

# 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 Installation** 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	Brian Anthony Shaw
Position	Chief Financial Officer
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	016 430 6280
E-mail	brian.shaw@africancables.com

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@africancables.com

Name and surname	Clive Peter Maasch
Position	General Manager Tank Industries
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	021 700 4380
E-mail	clive.maasch@tank.co.za

Name and surname	Gideon Hermann Snyman
Position	Information Technology Manager
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	Steel Road, Peacehaven, Vereeniging, 1930
Phone	016 430 6241
E-mail	gideon.snyman@africancables.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@africancables.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 Supplier LOGS Invoices Quotations SDL – Procurement Targets SDL- Training Targets 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.

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.
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Finances	<ul style="list-style-type: none"> <li>• Financial statements</li> <li>• Financial and tax records</li> <li>• Asset register</li> <li>• Management accounts</li> </ul>	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/pop/employees-0921.pdf>  
<https://www.africancables.com/cmsb/uploads/pop/prospective-employees-0921.pdf>  
<https://www.africancables.com/cmsb/uploads/pop/service-providers-0921.pdf>  
<https://www.africancables.com/cmsb/uploads/pop/website-0921.pdf>  
<https://www.africancables.com/cmsb/uploads/pop/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](http://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](http://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 1: Request for access to a record
- Form 2: Outcome of request and fees payable

## FORM 1

### Request for access to a record<sup>1</sup>

1. If the space provided in the form is inadequate, please submit additional information as an annexure to this form and sign each page.
2. We will process a request for access to a record other than a record containing your personal information after you have paid the request fee.
3. The fee depends on the form in which you need to access the record and the time we have to search for and prepare the record.
4. We will let you know in writing whether your request has been approved or denied, and if we approve your request, we will let you know what the related fees are.

#### To: The information officer

Address

E-mail address

Fax number

This request is in my own name

I'm making this request on behalf of someone else—[please attach proof of the capacity in which you are making this request].

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<sup>1</sup> Regulation 7 of PAIA.

#### YOUR DETAILS

Name and surname

Identity number

Postal address

Residential address

E-mail address

Telephone number

Cell number

Fax number

#### HOW DO YOU PREFER TO BE CONTACTED?

Postal address

Residential address

E-mail address

Fax

#### DETAILS OF THE PERSON ON WHOSE BEHALF YOU ARE MAKING THIS REQUEST (IF APPLICABLE)

Name and surname

Identity number

Postal address

Residential address

E-mail address

Telephone number

Cell number

Fax number

#### WHICH RIGHT ARE YOU EXERCISING OR PROTECTING?

Which right are you exercising or protecting?

Explain why you need this record to exercise or protect that right.

#### DETAILS OF THE RECORD YOU ARE REQUESTING

Please provide full particulars of the record that you wish to access, including the reference number if you have it to help us find the record.

Describe the record or relevant part of the record

Reference number (if you have it)

Any further information about the record.

#### TYPE OF RECORD

Written or printed record	
Visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Recorded words or information that can be reproduced in sound	
Held on a computer or in an electronic or machine-readable form	

#### FORMAT IN WHICH YOU WOULD LIKE TO RECEIVE THE RECORD

A printed copy of a record (including copies of any virtual images, transcriptions and information held on a computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of a soundtrack (written or printed)	
Copy of record on a flash drive (including virtual images and soundtracks)	
Copy of record on a compact disc drive (including virtual images and soundtracks)	

#### HOW WOULD YOU LIKE TO ACCESS THE RECORD?

Personal inspection of the record at our registered address (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in electronic or machine-readable form)	
Postal services to a postal address	
Postal services to a street address	
Fax information in written or printed format (including transcriptions)	
E-mail information (including soundtracks if possible)	

Preferred language

(If the record is not available in the language you prefer, we may give you access in the language in which the record is available.)

Date \_\_\_\_\_ Signed at \_\_\_\_\_

\_\_\_\_\_  
Signature of the requester/person on behalf of whom the request is made

**FOR OFFICE USE**

Reference number	
Date received	
Access fees (if any)	
Deposit (if any)	

**DETAILS OF THE PERSON WHO RECEIVED THE REQUEST**

Job Title	
Name and surname of Information Officer	

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Signature of Information Officer

## FORM 2

## Outcome of request for access to a record, and fees payable<sup>2</sup>

1. If your request is granted
  - a. you must pay the deposit (if any) before we can process your request, and
  - b. we will only release the record you requested once we receive full payment.
2. Please note your reference number in all future correspondence.

To:

## Address

E-mail address

Fax number

### Reference number

## YOUR REQUEST HAS BEEN

- Approved
- Denied

<sup>2</sup> Regulation 8 of PAIA.

Because



**YOU REQUESTED**

Personal inspection of the record at our registered address (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in electronic or machine-readable form)

Please take these steps:

1. Make an appointment to inspect the record.
2. Bring this form with you.

Accessing a record this way is free. However, if you need copies of the information, you will be charged the appropriate fees as set out in Annexure B.

**OR**

**YOU REQUESTED**

A printed copy of a record (including copies of any virtual images, transcriptions and information held on a computer or in an electronic or machine-readable form).

Written or printed transcription of virtual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)

Transcription of soundtrack (written or printed)

Copy of record on a flash drive (including virtual images and soundtracks)

Copy of record on compact disc drive (including virtual images and soundtracks)

**YOU ASKED TO ACCESS THE RECORD AS FOLLOWS**

Postal services to a postal address	
Postal services to a street address	
Fax information in written or printed format (including transcriptions)	
E-mail information (including soundtracks if possible)	
Preferred language	

**FEES PAYABLE WITH REGARDS TO YOUR REQUEST**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Copy of Guide	R3.90		
Photocopy	R3.90		
Printed copy	R4.80		
Copy in a computer-readable form on:			
a) Flash drive	a) R0.00		
b) Compact disc	b) 56.00		
Transcription of visual images	Service to be outsourced. Will depend on quotation from service provider.		
Copy of visual images			
Transcription of an audio record			
Copy of an audio record	R56.00		
Postage	Actual cost		

TOTAL: \_\_\_\_\_

#### DEPOSIT PAYABLE

If the search exceeds six hours.

How many hours did the search take?	
What is the deposit payable? (Calculated as a third of the total amount per request)	

#### OUR BANK DETAILS

Bank

Account holder	
Type of account	
Account number	
Branch code	
Reference number	
Proof of payment address	

Account holder

Type of account

Account number

Branch code

Reference number

Proof of payment address

Date \_\_\_\_\_ Signed at \_\_\_\_\_

Information Regulator/Information Officer