

BETRAM (Pty) Ltd
Reg no: 1986/004256/07

ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Betram (Pty) Ltd

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact, Liezel Du Plessis (refer point 5 below). In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

(a) the access fee (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

4. Background of MANUFACTURING OF PRE-CAST CONCRETE PRODUCTS

5. Organisation Details

- a. Name : **BETRAM (PTY) LTD**
- b. Physical address : **9 STEENBOK STREET, KOEDOESPOORT – INDUSTRIAL, 0186**
- c. Postal address : SAME AS PHYSICAL
- d. Contact details : **TEL : (012) 333-8326 FAX : (012) 333-8418**
- e. Website address of your organisation : **www.amalooloo.com**

6. Details of the information officer LUMAR FOURIE

7. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge)

No notice of such records has been made to the Minister.

8. Section 51(1) (d)

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Credit Agreement Act No. 75 of 1980
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Financial Markets Control Act No. 55 of 1989
- Income Tax Act No. 58 of 1962

- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Road Transportation Act No. 74 of 1977
- Short-term Insurance Act No. 53 of 1998
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Machinery and Occupational Safety Act No. 6 of 1983
- Value-added Tax Act No. 89 of 1991

9. Section 51(1) (e)

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Supplier Databases
- Internal Phone lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information

10. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number (*refer 5 above*) provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual

10.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*where is it available*). Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the head (*contact person*) before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sarhc.org.za

Website: www.sahrc.org.za