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MANUAL

IN ACCORDANCE WITH

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



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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FREUDENBERG NONWOVENS (PTY) LTD

"FREUDENBERG"

(Registration number: 1972/011816/07)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT
NO 2 OF 2000 ("THE ACT")**

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Freudenberg as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact the Company Secretary should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of documents/information from Freudenberg.

The following words will bear the following meaning in this manual:

"the Act" shall mean the Promotion of Access to Information Act, no 2 of 2000, together with all relevant regulations published;

"the/this manual" shall mean this manual together with all annexures thereto available at the offices of Freudenberg from time to time.

"SAHRC" shall mean the South African Human Rights Commission

"Freudenberg" shall mean Freudenberg Nonwovens (Pty) Ltd.

2. CONTACT DETAILS (SECTION 51(1)(a) OF THE ACT

Name of Body	:	Freudenberg Nonwovens (Pty) Ltd
Managing Director	:	Charles Julian Scheltema
Company Secretary	:	Frank Regan
Address	:	46/48 Industria Ring Road Parow Industria 7490
Postal Address	:	P O Box 3903 Cape Town 8000
Telephone	:	+27 21 9333501
Fax	:	+27 21 9326515
E-Mail	:	info@freudenberg.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT (SECTION 51(1)(b))**

In terms of Section 10 of the Act a guide will be completed by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
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

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) OF THE ACT**

At this stage no notice(s) has/have been published.

5. **INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH
OTHER LEGISLATION (SECTION 51(1)(d) OF THE ACT)**

Freudenberg keeps information/documents in accordance with the following legislation (please note that is not an exhaustive list):-

- Companies Act, Act no 61 of 1973
- Income Tax Act, Act no 58 of 1962 (Section 75)
- Value-Added Tax Act, Act no 89 of 1991 (Section 65)
- Customs and Excise Act, Act no 91 of 1964 (Section 101)
- Unemployment Insurance Act, Act No 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act no 75 of 1997 (Section 31)
- Employment Equity Act no 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act no 130 of 1993 (Section 97)
- Insolvency Act, Act no 24 of 1936 (Section 134)
- Occupational Health and Safety Act, Act no 85 of 1993)
- Skills Development Act, Act no 97 of 1998

6. DOCUMENTS/INFORMATION HELD BY FREUDENBERG IN TERMS OF THE ACT (SECTION 51(1)(e) OF THE ACT)

The documents/information listed here-in-below pertain to the day to day management of the business of Freudenberg:-

- Standard Employment Contracts
- Employment Equity Plan and Report
- Human Resources Policies and Procedures
- List of Trademarks
- Insurance Policies
- Other Commercial Contracts

It is recorded that any and all documents/information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. **OTHER INFORMATION (SECTION 51(1)(f) OF THE ACT**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (SECTION 51(3) OF THE ACT)

- 8.1 This manual is available for inspection at the offices of Freudenberg, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Freudenberg.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations".)

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