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M A N U A L

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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SECTION 51 MANUAL FOR OSBORN ENGINEERED PRODUCTS SA (Pty) LIMITED

Company Registration No. 2000/015019/07

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A. CONTENTS

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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to Osborn Engineered Products SA (Pty) Limited

Osborn Engineered Products SA (Pty) Limited (trading as "Osborn"), is a leading manufacturer of bulk materials handling plant and equipment and is based in Johannesburg, South Africa.

From design concept and manufacture to installation and commissioning, Osborn provides the African mining and quarry markets with a full range of crushers, feeders, screens and conveyors.

With its reputation as one of South Africa's foremost turnkey materials handling contractors, Osborn also specialises in mobile and fixed crushing and screening plants and conveyor systems.

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting information / documents from Osborn Engineered Products as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

Any requestor is advised to contact Mr C C McKechnie should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from Osborn Engineered Products.

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 as available at the offices of Osborn Engineered Products SA (Pty) Limited; |
| "Osborn" | shall mean Osborn Engineered Products SA (Pty) Limited; |
| "SAHRC" | shall mean the South African Human Rights Commission; |
| "Information Officer" | Mr. C.C. McKechnie, has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed. |

1. Contact details

Postal address: P O Box 8182 Elandsfontein 1406

Street address: 57 Jansen Road, Elandsfontein, Boksburg, Gauteng

Telephone numbers: +27 11 820 7600

Telefacsimile numbers: +27 11 388 1136

Email address: osborn@osborn.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than June 2005. Please direct any queries 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

3. Information / documents available in accordance with other legislation

Osborn Engineered Products keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Company Registration Certificate
- Articles of Association and memorandum
- Records held in terms of the following legislation:
- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Medical Schemes Act No. 131 of 1998
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- SA Reserve Bank Act No. 90 of 1989
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

The above records, in so far as they are of a public nature, are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 of the Act.

4. Access to the records held by Osborn Engineered Products SA (Pty) Limited, which is a private body

- i. The latest notice regarding the categories of records of Osborn Engineered Products SA (Pty) Limited, which are available without a person having to request access in terms of this Act under section 52(2).

The Osborn website address is www.osborn@osborn.co.za and is accessible to anyone with access to the internet. It contains a profile of Osborn, its contact particulars, services rendered and fields of expertise and its key personnel. It should be noted that

The following documents are available from Osborn on request :

- Promotional Brochures in connection with all equipment sold
- Promotional CD with details of the Company and its products
- Technical Snapshots and newsletters.
- Contents of Osborn website
- Employment Equity Plan and Annual Reports
- Skills Development Plans and Reports
- HIV / AIDS policy, VCT and Medical Management programmes.
- COID Certificate of Good Standing

- Safety: ISO18000 Policy and Procedures
- Quality: ISO9000 and ISO14000 policies and procedures

ii Categories of records held by Osborn that may be requested are:

- Human Resources
- Company HR Policies and Procedures
- Standard Employment Contracts
- Contact details of past and present employees
- Operations
- Information Technology Systems
- Engineering
- Equipment manuals
- Finance
- Standard Operating Procedures (Group)
- Commercial and financial information
- Insurance policies
- Information on agreements
- Sales and marketing

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by Osborn is automatically available without a person having to request access in terms of and subject to the provisions of Act.

iii The request procedures

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 of Osborn at the contact addresses provided in 2. above.
- The requester must provide sufficient detail on the request form to enable the Information Officer of Osborn to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if 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 to be 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 then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of Osborn.

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 of Osborn must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed 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 Information Officer of Osborn 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

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

6. Availability of the manual

The manual for Osborn Engineered Products is available for inspection at our offices at 57 Jansen Rd., Elandsfontein and copies can be made at the prescribed charge. Copies are also available from the South African Human Rights Commission, the Government Printing works, and Osborn's South African website address at www.osborn@osborn.co.za.

Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee as detailed on the SAHRC website (www.sahrc.org.za)

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