

Head Office

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DEKRO PAINTS (PTY) LTD

Registration Number: 1966 / 002326 / 07

MANUAL

Published in terms of section 51 of

The Promotion of Access to Information Act 2 of 2000

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1. INTRODUCTION

Dekro Paints Group is one of the leading manufacturers and distributors of paint, coatings and resins in South Africa. Throughout the years the Dekro Paints Group has been committed to the most stringent quality assurance systems available and as a Certified SABS ISO 9001 Company we are committed to maintaining exceptionally high standards to ensure we continue to provide the best quality products for the protection and beautification of all surfaces. We are committed to ongoing research and development using modern and future technology.

The Promotion of Access to Information Manual provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion to Access to Information Act 2 of 2000 ("PAIA Act").

2. COMPANY CONTACT DETAILS

Directors:	Mr GA Meaker Mr R Meaker Mr RJ Meaker Mr SM O'Grady Mr SF van der Meulen
Information Officer	: Mrs Claudine Botha
Postal Address	: P.O. Box 131, Kuils River, 7579
Street Address	: 24 Fabriek Street, Kuils River, 7580
Telephone Number	: +27 21 903 3131
Fax Number	: +27 21 906 2139
Email	: popi@dekro.co.za
Website	: www.dekro.co.za

3. AVAILABILITY OF THE PAIA MANUAL

This manual is published on our website, www.dekro.co.za and can also be requested from the Information Officer of the company.

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4. THE ACT

- 4.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act. You can request a copy of the form to make your request and information on the applicable fees by contacting the Information Officer.
- 4.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission ("SAHRC"), which will contain information for the purposes of exercising Constitutional Rights including the right to access information. The Guide is available from the SAHRC as well as available on the Company's website. A copy in English and Afrikaans will also be available at the Company's head office.

The contact details of the SAHRC are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

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5. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

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6. SCHEDULE OF RECORDS

Departmental Records	Subject	Access	Availability
Sales and Marketing	Products and Brochures	May be disclosed	Freely available on www.dekro.co.za
	Product Data Sheets	May be disclosed	Freely available on www.dekro.co.za
	Product Manuals	May be disclosed	Freely available on www.dekro.co.za
	Performance Records	May not be disclosed	Commercial Information of Private Body (s68)
	Product Sales Records	Limited Disclosure	Request in terms of PAIA
	Customer Information and Data Base	Limited Disclosure	Request in terms of PAIA
Health, Safety and Environmental	Environmental Policy	May be disclosed	Request in terms of PAIA
	Health and Safety Records (Employees)	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)

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Departmental Records	Subject	Access	Availability
Human Resources	Employee Records	May not be disclosed	Likely to compromise the safety of individuals or protection of property (s66)
	Employment Contracts	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)
	Personnel Guidelines, Policies and Procedures	May not be disclosed	Commercial Information of Private Body (s68)
	Employee Medical Records / Disability Insurance Records	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)
	Payroll Records	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)

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Departmental Records	Subject	Access	Availability
	Recruitment Records	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)
Financial Division	Audited Financial Statements	May not be disclosed	Commercial Information of Private Body (s68)
	Tax Records (Company and Employee)	May not be disclosed	Commercial Information of Private Body (s68)
	Asset Register	May not be disclosed	Commercial Information of Private Body (s68)
	Supplier Records	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63(1)] or Juristic Person (POPI)
	Management Accounts	May not be disclosed	Commercial Information of Private Body (s68)

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7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 7.1 Use the prescribed form available on our website www.dekro.co.za or on the SAHRC website.
- 7.2 Address your request to the Head of the Company (CEO) and the Information Officer.
- 7.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

8. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 8.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.

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8.5 The fee structure is available on the website of the SAHRC at www.sahrc.org.za or can be requested from the Information Officer.

9. REMEDIES

The company does not have an internal appeal procedure regarding PAIA and POPI Act requests. As such, the decision made by the duly authorised persons in section 2, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator for relief.