

SAFAL GROUP PAIA MANUAL

**Representing Group company: Safintra South Africa (Pty) Ltd.
(Registration Number 1991/001264/07) (the "COMPANY")**

A part of the SAFAL Group

MANUAL issued in compliance with The Promotion of Access to Information Act 2/2000 (the "ACT")
Compiled by Management in February 2016

With acknowledgements to:

The South African Human Rights Commission

The Department of Justice and Constitutional Development

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1. Introduction

The combined outputs of the Safal Group's multiple coil and roof manufacturing operations makes the Safal Group the largest producer of steel roof sheeting on the continent. A full range of AZ coil, steel roofing flashings and accessories are offered as a complete roofing system, available from one trusted source.

2. COMPANY contact details

Persons designated/duly authorised persons:
Paula Nel (representative)

Representative contact details:
E-mail: paulanel@pnco.co.za

Tel: +27 83 259 3983



Organisation's address details:
Postal address: PO Box 26060, East Rand, 1462
Street address: 4 Fobian Street, Hughes Ext. 31, Boksburg

Telephone numbers: +27 11 323 6000

E-mail address: info.safintrasa@safalgroup.com

Website: www.safintra.co.za , www.safalgroup.com; www.safintra.co.za

3. The ACT

- The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. For tariff structures, please refer to SAHRC website.
- Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone number: +27-11-484 8300

Fax number: +27-11-484 0582

Website:www.sahrc.org.za

4. COMPANY records 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.

6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
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 a 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 [s64(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 or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5. Summary: Records availability

Departmental Records	Subject	Classification
Communications/Public Affairs	Public Product Information	1
	Public Corporate Records	1
	Media Releases and Editorial	1
Environmental	Environmental Policy	1

	Environmental Records	11,14
Human Resources Division	Staff Records	4,5,9
	Employment Contracts	4,5
	Policies and Procedures	4
	Health & Safety records	4,5,8
Financial Division	Financial Statements	12
	Financial and Tax Records (Company & Employees)	12
	Industry Development Programmes	12
	Asset Register	12
	Management Accounts	12
Legal Department / Company	General Contract Documentation	6,12
	Trade Marks	1
	Statutory Records	12
Marketing	Market Information	12,13
	Public Information: (Already in the public domain)	1

	Product Brochures	1, 4
	Design and Installation Manual	12
	Field Records	11
	Performance Records	12
	Product Sales Records	2
	Marketing Strategies	12
	Merchant information	6,7,12,13
Production / Logistics	Production Records	12
Production Engineering	Roofing components, clips etc.	12,13
	Engineering Records	12,13
Quality	Quality Records	12

6. Form of Request

To facilitate the processing of your request, kindly:

6.1. Use the prescribe form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

6.2. Address your request to the Company Representative, who for the purpose of the ACT is the Designated party.

6.3. Provide sufficient details to enable the COMPANY to identify:

- a. The record(s) requested
- b. The requester (and if an agent is lodging the request, proof of capacity)...

- c. The form of access required:
 - i. The postal address or fax number of the requester in the Republic;
 - ii. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- d. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed fees

The following applies to request (other than personal request):

7.1 A requestor is required to pay the prescribed fees before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

8. Process

The following applies to request (other than personal request):

8.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the Designated party. This request must be made to the address, fax number or electronic mail address of the body concerned.

b) The requester must provide sufficient detail on the request form to enable the Designated party to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- c) The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- d) If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Designated party.

-Ends-