

MANUAL for Appleby Instrumentation (SA) (Pty) Ltd.

Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000
(hereinafter referred to as "the Act")

INTRODUCTION

Appleby Instrumentation (SA) (Pty) Ltd. provides sales and support to the Analytical laboratory / Packaging industries in South Africa.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Part 1: Contact Details

Name of Company:	Appleby Instrumentation (SA) (Pty) Ltd.
M.D. of Company:	Mr. J.A. Appleby
Postal Address:	P. O. Box 95 Bloubergstrand 7436
Street Address:	43 Pikkewyn Road Bloubergstrand 7441
Telephone Number:	(021) 554-0044
Fax Number:	(021) 554-0046
E-mail Address:	james@appleby.co.za
Information Officer:	James Appleby
Postal Address:	P.O. Box 95 Bloubergstrand 7436
Telephone:	(021) 554-0044
Fax Number:	(021) 554-0046
Email Address:	info@appleby.co.za
Note:	Public information on the company is available on the company's web site (www.appleby.co.za), or in brochure form.

Part 2 Guide to the Manual and its Access

It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquiries relating to this guide 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

Part 3 Records of Statutory Acts

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Customs and Excise Act No 91 of 1964 as amended.
- Employment Equity Act No.55 of 1998.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Occupational Health & Safety Act No. 85 of 1993.
- Promotion of Access to Information Act No. 2 of 2000.
- Regional Services Act No 109 of 1985 as amended
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Unemployment Insurance Act. No. 63 of 2001.
- Value Added Tax Act No. 89 of 1991

Part 4 (i) Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

Not applicable.

(ii) Records that are held in the Company's Head Office**Administration**

Memo & Articles of Association
 Minutes of Management meetings
 Licence (Import)
 Correspondence
 Insurance

Human Resources

Personnel records as provided by employees.
 Remuneration records and policies
 Conditions of employment and employee-related contractual records

Operations

Sales Records
 Client's registry

Financial

Annual Financial statements
 Banking
 Receipts
 SARS Records
 Assets Inventory

(iii) Information Request Procedure

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the M.D. of Appleby Instrumentation (SA) (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the M.D. of Appleby Instrumentation (SA) (Pty) Ltd. must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the M.D. of Appleby Instrumentation (SA) (Pty) Ltd. must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Appleby Instrumentation (SA) (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Appleby Instrumentation (SA) (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Appleby Instrumentation (SA) (Pty) Ltd. will permit access to view.

In accordance with the above mandatory refusal grounds, the M.D will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

Part 5 Other Information

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

Part 6 Manual Availability

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of Appleby Instrumentation (SA) (Pty) Ltd or may also be obtained from the M.D. of Appleby Instrumentation (SA) (Pty) Ltd. In respect of hard copies, any transmission costs/postage will be for the account of the requester.