

ACTOM Investment Holdings (Pty) Ltd (Registration No. 2008/001847/07)

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

Updated January 2017

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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000, FOR THE FOLLOWING ENTITIES

- ❖ ACTOM Investment Holdings Proprietary Limited
- ❖ ACTOM Proprietary Limited
- ❖ ACTOM SA Proprietary Limited
- ❖ Motiv Electrical South Africa Proprietary Limited
- ❖ Motiv Office Proprietary Limited
- ❖ Motiv Electrical Services Proprietary Limited
- ❖ Koebec Electrical and Engineering Services Proprietary Limited
- ❖ Magnet Employee Benefit Consultants Proprietary Limited
- ❖ ACTOM Turbo Machines Proprietary Limited
- ❖ TLT ACTOM Proprietary Limited
- ❖ LHM Repairs & Services Proprietary Limited
- ❖ DIVTOM Proprietary Limited

1. INTRODUCTION

ACTOM Investment Holdings Proprietary Limited and its subsidiaries are major players in the Electrical Engineering Industry.

2. CONTACT DETAILS OF INFORMATION OFFICER

All requests pursuant to the Act should be directed to the Company Secretary, ACTOM Investment Holdings Proprietary Limited:

Postal Address:
P O Box 13024
Knights
1413

Physical Address:
2 Magnet Road
Knights
Boksburg, 1413

Telephone Number:
+27 11 820-5199

Fax Number:
+27 11 820-5100

3. SECTION 10 GUIDE

A guide on the objects and use of the Act is available from the South African Human Rights Commission.

Enquiries should be directed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-1360
Internet site: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are available for inspection by the general public in accordance with the following legislation (other than the Act):

Act	Section	Records
Companies Act No 71 of 2008	24(4) and 50(1)	Register of issued securities
	24(3)(b)	Register of directors and prescribed officers

An appointment can be made with the Company Secretary to view the records within reasonable company hours.

5. INFORMATION FREELY AVAILABLE

The Company has not submitted any notice in terms of section 52(1) of the Act.

The following information is available without a request in terms of the Act:

- ❖ Marketing brochures
- ❖ Product brochures

Interested parties are requested to make an appointment with the Information Officer although a formal application need not be submitted. Some of the information is also available on ACTOM's website at www.actom.co.za.

6. RECORDS AVAILABLE ONLY IN TERMS OF THE PROVISIONS OF THE ACT

The Company has the following records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act).

6.1 Company Record Classification Key

Classification No.	Access	Classification
1	May be disclosed	Public Access document
2	May not be disclosed	Request after commencement of criminal or civil proceedings (s7)
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information (s61)
5	May not be disclosed	Unreasonable disclosure of personal information of Natural Person (s63(1))
6	May not be disclosed	Likely to harm the commercial or financial interests of third party
7	May not be disclosed	Likely to harm the Company or third party in contract or other negotiations (s64(c))
8	May not be disclosed	Would breach a duty of confidence owed to third party in terms of an Agreement (S65)
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property (s66)
10	May not be disclosed	Legally privileged document (s67)
11	May not be refused	Environmental testing/investigation which reveals public safety/environmental risks (s65(2); S68(2))
12	May not be disclosed	Commercial information of private body (s68)
13	May not be disclosed	Likely to prejudice research and development information of the Company of a third party (69)
14	May not be refused	Disclosure in public interest (s70)

6.2 Summary: Records Availability

Departmental Records	Subject	Classification No.
Human Resources Division	• Staff records	4,5,9
	• Employment contracts	4,5
	• Policies and procedures	4
	• Health and safety records	4,5,8
Financial Division	• Audited financial statements	12
	• Tax records (Company & employees)	12
	• Asset register	12
	• Management accounts	12
Legal Department / Company / Secretarial	• General contract documentation	6,8,12
	• Statutory records	12
Marketing Division	• Market information	12,13
	• Customer information	6
	• Product brochures	1,3
	• Customer database	12
	• Product information	1
	• Media releases	1

7. REQUEST PROCEDURES AND FEES

A request for a document that is not in terms of the Act must be addressed to the Information Officer in writing, together with a request for an appointment to view the documentation.

A request for access to a record in terms of the Act must be made to the Information Officer as per the contact details set out on page 1 on Form C (attached hereto as annexure A).

The requester will be asked to pay the prescribed fee before further processing the request. A person who seeks access to a record containing personal information about themselves is not required to pay a fee. Any other person will be required to pay the request fee of R50.

Fees payable for the gathering and supply of information were prescribed by the Minister of Justice and Constitutional Development in Government Notice R.1B7 dated 15 February 2002.

REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of Chapter 4 of the Act, the Company must refuse access to information falling into the following categories, save in circumstances provided for in the Act.

- Information relating to the privacy of natural persons
- Information consisting of commercial or confidential information of third parties
- Information for the protection of the safety of individuals and the protection of property
- Information privileged from production in legal proceedings
- Third party research information

8. AVAILABILITY OF THE MANUAL

This manual is available as follows:

- On the ACTOM website
- In hard copy, to be viewed free of charge by appointment during office hours, at the offices of ACTOM Investment Holdings (Pty) Ltd, 2 Magnet Road, Knights, 1413
- At the offices of the South African Human Rights commission as per their contact details on page 3

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

To: The Information Officer

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>the particulars of the person who requests access to the record must be given below,</i></p> <p>(b) <i>the address and/or fax number in the Republic to which the information is to be sent must be given</i></p> <p>(c) <i>proof of the capacity in which the request is made, if applicable, must be attached</i></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><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

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: _____

D. 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 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 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 (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 disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
Postage is payable			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

ANNEXURE B

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 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
(ii) For a copy of an audio record	30.00

3. The request fee is 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 11(3) are as follows:

	R
(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
(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.