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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



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INDEX

Company Name	Gazette No.	Date	Page No.
Woodpecker Furniture Factory CC	24416	18-2-2003	3

MANUAL OF

WOODPECKER FURNITURE FACTORY CC
(2001/029924/23)

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
Number 2 of 2000 ("The Act")

1. CONTACT PARTICULARS

HEAD OF COMPANY: AJ COMBRINK

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PRETORIA

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LYTTELTON
0140

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Fax: (012) 542-5626

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2. CLOSED CORPORATION OVERVIEW

WOODPECKER FURNITURE FACTORY CC was registered accordingly to the South African Closed Corporation act under number: 2001/029924/23.

WOODPECKER FURNITURE FACTORY CC is primary involved in Manufacturing and Design of wooden furniture.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH WOODPECKER FURNITURE FACTORY CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from WOODPECKER FURNITURE FACTORY CC.

5. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production statistics
- 5.1.2 Costs analyses
- 5.1.3 Productivity
- 5.1.4 Production, project management and services
- 5.1.5 Administrative matters
- 5.1.6 Contract / customer details

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Leases
- 5.2.3 Maintenance
- 5.2.4 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders / Instructions
- 5.3.2 Invoices
- 5.3.3 Delivery notes

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 Seta records
- 5.4.6 Employment Equity reports and statistics
- 5.4.7 Training schedules and material
- 5.4.8 OHASA records
- 5.4.9 Employee Assistance Program statistics and reports

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of WOODPECKER FURNITURE FACTORY CC.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access form does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to the Closed Corporation's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order for the Closed Corporation to respond to requests in a timely manner, the Access Request Form should be completed, taking due cognizance of the following *Instructions on Completion of Forms*:

- The Access Request Form must be completed in the English language.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated in Section 51(1)(a).

An initial, **non-refundable R57-00 request fee** is payable on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of WOODPECKER FURNITURE FACTORY CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

As more fully described in Chapter 4 of the Act.

Decision on Request

If no extension period or deposit is required the requesters will be notified, within 30 days, of the decision on their requests.

If the request for access to a record is **successful** the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted;
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is **not successful** the requester will be notified of the following:

- That the requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of WOODPECKER FURNITURE FACTORY CC; copies are also available from the South African Human Rights Commission and from the Government printer.

Records that cannot be found or do not exist

If the Closed Corporation has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

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