

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

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1. About this manual

If you need access to information, this manual will provide you with the necessary contact details and procedures to ask us for that information. In addition, it provides a clear overview of our structure, functions, and services and includes an index of information we hold to help identify where the required information could be. It also provides the forms you need to complete and sets out the fees you may need to pay before we can assist you.

2. Our details

CBI electric: african cables including **Power Instalation** and **Tank Industries**, divisions of **ATC (Pty) Ltd.**

Our registered address is:

Steel Road, Peacehaven, Vereeniging, 1939, South Africa

3. Information officer and deputy information officer(s)

Our Information Officer and Deputy Information Officer(s) will tend to your PAIA request.

3.1. Information Officer

The MD is our Information Officer.

Name and surname	Luiz Aaron Corte
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	016 430 6106
E-mail	luis.corte@africancables.com

3.2. Deputy Information Officer(s)

The Information Officer designated the following Deputy Information Officers:

Name and surname	Rudolph Frans Vorster
Position	Human Resources Executive
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	016 430 6107
E-mail	rudolph.vorster@afriancables.com

Name and surname	Francesco Basile
Position	SHEQ Officer Power Installations
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	016 430 6126
E-mail	franceso.basile@afriancables.com

4. The information and categories of records we hold

Here is a description of different subjects about which we have information and the categories of records we hold for each subject:

Subject	Category of records	Availability
Administrative and operational	Supplier application	PAIA request.
	Supplier LOGS	PAIA request.
	Invoices	PAIA request.
	Quotations	PAIA request.
	SDL – Procurement Targets	PAIA request.
	SDL- Training Targets	PAIA request.

	Supplier banking details Supplier CIBD ratings Tax Clearance certificate Reference letters Service Level Agreements Construction Contracts NDA's and/or MOU's Subcontractor evaluations Quality Records HSE Records	PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request.
Client records	Client References World Check Banking details Sureties Credit information Client specifications Client Drawings Reference letters Service Level Agreements Construction Contracts NDA's and/or MOU's	PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request. PAIA request.

Human resources	• Employment Contracts • Training and development records • CV's • Banking details • Training Certificates • Background information • ID • Drivers Licence • Workpermits • Photographs • CCTV footage • Biometric information • Assessments • Medical Records • Contact informations • Information of relatives • Personal deductions, voluntary or via court order • Disceplinary records • Bursery records • Clocking records • Provident and retirement records • Covid19 Records • Illegal or prohibited substance test records	PAIA request. PAIA request.
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Finances	- Financial statements - Financial and tax records - Asset register - Management accounts	PAIA request. PAIA request. PAIA request. PAIA request.
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5. Protection of personal information

Our company uses personal information to deliver our services and make sure our operations run smoothly. You can learn more about how we use personal information in our privacy notices available at:

<https://www.africancables.com/cmsb/uploads/popii/employees-0921.pdf>

<https://www.africancables.com/cmsb/uploads/popii/prospective-employees-0921.pdf>

<https://www.africancables.com/cmsb/uploads/popii/service-providers-0921.pdf>

<https://www.africancables.com/cmsb/uploads/popii/website-0921.pdf>

<https://www.africancables.com/cmsb/uploads/popii/clients-0921.pdf>

6. Records that are automatically available

The following categories of records are automatically available:

- any information available on our public website
- register of directors
- media releases
- annual reports
- responsibility and sustainability reports
- technical bulletins
- material data sheets
- technical bulletins
- cable data sheets

7. Records available in terms of other legislation

Some records will be made available under other legislation:

Income Tax Act 58 of 1962	Environment Conservation Act 73 of 1989
Copyright Act No. 98 of 1978	National Environmental Management: Waste Act 59 of 2008
Value Added Tax Act No. 89 of 1991	Basic Conditions of Employment Act 75 of 1997
Electronic Communications and transactions Act No. 25 of 2002	Employment Equity Act 55 of 1998
Occupational Health and Safety Act No.85 of 1993	Unemployment Insurance Act 63 of 2001
Environmental Management Act No 107 of 1998	Labour relations Act 66 of 1995
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Immigratin Act 13 of 2002

8. How to request access to records

You can request access to records by completing Form 1. If your request does not comply with the formalities in this manual, we will let you know which steps you should take to comply. If you are making a request on behalf of someone else, you must submit reasonable proof of authority.

You must provide us with proof of identity before we can process any request.

9. Outcome of your request and fees payable

We will decide within 30 days of receiving your request whether to grant or decline the request. We will notify you of our decision and explain why we accepted or refused your request.

If your request is successful, we will let you know what the related fees are and how you can pay them. We may require that you pay a deposit before we process your request. The fee structure is available on the SAHRC website at www.sahrc.org.za

If you request large quantities of information or if we cannot reasonably obtain the information you request within the original 30 days, we might have to extend the period by another 30 days. We will notify you in writing if we require an extension.

If you do not hear from us within the period stipulated above, it means that we refused your request in terms of section 58 of PAIA.

10. Reasons why we may refuse your request

The SAHRC's guide to understanding PAIA sets out all the reasons why an entity may or must refuse a PAIA request. These reasons include refusal based on the grounds that the information requested will:

- compromise South Africa's defence, security and international relations;
- hamper the operations of **CBI-electric: African Cables**.
- be unreasonably time consuming and lead to waste of resources, or
- is manifestly frivolous or vexatious.

11. If we cannot find a record

If there are records that we cannot find despite a reasonable and diligent search, we will notify you with an affidavit explaining the measures we have taken to locate the record. If we find the records after we have issued such an affidavit, we will grant you access to the records unless we have a reason to refuse your request.

12. If you need assistance or more information

If you require further assistance, The South African Human Rights Commission (SAHRC) has published a guide that introduces PAIA, describes where to find information and how to request access to information. It explains when access to information may be refused and offers key references and resources. The guide is available in each official language and is intended to assist you in exercising your rights to access information.

You can find this guide at the head office of the SAHRC:

27 Stiemens Street

Braamfontein

Johannesburg

2001

Alternatively, you can find it at all the provincial offices and on the SAHRC website at: www.sahrc.org.za

A copy of the guide is also available in each official language on our website <https://www.africancables.com> or you can inspect a copy of the guide at our offices during regular business hours.

FORMS

- Form 2: Request for access to a record

FORM 2 REQUEST FOR ACCESS TO RECORD [Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

☐ Request is made in my own name ☐ Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

