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No. 24506

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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MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000
(the Act) FOR **ISOWALL GROUP**

Company Overview:

The Isowall Group is a group of companies operating in various centres including Pretoria, Pinetown, Isithebe, Cape Town, Ladysmith, Walvis Bay (Namibia), Matsapha (Swaziland) and Accra (Ghana).

The Group's focus is twofold, viz.

- 1) The manufacture of expanded polystyrene in block and shape form primarily for insulation, construction and packaging and related products.
- 2) The manufacture and installation of structural insulated sandwich panel using a continuous laminating process.

1 Members of the Group are:

ISOWALL SOUTHERN AFRICA (PROPRIETARY) LIMITED
ISOWALL MANUFACTURING (PROPRIETARY) LIMITED
ISOPROJECTS (PROPRIETARY) LIMITED
ISOTRUX (PROPRIETARY) LIMITED
ISOPARKIT (PROPRIETARY) LIMITED
ISOLITE CORNICE MOULDING (PROPRIETARY) LIMITED
ISOLITE HOLDINGS (PROPRIETARY) LIMITED
VDT INVESTMENTS (PROPRIETARY) LIMITED

Queries for the above Group can be addressed to Mr. Peter Robert van Duyn

The Group's contact details are:

Physical Address: 317 Derdepoort Road,
Silverton 0184
Pretoria
GAUTENG
SOUTH AFRICA

Postal Address: P O Box 912-581, Silverton. 0127, SOUTH
AFRICA

Telephone No: (+27) 012 804 3564

Fax No: (+27) 012 804 6395

E-mail: isowall@iafrica.com

Website: www.isowall.co.za

II A Guide to the Act:

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

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

III No automatically available records are available.

IV Records are kept in accordance with such other legislation as is applicable to the Group, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Occupational Health and Safety Act 85 of 1993

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

V Not Applicable.

A: Records that may be Requested**i. Operational Information**

Such information as is required for the day to day running of the Group. For instance: internal phone lists; address lists; company policies; directives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

ii. Communications

Correspondence between persons within and without the Group.

iii. Website

The Group's Website address is www.isowall.co.za and is accessible to anyone who has access to the Internet. A subsidiary website address is as follows:-

ISOLITE HOLDINGS (PTY) LTD

- www.isolite.co.za

The Website(s) contain various categories of information relating to the company.

B: The Request Procedures**i. 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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. 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.
- 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.
- 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.

ii. 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 head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.

- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

VI The Minister of Justice and Constitutional Development has not made any regulations in this regard

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of the Isowall Group. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*. The manual is also published on the Isowall Group's website referred to above.

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.

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