

SECTION 51 MANUAL FOR TEL-SCREW PRODUCTS (PTY) LTD
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

1. INTRODUCTION

The Promotion of the Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise of protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

2. COMPANY AND CONTACT INFORMATION

Name of Company	Tel-Screw Products (PTY) Ltd Co. Reg. 1999/002944/07
Nature of Business	Manufactures and suppliers of special bolts and nuts to customer specifications.
Managing Director	Mr R. F. Teleng
Postal Address:	P.O. Box 714 BENONI 1500
Physical Address:	25 Lorna Road Muswelldale BOKSBURG NORTH 1459
Telephone:	(011) 917-9710
Fax:	(011) 892-5132
E-Mail:	info@telscrew.co.za
Website:	www.telscrew.co.za

Note Public information on the company is available on the company's web site (www.telscrew.co.za). Public information on the company and its services/products are also available in brochure form at our offices.

3. GUIDE TO THE MANUAL, ITS ACCESS AND AVAILABILITY

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by the person who wishes to exercise any rights contemplated in the Act. Therefore, any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the web site www.sahrc.org.za.

4. INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the M.D. of Tel-Screw Products (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she 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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of Tel-Screw Products (PTY) Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Tel-Screw Products (PTY) Ltd must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Tel-Screw Products (PTY) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Tel-Screw Products (PTY) Ltd. Access to such records will require the written permission of the third party concerned before Tel-Screw Products (PTY) Ltd will permit access to view. In accordance with the above mandatory refusal grounds, the M.D. will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the company's website www.telscrew.co.za. Copies may also be obtained from our offices.

In respect to hard copies, any transmission costs/postage will be for the account of the requester.

5. RECORDS

Records available (only on request to access in terms of Section 52(2) of the Act).

- a. Personnel Records
 - As provided by employees.
 - As provided by individuals other than employees.
 - Conditions of employment and employee related contractual records.
- b. Records relating to Customers
- c. Records relating to Tel-Screw Products (PTY) Ltd.
 - i. Financial
 - Annual accounts
 - Auditor's report
 - Income Tax Returns and other tax returns/documents
 - Asset register
 - Finance and Lease Agreements
 - ii. Operational
 - iii. Products
 - Brochures, Newsletters and Advertising Materials
 - iv. Internal Correspondence
 - Memo's and other internal correspondence
 - v. Statutory records
 - Certificate of Incorporation
 - Certificate of Change of Name (if any)
 - Certificate to Commence Business
 - Register of Directors' shareholdings
 - Value Added Tax Act No. 89 of 1991
 - Unemployment Insurance Act No. 36 of 2001
 - Skills Development Levies Act No. 9 of 1999
 - Regional Services Act No. 109 of 1985 as amended
 - Promotion of Access to Information Act No. 2 of 2000
 - Pension Funds Act No. 24 of 1956
 - Occupational Health and Safety Act No. 85 of 1993
 - National Road Traffic Act No. 93 of 1996 as amended
 - Labour Relations Act No. 66 of 1995 as amended
 - Basic Conditions of Employment Act No. 75 of 1997
 - Companies Act No. 61 of 1973
 - Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

ANNEXURE “A”

FORM C

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

- | |
|---|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and /or fax number in the Republic of which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|---|

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

<p>This section must be completed ONLY if a request for information is made on behalf of another person.</p>
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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:.....
.....
.....
.....

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:.....
.....
.....

E. 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 any 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 record consists of visual images (this includes photographs, slides, video recordings, computer-generate 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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
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 BEHALD REQUEST IS MADE

ANNEXURE “B”

AN EXPLANATORY NOTE ON FEES TO BE CHARGED ABY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1.10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees 1

Reproduction fees apply to obtaining copies of transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 Part III of Annexure “A” to the Regulations.

3. Access fees 2

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other fees

- 4.1 A request fee 3 of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee 4 may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

- 1 Section 52(3) and Regulation 1(1).
- 2 Section 54(7) and Regulation 11(3).
- 3 Section 54(1) and Regulation 11(2).
- 4 Annexure “A”, Part III, Item 4(1)(f).
- 5 Section 54(2).

**PART III
FEES IN RESPECT OF PRIVATE BODIES**

1. 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.
2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photo copy 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
ii. For a copy of an audio record.....	30,00
3. 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 1 (3) are as follows:
 - (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 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
 - (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 reasonably required for such search and preparation.
- (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 requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

