arrangements with service providers
 - Dealings with Unions
 - Labour related matters and benefit funds
 - Disciplinary Records
 - Training Records, manuals and reports
- **Operational Records:**
 - Technical, Procurement, Production and Marketing Information, Quality and Product Claims
 - Customer related records
 - Management records
 - Data bases, correspondence, policies & procedures
 - Banking records & legal proceedings
- **Computer and Communication Information:**
 - Procurement, maintenance and data communication arrangements

6 Information Request Procedures:

How to request a record from the company in terms of Section 51 (e) :-

The requester must complete the prescribed form (Form C) and submit this together with the request fee to the Company Secretary at the Company's address, fax number or electronic mail address.

7 **Refusal of Access and Protection of Information:**

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of individuals (section 63)
- Information for the protection of commercial information and confidential information of third parties (sections 64 and 65)
- Information for the protection of the safety of individuals and the protection of property (section 66)
- Information privileged from production in legal proceedings (section 67)
- Commercial information of the Company (section 68)
- Research information (section 69)

7 **Availability of the manual:**

This manual also available for inspection at the offices of the Company free of charge.