



**PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000
SECTION 51(1) MANUAL
OF
REKARA MILLS (PTY) LTD
Registration No: 1971/009910/07**

1. HEAD OF PRIVATE BODY

Information Officer	FW Greeff
Postal address	PostNet Suite #29, Private Bag X0002, The Fig Tree, Charlo, 6033
Street address	242 Main Road, Walmer, Port Elizabeth, 6070
Phone number	041 555 0007
Email address	fgreeff@woodoc.com

2. SECTION 10 GUIDE TO THE ACT

The guide on how to use the Act as described in Section 10 of the Act is available from the South African Human Rights Commission:

**The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department**
Postal address Private Bag 2700
Houghton
2041
Telephone +27 11 484-8300
Fax +27 11 484-0582
Website www.sahrc.org.za
E-mail paia@sahrc.org.za

3. VOLUNTARY DISCLOSURES

Rekara Mills (Pty) Ltd has not published a voluntary notice in terms of section 52(2) of the Act.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are available in terms of the following legislation to the persons, entities or regulators specified in such legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Constitution of the Republic of South Africa
- 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 No. 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Hazardous Substances Act No. 15 of 1973
- Income Tax Act No. 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 No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Protection of Personal Information Act No.4 of 2013
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Trademarks Act No. 194 of 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

5. HOW TO REQUEST ACCESS TO A RECORD

A requests for access to a record of Rekara Mills (Pty) Ltd must be made by completing and submitting **Form C: Request for Access to Record of Private Body**, in terms of Section 53(1) of the Promotion of Access to Information Act No. 2 of 2000, Regulation 10, available from the SAHRC (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.justice.gov.za) websites, to the Information Officer's electronic mail address above.

The requester must provide sufficient particulars to enable the Information Officer to identify the record requested and the requester. The requester must also indicate which form of access is required and specify the requester's return address in the Republic.

The requester must identify the right that the requester 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.

If the requester wishes to be informed of the decision on the request in any other manner, the requester must state the manner and the necessary particulars to be so informed.

If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

The requester, other than a personal requester, is required to pay the prescribed request fee (if any) before the request is processed.

The requester may lodge an application with a court against the tender or payment of the request fee.

The Information Officer may withhold a record until the requester concerned has paid the applicable fees (if any).

All requests will be evaluated in accordance with the provisions of Act. Publication of this manual and its contents does not automatically give rise to any right of access to records.

6. RECORDS HELD BY REKARA MILLS (PTY) LTD

Rekara Mills (Pty) Ltd maintains records on the following categories and subjects:

6.1 Internal records

- Constitutional documents
- Financial records
 - Annual financial statements.
 - Accounting records
 - Asset register
 - Banking records
 - Bank statements
 - Electronic banking records
 - Invoices
 - Tax returns
- Operational records
- Intellectual property
- Marketing records
- Internal correspondence
- Product records
- Statutory records and
- Internal policies and procedures.

6.2 Personnel records

These include, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers and include the following:

- Any personal records provided to Rekara Mills (Pty) Ltd by its personnel
- Any records a third party has provided to Rekara Mills (Pty) Ltd about any of that third party's personnel
- Conditions of employment and other personnel-related contractual and quasi-legal records
- Internal evaluation records
- Other internal records and correspondence
- Disciplinary code
- Disciplinary records
- Employment contracts
- Employment equity plans
- Medical aid records
- Salary records
- SETA Records
- Training manuals
- Training records

6.3 Customer records

Rekara Mills (Pty) Ltd is serious about protecting the confidential information of its customers. Please motivate any request for customer information very carefully and thoroughly, having regard to sections 63 to 67 of the Act, relating to the protection of third-party information.

Customer information includes the following:

- Any record a customer has provided to Rekara Mills (Pty) Ltd or a third-party acting for or on behalf of Rekara Mills (Pty) Ltd;
- Contractual information
- Customer needs assessments
- Personal records of customers
- Credit information and other research conducted in respect of customers
- Any records a third party has provided to Rekara Mills (Pty) Ltd about customers
- Confidential, privileged, contractual and quasi-legal records of customers
- Customer evaluation records
- Customer profiling
- Performance research conducted on behalf of customers or about customers
- Any records a third party has provided to Rekara Mills (Pty) Ltd either directly or indirectly, and
- Records generated by or within Rekara Mills (Pty) Ltd pertaining to customers, including transactional records.

6.4 Other Parties

Records are kept in respect of other parties, including without limitation contractors, suppliers, service providers and general market conditions. In addition, such other parties may possess records, which may belong to Rekara Mills (Pty) Ltd. The following records fall under this category:

- Personnel, customer or Rekara Mills (Pty) Ltd records which are held by another party and not by Rekara Mills (Pty) Ltd, and
- Records held by Rekara Mills (Pty) Ltd pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractor/supplier or customer.

6.5 Other Records

- Information relating to Rekara Mills (Pty) Ltd's own commercial activities
- Research information belonging to Rekara Mills (Pty) Ltd, whether carried out itself or commissioned from a third party and
- Any other quality management system records.

6.6 Records In terms of The Companies Act 71 of 2008

- Documents of Incorporation.
- Memorandum of Incorporation
- Minutes from the board of directors meetings.
- Records pertained to the appointment of directors, auditors, or any other officer.
- The register of shareholders and other statutory registers.