COMPANY POLICY ON HOW TO DEAL WITH REQUESTS FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT

This document was prepared by NATAL GASKETS (PTY) LTD as a framework to have in place when requests for information or documentation is received from members of the public or organizations in circumstances where such requests for information is regulated by the applicable provisions of the Promotion of Access to Information Act.

The company has secured the preparation of a Manual for the Promotion of Access to Information Act, 2000 and has furnished the South African Human Rights Commission with a copy of its manual.

The company has also prepared relevant documentation, which has to be completed by an Applicant for information and by the company in responding to such requests for access to information.

The company has determined the following charges applicable to providing access to information.

1) Copy charges – R5.00 per page
2) Postal/fax and/or email charges – R10.00 per letter, faxed page and/or email transmission.
3) Search/research charges – R75.00 per half an hour necessary to search for and locate record.

These prescribed fees are payable prior to the record being made available to the requestor for access to information.

These prescribed fees are subject to review annually.

SIGNED AT ON THIS THE DAY OF 2011.

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FOR THE COMPANY