

# **Company Manual**

**Reference: UICINSTRMAN100**

**on**

# **Promotion of Access to Information Act**

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UIC Instrumentation (Pty) Ltd  
Company Manual on Promotion of Access to  
Information



## **1. Introduction:**

In terms of the section 51 of the Promotion of Access to Information Act 2 of 2000, UIC is require to produce a manual detailing the manner in which information is requested in terms of the act. The intent of this manual is to comply with the act.

## **2. Information required in terms of section 51 (1) (a) of the Act:**

UIC Instrumentation (Pty) Ltd is a private company incorporated in the Republic of South Africa.

UIC is an Instrumentation and Electrical Sales Company which offers local representation for a range of Instrumentation and electrical products.

**Managing Director and CEO:** Mr. B W M Rudd

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**e-Mail address of CEO:** brucer@uic.co.za

This guide will be available from the South African Human Rights Commission on request.

Please direct any queries to:

**The South African Human Rights Commission**

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### **2.1. Information required in terms of section 51 (1) (b) of the Act:**

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

### **2.2. Information required in terms of section 51 (1) (c) of the Act.**

No section 52 (2) notice has been submitted.

### **2.3. Information required in terms of section 51 (1) (d) of the Act:**

Records are kept in accordance with such other legislation as is applicable to the Corporation, which includes but is not limited to, the following legislation:

**Companies Act 61 of 1973:** s360

**Income Tax Act 58 of 1962:** s4(1) and s75(1) - not applicable



<b>Unemployed Insurance Act, 30 of 1966:</b>	s32 & s33
<b>Value-Added Tax Act, 89 of 1991:</b>	s55
<b>Labour Relations Act 66 of 1995:</b>	s98, 99 and 205
<b>Basic Conditions of Employment Act 75 of 1997:</b>	29 (4) and s31
<b>Employment Equity Act 55 of 1998:</b>	s26
<b>Skills Development Levies Act 97 of 1998:</b>	s13
<b>Occupational Health and Safety Act 85 of 1993:</b>	
<b>Customs &amp; Excise Act 91 of 1964:</b>	s101.01 & s101.02
<b>Compensation for Occupational Injuries and Diseases Act, 130 of 1993:</b>	s81
<b>Regional Services Annual Act 109 of 1985:</b>	

## **2.4. Information required in terms of section 51 (1) (e) of the Act:**

### **2.4.1. Web page**

The Companies website can be found at [www.uic.co.za](http://www.uic.co.za) is accessible to anyone who has internet access and has the following categories of information:



General information about UIC.

Services and Products offered by UIC

Advertising information

#### **2.4.2. Other Records:**

Other records and information which may be requested includes:

##### **Main Subjects:**

- **Corporate and Financial**

This includes documents relating to the management and governance of the company, company documents, documents of title and finance arrangements.

- **Agreements**

This includes arrangements with service providers, technical aid, license and lease agreements

- **Human Resources**

This includes arrangements with service providers, dealings with Unions, labour related matters and benefit funds.

- **Operational**

This includes technical, procurement, production and marketing information.

- **Computer and Communication Information**

This includes the company's procurement, maintenance and data communication arrangements.

### **3. The request procedures:**

#### **Form of request:**



- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned. [s 53(1)]
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or 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. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

**Fees:**

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]



- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

#### **4. GROUNDINGS FOR REFUSAL OF ACCESS TO RECORDS – SECTION 51 (4) of the Act:**

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 (s63)
- Information for the protection of commercial information and confidential information of third parties. (s 64 & 65)
- Information for the protection of the safety of individuals and the protection of property. (s 66)
- Information privileged from production in legal proceedings (s67)
- Commercial information of the company (s68)
- Research information (s69)

#### **5. Availability of the manual:**



The manual is also available for inspection at the offices of the Company free of charge; and copies are available with the SAHRC, in the Gazette and on the Companies's website.

**6. Revision Control:**

<b><u>Revision Number</u></b>	<b><u>Revision Date</u></b>	<b><u>List of Changes</u></b>
0	30/08/05	Original

