



REKARA MILLS (PROPRIETARY) LIMITED

Registration number 1971/009910/07

(a Private Body)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000 IN RESPECT OF REKARA MILLS
(PROPRIETARY) LIMITED**

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1. INTRODUCTION

This Manual has been prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000.

The aim of the Manual is to assist potential requesters in requesting access to information (documents and records) from Rekara Mills (Pty) Ltd as contemplated in the Act.

The manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the manual will be published and distributed in accordance with the Act.

A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this manual.

The definitions provided in this Manual are solely for the purpose of this Manual and are not to be taken as applicable to the Act.

2. DEFINITIONS

The following words or expressions will bear the following meanings in this Manual –

"**the Act**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;

"**Rekara Mills**" means Rekara Mills (Pty) Ltd (registration number 1971/009910/07), a private company that specializes in the manufacture and distribution of high quality wood coatings and maintenance products.

"**Correspondence**" means written and electronic communication exchanged between two or more parties;

"**Employee**" means any person who works for, or provides services to, or on behalf of Rekara Mills, and receives or is entitled to receive remuneration;

"**Information Officer**" means the head of the body or any of the designated information officers described in this Manual;

"**Manual**" means this manual, together with all annexures thereto as amended and made available at the offices of Rekara Mills from time to time;

"**Requester**" means any person or entity requesting access to a record that is under the control of Rekara Mills; and

"**SAHRC**" means the South African Human Rights Commission.

3. SCOPE OF THIS MANUAL

This Manual has been prepared in respect of the South African entities that are listed below –

- Rekara Mills (Pty) Ltd (registration number 1971/009910/07),
- Totim (Pty) Ltd (registration number 1992/003904/07).

4. HOW TO USE THE ACT TO ACCESS INFORMATION

(Information provided in terms of section 51(1)(b) of the Act)

The Act grants a Requester access to records of a private body if the record is required for the exercise or protection of any rights. If a public body lodges a request in terms of the Act, 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, and at the prescribed fees.

A guide on how to use the Act has been compiled by the SAHRC in terms of section 10 of the Act and is available on the SAHRC website (www.sahrc.org.za). Any queries should be directed to –

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Postal Address: Private Bag 2700 Houghton 2041 South Africa
T +27 (0)11 877 3600
F +27 (0)11 403 0625
E paia@sahrc.org.za
W www.sahrc.org.za

5. OVERVIEW OF REKARA MILLS (PTY) LTD

Rekara Mills (Pty) Ltd trading as Woodoc is a company specializing in the manufacture and distribution of the Woodoc and Totim ranges of high quality wood coatings and maintenance products.

5.1 Contact details of Rekara Mills

(Information required under section 51(1)(a) of the Act)

Name of Body	Rekara Mills (Pty) Ltd
Postal address:	P O Box 16, Fort Beaufort 5720
Physical address:	20 Durban Street, Fort Beaufort 5720
Head of Body	Name: Frikkie Greeff T +27 (0) 46 645 1109 F +27(0) 46 645 1538 E fgreeff@woodoc.com
Designated Information Officer	Name: Hennie Greeff T +27 (0) 46 645 1109 F +27(0) 46 645 1538 E hennie@woodoc.com

5.2 Information freely available from Rekara Mills

(Copy of notice, if any, required under section 51(1)(c) of the Act)

No notice has been published in terms of section 52. However, certain information is freely available at Rekara Mills' offices or the website www.woodoc.com. This information consists of advertising and marketing material and brochures and other product-related documentation such as Product Data and Specification Sheets.

5.3 Information kept by Rekara Mills in accordance with other legislation

Records are kept in accordance with legislation applicable to Rekara Mills, which includes, but is not limited to the following:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973 (repealed)
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Constitution Of The Republic Of South Africa Act
- Consumer Protection Act No. 68 of 2008
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Electronic Communications and Transmissions Act No. 25 of 2002
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Hazardous Substances Act No. 15 of 1973
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- National Credit Act, No. 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information ACT No. 2 of 2000
- Protection of Personal Information Act
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Trade Marks Act 194 1993
- Trade Metrology Act No. 77 of 1973
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Contributions Act No. 4 of 2002
- Value Added Tax Act 89 of 1991

Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of the Act.

5.4 Information held by Rekara Mills in terms of the Act

(Information required under section 51(1)(e) of the Act)

NOTE

This section of the Manual sets out the categories and descriptions of records held by Rekara Mills. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

CATEGORY OF RECORDS	DESCRIPTION
Financial Records	Annual financial statements Tax returns Accounting records Internal financial reports Audit reports Supplier records Customer records Production records Fixed assets registers Banking records Inventory records Sales records Documents supporting payments and receipts
Company Records	Documents of Incorporation Memorandum of Incorporation Share register and other statutory registers Minutes of shareholders' and directors' meetings
Human Resources	Personnel records Contracts of employment Records relating to conditions of employment Remuneration records Disciplinary records Employment Equity Plan Provident and Medical Aid Fund records

	Employee tax information
	Training records
	Leave records
	Staff appraisal records
	Internal policies, standards and procedures
	OHSA records
	SETA records
Customer Records	Agreements with customers
	Correspondence with customers
	Credit vetting information
	Credit information and other research conducted in respect of customers
Supplier Records	Agreements with suppliers
	Correspondence with suppliers
	Supplier evaluation records
Intellectual Property	Patents and Trade-marks
	Software licenses
Miscellaneous	Internal correspondence
	Marketing agreements
	Insurance policies and related records
	Title deeds
	ISO 9001:2008 records
	Health, safety and environmental records
	Product records
	Advertising brochures and other material
	Rental and lease agreements

5.5 Request procedures

Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of the Act.

5.5.1 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 Information Officer at the address, fax number or electronic mail address of the body concerned [See s 53(1) of the Act].

The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed [See s 53(2)(a) and (b) and (c) and (e) of the Act].

The Requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [See s 53(2)(d) of the Act].

If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the private body [See s 53(2)(f) of the Act].

5.5.2 Fees

A Requester who seeks access to a record containing personal information about that Requester is not required to pay the request fee. Every other Requester, who is not a personal Requester, must pay the required request fee.

The Information Officer must by notice require the Requester (other than a personal Requester) to pay the prescribed request fee (if any) before further processing the request [See s 54(1) of the Act].

The fee that the Requester must pay to a private body is determined by the Act. The Requester may lodge an application to the court against the tender or payment of the request fee [See s 54(3)(b) of the Act].

5.5.3 Decision on request

After the Information Officer has made a decision on the request, the Requester will be notified using the required form.

If the request is granted then a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure [See s 54(6) of the Act].

6. OTHER INFORMATION HELD BY REKARA MILLS AS PRESCRIBED

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations regarding disclosure of other information.

7. AVAILABILITY OF THE MANUAL

(Availability of Manual under section 51(3))

This Manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Rekara Mills. Copies of the Manual may be made, subject to the prescribed fees.

Copies may also be requested from the South African Human Rights Commission.

The Manual is also posted on Rekara Mills' website referred to above.

8. PRESCRIBED FORMS AND FEE STRUCTURE

(Prescribed forms and fee structure in respect of private bodies section 53 and 54 of the Act)

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section as well as the SAHRC website (www.sahrc.org.za).