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Pretoria, 18 January 2012

No. 34945

MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)

IMPORTANT NOTICE

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ENDRESS + HAUSER INVESTMENTS (PTY) LTD (8700112) INFORMATION MANUAL (SS1 of PAIA)

OVERVIEW: Endress + Hauser Investments (Pty) Ltd was established in 1987, and operates in the Property industry, with the primary products/ services being renting of land and buildings

Physical address: 5 Commerce Crescent West, Eastgate Ext 13, Sandton Postal Address: PO Box 783996, Sandton, 2146

Telephone number: 011 262 8000 Fax number: 011 262 8062

ACCESS TO INFORMATION PERSONNEL:

Information Office: has been appointed and authorised by the MD to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. All inquiries relating to the records held by the company must be directed to Sherilee Start-Taylor (Tet. 011 967 237, Fax: 086-622 9117, e-mail: sherileest@gmail.com)

Appeals Manager is responsible for reconsidering any request rejected by the information Officer, upon request from the Requester whose request was turned down by the information Officer. Appeals Manager is Robert Mackenzie (Tel:011 262 8000, Fax number: 011 262 8062, e-mail: Rob.MacKenzie@za.endress.com

GUIDE FOR REQUESTERS WHO WISH TO REQUEST RECORDS IN TERMS OF THE ACT: SAHRC) is responsible for compiling a guide that will facilitate ease of use of the Act for Requesters. Direct any queries to SAHRC PAIA Unit Research entation Department

POSTAL ADDRESS: Private Bag 2700, Houghton, 2041

+27 (11) 484-8300 FAX NUMBER: +27 (11) 484-0582

PAIA@sahrc.ong.za

AVAILABILITY: The company's physical address, Government Gazette and Human Rights Commission. This manual is available for inspection at the offices of the company, free of charge. Copies may be obtained, subject to the inprescribed fees, at the offices of the company.

REQUESTING ACCESS TO INFORMATION FROM THE COMPANY: "Form C - REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY" must be completed by each Requester who requires access to the company records. Form C is available from this manual, the company directly, SANRC and the Department of Justice and Constitutional Development. Complete all the fields in the request form or re-write the details in an e-mail. Send your request to the information Officer. You must provide sufficient detail in the request form to enable the information Officer to easily identify the record / information you require, which form of access is required, the right that is sought to be exercised or to be protected and how you wish to be informed. You should indicate if any other manner is to be used to inform you or convey the record requested to you. In addition a South African postal address must be provided. exercised or to be protected and how you wish to be informed. You should indicate if any other manner is to be used to inform you or convey the record requested to you. In addition a South African postal address must be provided and/or a South African postal and in a South African postal address must be provided and/or a South African postal and in a South African postal and in a South African postal address must be provided and/or south and or south and or south and in a South African postal address must be provided and/or when the information of the south and or south

PROCEDURE TO REQUEST ACCESS TO INFORMATION.

- 1. Complete Form C REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY.
 2. Submit Form C as well as the Request fee to the Information Officer.
 3. Within 30 days the Information Officer will inform you of the decision whether or not to grant you access to the records you have requested. Should the Information Officer require more time you will be informed thereof and the
- reasons for the extension.

 4. Should access be granted you must pay the required Access Fees, after which the records will be provided to you.

 5. Should Access not be granted you may appeal against the decision within 30 days of receiving the decision from the information Officer. Complete Form B NOTICE OF INTERNAL APPEAL.

 6. Should access not be granted to you as a result of the Internal appeal you must pay the required Access Fees, after which the records will be provided to you.

 7. Should access not be granted you may lodge an application to the Court within 60 days of receiving the decision from the Appeal manager.

- 8. The procedure to lodge an application to the Court is not available to the Company.

PRESCRIBED FEES: Annexure 1 documents the prescribed fees, which must be paid before further processing of the request. Records may be withheld until the fees have been paid.

Requesting Fee: R200.00 (two hundred rand), paid to The company by cash or EFT. Only upon receipt of the payment will the request be processed. Proof of payment must be attached to the request. Banking details are available from Rob MacKenzine@za-endress.com. Should you object to the payment, lodge an application to the high Court. The Request for records will then only be processed once a decision has been received from the high Court. The Request Fee is not paid by the Requester if the Information required is personal information about the Requester. Reproduction fees may be charged, and records may be withheld until the prescribed hours to search for, and prepare the record for disclosure. See attached Annexure for the payments. Should the preparation of a record exceed the prescribed 6 hours, a deposit of one third of the prescribed total Access Fee will be payable by the Requester before the preparation continues. The

tion Officer will notify the Requester of this requirement in writing.

REMEDIES AVAILABLE, SHOULD THE COMPANY FAIL TO RESPOND TO YOUR REQUEST: Should you believe that the company's refusal to grant information to you is unjustifiable, or you have any other grounds for complaint in terms of PAIA, you may lodge an internal appeal. Complete Form D and submit it to the information Officer. Should, as a result of the internal appeal your request still not be granted you can lodge and application to the Court within 60 (strty) days of the decision of the internal appeal.

AVAILABLE RECORDS

7.	Classification of re	cords:
	1	Automatically Accessible Information
	2	Not automatically accessible information.
	3	Information that may not be refused.

b. Fields on which information is held by the company: Finance and Administration, Commercial and Legal, information technology, Legislation

I. Finance and Administration.	
Annual Financial statements	2
Asset register	2
Books of account (lagers, journals)	2
Budgets	2
Copies of all income tax returns, and other tax returns and documents.	2
Financial analysis and reports.	2
Financial and tax records (Company and employees)	Ż
Financial year-end results.	2 .
Invoices and correspondence to clients and suppliers.	2
Levies documentation.	2
Management Accounts	2
Statements	2

Levies documentation.	2
Management Accounts	2
Statements	2
ommercial and Legal.	
Acquisition documentation.	2
Agreements with contractors.	2
Agreements with shareholders, Officers or directors.	2
Agreements with suppliers.	2
Books of account regarding required information in terms of the Companies Act of 1973	2
Building plans	2
Cartificate of change of name	2
Certificate of incorporation	2
Certificate to commence business.	2
Complaints, pleadings briefs and other documentation relating to any legal action.	2
Contracts and agreements	2
Correspondence	2
Deeds of pledge	2
Directors attendance register	2
Directors resolutions	2
Disposal documentation.	2
Finance and lease agreements	2
Index of members	2
insurance	2
Insurance details	2
Insurance policies.	2
Leases	2
Litigations	2
Material agreements regarding services or materials.	2
Memorandum and articles of association.	2
Minute Book, CM25 and CM 26, resolutions passed.	2

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	Endress + Hauser Investm	ents (Pty)	Ltd Inform	ation N	<u>M</u> anual				2
Minutes of meetings			2		1				
Mortgage bonds (Encumbrances on fixed property)			2		-				
Property leases and agreements Purchase agreements.			2		4				
Register of Directors and Certain officers			2		1				
Register of mortgages, debentures and fixed assets.			2		1				
Sale agreements			1 2		1				
Settlements			2		1				
Shareholders information			2		1				
Supporting schedules to books of account and ancillary books of account	nt.		2	·]				
* for closed corporations					-				
Information technology									
Capacity and utilization of systems			2		1				
Disaster recovery.			2		4				
Hardware			2		4				
Internal Systems support			2		4				
· IT Audits			2		4				
LAN installations			2		4				
Operating Systems Programming/Devalopment.			2		4				
Software packages			1 2		1				
Telephone exchange equipment			1/2	_	1				
Telephone lines, leased lines and data lines.			1 2		1				
. Legislation					J				
Companies Act (Act 61 of 1973)			T i		1				
Constitution of the Republic of South Africa (Act 108 of 1996)			1		1				
Income Tax Act (Act 58 of 1962)			1		1				
Promotion of Access to Information Act (Act 2 of 2000)			1		1				
Value-Added Tax Act (Act 89 of 1991)			1		1				
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DEFINITIONS are as per the PAIA and relevant legislation.									
			RESPECT OF						
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Particulars o	Endress + Hauser Investments (Pty) Ltd Information Manual the Requester/third party who lodges the Internal appeal	3
Full names a	d surname:	
Fax Number		
Capacity in w	ich an internal appeal on behalf of snother person is lodged:	
	gainst which the internal appeal is lodged Refusal of requisit for access. Decision regarding the prescribed fies. Decision regarding the extension of the period in which the request must be dealt with	-
	Decision to refuse access in the form requested by the Requester.	
State any oth	Decision to grant request for access. ppeal: State the grounds on which the internal appeal is based:	<u>-</u>
A. Notic	of decision of appeal: State the manner in which the outcome is discussed:	-
Signed at	thisby	

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No. 34945

ENDRESS + HAUSER (PTY) LTD (8408441) INFORMATION MANUAL (SS1 of PAIA)

CIVERVIEW: Endress + Hauser (Ptv) Ltd was established in 1984, and operates in the process automation industry, with the orimary products/ services being instrumentation used for measuring various processes. www.za.endress.com

Physical address: 5 Commerce Crescent West, Eastgate Ext 13, Sandton Postal Address: PO Box 783996, Sandton, 2146

Telephone number: 011 262 8000

Fax number: 011 262 8062

ACCESS TO INFORMATION PERSONNEL:

Information Officer has been appointed and authorised by the MD to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. All inquiries relating to the records held by the company must be directed to Sherilee Start-Taylor (Tel: 011 967 237, Fax: 086-622 9117, e-mail: sherileest@gmail.com)

Appeals Manager is responsible for reconsidering any request rejected by the information Officer, upon request from the Requester whose request was turned down by the information Officer. Appeals Manager is Shaeen Khan [1ei:011 262 8000, Fax number: 011 262 8062, e-mail: Shaeen Khan@za.endress.com

GUIDE FOR REQUESTERS WHO WISH TO REQUEST RECORDS IN TERMS OF THE ACT: SAHRC) is responsible for compiling a guide that will facilitate ease of use of the Act for Requesters. Direct any quenes to SAHRC PAIA Unit Research and Documentation Department

POSTAL ADDRESS: Private Bag 2700, Houghton, 2041

+27 (11) 484-8300 FAX NUMBER: +27 (11) 484-0582

PAIA@sahrc.ong.za

AVAILABILITY: The company's physical address, website, Government Gazette and Human Rights Commission. This manual is available for inspection at the offices of the company, free of charge. Copies may be obtained, subject to the prescribed fees, at the offices of the company.

RECLIESTING ACCESS TO INFORMATION FROM THE COMPANY: "Form C ~ REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY" must be completed by each Requester who requires access to the company records. Form C is available from this manual, the company directly, SARRC and the Department of Justice and Constitutional Development. Complete all the fields in the request form or re-write the details in an e-mail. Send your request to the information Officer. You must provide sufficient detail in the request form to enable the information Officer to easily identify the record / information you require, which form of access is required, the right that is sought to be exercised or to be protected and how you wish to be informed. You should indicate if any other manner is to be used to inform you or convey the record requested to you. In addition a South African postal address must be provided and/or a South African fax number. If you are making a request on behalf of another person, you make it along the capacity in which you are making the request in order to satisfy the information Officer is under no obligation to consider or evaluate the request. The information Officer will reply within 30 days of the date of receiving your request as to whether the information is accessible and/or when it may be collected. This period may be extranded for a further period of not more than 30 days, and the Requester will be informed of such, in writing. Should records requested, after a diligent search not be found, or should the requested information officer.

- PROCEDURE TO REQUEST ACCESS TO INFORMATION.

 1. Complete Form C REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY.
- Submit Form C as well as the Request fee to the Information Officer.
 Within 30 days the Information Officer will inform you of the decision. hether or not to grant you access to the records you have requested. Should the Information Officer require more time you will be informed thereof and the reasons for the extension
- 4. Should access be granted you must pay the required Access Fees, after which the records will be provided to you
- 5. Should access not be granted you may appeal against the decision within 30 days of receiving the decision from the information Officer. Complete form 8 NOTICE OF INTERNAL APPEAL.

 6. Should access be granted to you as a result of the internal appeal you must pay the required Access Fees, after which the records will be provided to you.

 7. Should access not be granted you may lodge an application to the Court within 60 days of receiving the decision from the Appeal manager.

- 8. The procedure to lodge an application to the Court is not available to the Company.

PRESCRIBED FEES: Annexure 1 documents the prescribed fees, which must be paid before further processing of the request. Records may be withheld until the fees have been paid.

Requesting Fee: R200.00 (two hundred rand), paid to The company by cash or EFT. Only upon receipt of the payment will the request be processed. Proof of payment must be attached to the request. Banking details are available from Shaeen. Khan@rax.endress.com. Should you object to the payment, todge an application to the High Court. The Request for records will then only be processed once a decision has been received from the High Court. The Request Fee is not paid by the Requester if the Information required is personal Information about the Requester. Reproduction fees may be changed, and records may be withheld until the prescribed fees are paid.

Access Fees: if the request is granted, a further Access Fee must be paid for the search, reproduction, preparation and for any time, which has exceeded the prescribed hours to search for, and prepare the record for disclosure. See attached Annexure for the payments. Should the preparation of a record exceed the prescribed total Access Fee will be payable by the Requester before the preparation continues. The

Information Officer will notify the Requester of this requirement in writing

REMEDIES AVAILABLE, SHOULD THE COMPANY FAIL TO RESPOND TO YOUR REQUEST: Should you believe that the company's refusal to grant information to you is unjustifiable, or you have any other grounds for complaint in terms of PAIA, you may lodge an internal appeal. Complete Form D and submit it to the information Officer. Should, as a result of the internal appeal your request still not be granted you can lodge and application to the Court within 60 (sixty) days of the decision of the internal appeal.

AVAILABLE RECORDS

Change	ation of records:
1	Automatically Accessible Information
2	Not automatically accessible information.
3	Information that may not be refused.

b. Fields on which information is held by the company: Human Resources., Finance and Administration., Production, Marketing, Commercial and Legal , Health and Safety and Environmental, ISO Compliance, information technology,

i. Human Resources

Attendance register.	2
Correspondence relating to disputes	2
Determinations in terms of the Wages Act.	2
Disability scheme	2
Employment Equity Analysis	1
Employment Equity Reports	1
Group Rife	1
Incentive schemes	2
Income Differential Statements	2
Labour broker contracts of employment.	2
Leave records.	2
Maternity leave records.	2
Micro loan scheme	2
Permanent contracts of employment.	2
Personal details of each employee	2
Personal information of employees: incapacity certificates, garnishee orders, etc.	2
Polices and procedures.	2
Records of foreign employees	2
Relocations registers	2
Remuneration details	2
Skills Development submissions to the SETA.	1
Staff loan schemes.	2
Staff records.	2
Study assistance schemes	2
Tax and UFF returns.	2
Temporary contracts of employment	2
Training records.	2

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Invoices and correspondence to clients and suppliers.	Endress + Hauser (Pty) Ltd Information Ma
Levies documentation.	
Management Accounts	
Orders, vouchers, bills of exchange and receipts.	
Salary Information	
Statements reduction.	2
Back Order statistics	
Engineering records	2
Transportation delivery plans and details	2
larketing.	
Advertising	
Contracts with Suppliers.	2
Customer Data Base	2
Domestic and Export Orders.	
Information and advertising pamphlets, brochures and other media	2
Market information	2
Performance records	2
Product ranges and pricing	2
Product sales records	- 2
Sales	- 2
Website	- 1
ommercial and Legal.	- 1,
Acquisition documentation.	- 2
Agency agreements	2
Agreements with contractors.	2
Agreements with governmental agencies.	2
Agreements with shareholders, Officers or directors.	2
Agreements with suppliers.	2
Books of account regarding required information in terms of the Companies A	ct of 1973 2
Branch register	2
Certificate of change of name	2
Certificate of incorporation	2
Certificate to commence business.	- 2
Claim records.	2
Co-marketing agreements	2
Complaints, pleadings briefs and other documentation relating to any legal ac	
Consulting agreements	2
Contracts and agreements	- 2
Co-promotion agreements	2
Correspondence	2
Dealer agreements	
Deeds of pledge	2
Directors attendance register	2
Directors resolutions	2
Disposal documentation.	2
Disputes.	2
Distributor Agreements	2
Finance and lease agreements	
Index of members	2
Insurance	2
insurance details	2
Insurance policies.	2
IT Agreements	2
IT Licenses	
Lasses	- 2
License agreements	1 2
Licenses, permits and authorizations.	- 2
Litigations	2
Material agreements regarding services or materials.	
Memorandum and articles of association.	
Minute Book, CM25 and CM 26, resolutions passed.	2
Minutes of meetings	2
Mortgage bonds (Encumbrances on fixed property)	2
Outsourcers services contracts.	2
Participation agreements	2
Permits	2
Property leases and agreements	
Purchase agreements.	2
Register of allotment after cessation of membership	2
Register of Directors and Certain officers	2
Register of mortgages, debentures and fixed assets.	
sale agreements	2
Secrecy agreements	
Settlements	
Shareholders information	
Storage contracts.	
Supporting schedules to books of account and ancillary books of account.	2
Fransportation contracts	2
Warranty agreements * for closed corporations	2
alth and Safety and Environmental.	
Accident and incident reports	2
Appointment of the committee	2
signogical monitoring	
Biological monitoring Claims against Workmen's Compensation	2
songerar momening Claims against Workmen's Compensation Correspondence with Workmen's Compensation.	2 2

Compiled by Brentwood 1984 (PTY) Ltd



Emergency action plans	d information Manual	
Emergency response plans	2	
Employee medical surveillance in respect of any hazardous substances.	2	
Medical surveillance records.	2	
Minutes of the committee meeting	2	
Noise exposure records.	2	
Permits, licenses, approvals and operations of businesses and sites.	2	
Plan and improvements.	2	
Policies	2	
Records of training in terms of hazardous chemical substances.	2	
Records of type of work carried out with lead.	2	
Records of types of work carried out with asbestos.	2	
Records of waste water discharges, storage and disposal.	2	
Registration with Workmen's Compensation	2	
Safety management systems. Data and audits.	2	
O Compliance		
ISO Certification documentation	1	
ISO Certificate.	1	
ISO Manual	1	
ISO Reports	1	
formation technology		
Capacity and utilization of systems	2 2	
Disaster recovery.	2 2	
Hardware	2 2	
Internal Systems support	2 2	
LAN Installations	2 2	
Operating Systems	2 2	
Programming/Development.	2	
Software packages	1 2	
Telephone exchange equipment	2	
Telephone lines, leased lines and data lines.	- 2	
gkiation	-	
Basic Conditions of Employment Act (Act 75 of 1997)	1	
Companies Act (Act 61 of 1973)	1	
Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993)	1	
Constitution of the Republic of South Africa (Act 108 of 1996)	1	
Credit Agreements ct (Act 75 of n1980)	i	
Customs and Excise Act (Act 91 of 1964)	1	
Debt Collectors Act (Act 114 of 1998)	1	
Employment Equity Act (Act 55 of 1998)	1	
Income Tax Act (Act 58 of 1962)	1	
Industry collective agreement and related agreements.	1	
abour Relations Act (Act 66 of 1995, with amendments)	1	
Machinery and Occupational Safety Act (Act 6 of 1983)	1	
Occupational Health and Safety Act (Act 85 of 1993)	1	
Promotion of Access to Information Act (Act 2 of 2000)	1	
Skills Development Act (Act 97 of 1998)	1	
Skill's Development Levies Act (Act 9 of 1999)	1	
Unemployment Contributions Act (Act 4 of 2002)	1	
Unemployment Insurance Act (Act 30 of 1966)	1	
Value-Added Tax Act (Act 89 of 1991)	1	
ITTIONS are as per the PAIA and relevant legislation.	S IN RESPECT OF PRIVATE BODIES	
The fee for a copy of the manual as contemplated in regulation 9(2)(c), is R 1.10 for every photocopy of		
The fees for reproduction referred to in regulation 11(1) are as follows:		
(a) for every photocopy of an A4-size page or part thereof: R1.10		R 1.10
	onic or machine-readable form	R 0.75
(b) For every printed copy of an A4-size page or part thereof, held on a computer or in electron.		R70.00
 (b) For every printed copy of an A4-size page or part thereof, held on a computer or in elactro (c) For a copy in a computer-readable form on compact disc 		
		R 40.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images		R 40.00 R 60.00
(c) For a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio necord, for an A4-size page or part thereof		R 40.00 R 60.00 R 20.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record		R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record The request free payable by a Requester, other than a personal Requester, referred to in regulation 11(2)		R 40.00 R 60.00 R 20.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows:		R 40,00 R 60,00 R 20,00 R 30,00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an AA-size page or part thereof (ii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof	2} ts R 50.00.	R 40.00 R 60.00 R 20.00 R 30.00
(c) For a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request free payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every printed copy of an AA-size page or part thereof, held on a computer or in ele	2} ts R 50.00.	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75
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(c) For a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record for an AA-size page or part thereof The request free payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every printed copy of an AA-size page or part thereof, held on a computer or in ele	2} ts R 50.00.	R 40.00 R 60.00 R 70.00 R 30.00 R 1.10 R 0.75 R 70.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an AA-size page or part thereof (ii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every photocopy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof	2} ts R 50.00.	R 40.00 R 60.00 R 70.00 R 30.00 R 1.10 R 0.75 R 70.00 R 40.00
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(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record for an AA-size page or part thereof (iii) For a copy of an audio record The request free payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester, other than a personal Requester, referred to in regulation 11(3) are as follows: 1. (a) For every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or pa and preparation	2) is R 50.00. Sectronic or machine-readable form	R 40,00 R 60,00 R 20,00 R 30,00 R 1,10 R 0,75 R70,00 R 40,00 R 60,00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or pi and preparation 2.For purposes of section 54(2) of the Act, the following applies:	2) is R 50.00. Sectronic or machine-readable form	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requestar, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an anounce of the compact Disc- (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or put and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and	2) is R 50.00. Sectronic or machine-readable form	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester, other than a personal Requester, referred to in regulation 11(3) are as follows: 1. (a) for every printed copy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or payand preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester.	2) is R 50.00. Sectronic or machine-readable form	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requestar, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an anounce of the compact Disc- (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or put and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and	2) is R 50.00. Sectronic or machine-readable form	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester, other than a personal Requester, referred to in regulation 11(3) 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or pi and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester.	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requestar, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of sual mages, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or put and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. ANNEXURE B: FORM C: REQUEST FOR.	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE BODY	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) for a transcription of visual images, for an AA-size page or part thereof (ii) for a copy of visual images (e) (ii) for a copy of no audio record, for an AA-size page or part thereof (iii) for a copy of no audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) for every photocopy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a copy in a computer-readable form on Compact Disc- (d) (ii) For a copy of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) for a transcription of an suido record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or payand preparation 2.For purpose of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. 3 The actual postage is payable when a copy of a record must be posted to a Requester. ANNEXURE B: FORM C: REQUEST FOR. Wed of organization: Need of organization:	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE BODY	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) for a transcription of visual images, for an AA-size page or part thereof (ii) for a copy of visual images (e) (ii) for a copy of no audio record, for an AA-size page or part thereof (iii) for a copy of no audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) for every photocopy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a copy in a computer-readable form on Compact Disc- (d) (ii) For a copy of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) for a transcription of an suido record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or payand preparation 2.For purpose of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. 3 The actual postage is payable when a copy of a record must be posted to a Requester. ANNEXURE B: FORM C: REQUEST FOR. Wed of organization: Need of organization:	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE BODY	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transcription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requestar, referred to in regulation 11(2) The access fees payable by a Requester, other than a personal Requestar, referred to in regulation 11(3) are as follows: 1. (a) for every printed copy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or put and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. ANNEXURE B: FORM C: REQUEST FOR. Cutars of person requesting access to the record: Full names and sumame: Letters of person requesting access to the record: Full names and sumame:	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE RODY dentity Number:	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) (ii) For a transcription of an audio record (iii) For a copy of an audio record The request free payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) For every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a transcription of visual images, for an AA-size page or part thereof (ii) For a copy of visual images (e) For a transcription of visual images, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or pi and preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. ANNEXURE B: FORM C: REQUEST FOR. Cutars of person requesting access to the record: Full names and sumame: Head of organization:	2) is R 50.00. ectronic or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE RODY dentity Number:	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00
(c) For a copy in a computer-readable form on compact disc (d) (i) For a transacription of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) (ii) For a transacription of an audio record, for an AA-size page or part thereof (iii) For a copy of an audio record The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) The access fees payable by a Requester referred to in regulation 11(3) are as follows: 1. (a) for every photocopy of an AA-size page or part thereof (b) For every printed copy of an AA-size page or part thereof, held on a computer or in ele (c) For a copy in a computer-readable form on Compact Disc- (d) (i) For a copy in a computer-readable form on Compact Disc- (ii) For a copy of visual images, for an AA-size page or part thereof (iii) For a copy of visual images (e) For a transcription of an audio record, for an AA-size page or part thereof (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or payand preparation 2.For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) One-third of the access fee is payable as a deposit by the Requester. 3 The actual postage is payable when a copy of a record must be posted to a Requester. ANIEXURE B: FORM C: REQUEST FOR. Evalues of person requesting access to the record: Full names and sumame: Weed of organization:	2) is R 50.00. Introduction or machine-readable form art of an hour , reasonably required for such search ACCESS TO RECORD OF PRIVATE BODY	R 40.00 R 60.00 R 20.00 R 30.00 R 1.10 R 0.75 R70.00 R 40.00 R 60.00

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Endress + Hauser (Pty) Ltd Information Manual												
Fees: Reason for exemption from payment of fees:												
Form of access to record (if disability prevents you from reading, viewing, reading or listening to the record, state your disability and the form in which the records is required.												
If the record is in written or printed form:					Copy of	ecord*	ΥT	N	Inspection of record	Y	N	
If the record consists of visual Images:			View images Y N Copy of				Y	N	Transcription of Images	Y	N	
If the record consists of recorded words or information which can be reproduce	d In sound:	Listen (Audio cassette) Y N				N Transcription of soundtrack*(written or printed document)				Y	N	
If record is held on computer or in an electronic or machine readable form:	Printed copy of record*	,	N	Printed copy of in the record*	formation	mation derived from			Copy in computer readable form* (compact disc)	٧	N	
If you requested a copy or transcription of a record (above), do you wish the co	py or transcription to be pos	sted to y	/ou? ((Postage is payable.)						Υ	N	
Particulars of rights to be exercised or protected: Indicate which right is to be exercised or protected: Explain why the record requested is required for the exercise or protection of the aforementioned right: Notice of decision regarding request for access, other than in writing: How would you prefer to be informed of the decision regarding your request for access to the record?												
Signed at this day of	by					_{Signature of Re	que	ster)				
ANNEXURE C: FORM D: NOTICE OF INTERNAL APPEAL												
Particulars of private body: The Information Officer:												
Particulars of the Requester/third party who lodges the Internal appeal												
Full names and surname:	Identity Numb	жг				_						
Fax Number: Telephone Number: e-mail address:												
Capacity in which an internal appeal on behalf of another person is iodged:												
Particulars of person on whose behalf request is made: Full names and sumame :												
The decision against which the internal appeal is lodged												
Refusal of request for access.												
Decision regarding the prescribed fees.												
Decision regarding the extension of the period is		dealt w	/tth									
Decision to refuse access in the form requested Decision to grant request for access.	by the Requester.											
Decision to grant request for access.												
Grounds for appeal: State the grounds on which the internal appeal is based:												
State any other information that may be relevant in considering the appeal:												
A. Notice of decision of appeal: State the manner in which the outcome is di												
Signed at this day of	by					_(Signature of Re	ques	ster)				

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