

**MANUAL FOR THE PROMOTION OF ACCESS TO INFORMATION ACT,  
2000**

**N ATAL GASKETS (PTY) LTD**  
("the company")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000**

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## INTRODUCTION

1. The aim of the Manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from the company as contemplated in terms of the Act.

The Manual may be amended from time to time and as soon as any amendments are finalised, the latest version of the Manual will be made public.

Any requestor is advised to contact Mr G Pech should s/he require any assistance in respect of the utilization of this Manual and/or the requesting of information / documents from the company.

The following words will bear the following meaning in this Manual:

“the Act”	shall mean the Promotion of Access to Information Act, Number 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 the company from time to time;
“the company”	shall mean NATAL GASKETS (Pty) Ltd;
“SAHRC”	shall mean the South African Human Rights Commission;
“Information Officer”	shall mean the Managing Director or other duly delegated employee of the company appointed as the Information Officer of the company, to whom requests for information in terms of the Act, should be addressed.

## 2. CONTACT DETAILS (Section 51(1) (a) of the Act)

Name of Body :	NATAL GASKETS (Pty) Ltd;
Appointed Information Officer:	Mr G Pech
Address :	28 Milner Street Jacobs 4052
Postal address:	PO Box 12579 Jacobs 4026
Telephone :	031 4685231
Fax:	031 4687684
E-mail :	gpech@natalgaskets.com
Website address:	www.natalgaskets.com

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1) (b) of the Act)**

In terms of Section 10 of the Act, a guide has been compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide is available in all official languages and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
HOUGHTON  
2041

Telephone : 011 8773600  
Fax : 011 4030625  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)**

At this stage no notice(s) has / have been published.

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

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

- Insolvency Act, Nr 24 of 1946 (Section 134 and 155)
- Pension Funds Act, Nr 24 of 1956
- Income Tax Act, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Regional Services Councils Act, Nr 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- Employment Equity Act, Nr 55 of 1998 (Section 26)
- Skills Development Act, Nr 97 of 1998

- Medical Schemes Act, Nr 131 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

The above records, in so far as it being 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.

## **6. DOCUMENTS / INFORMATION HELD BY THE COMPANY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

The company holds the information / documents listed herein below.

- Details relating to the operational, commercial and financial interests of the company;
- Commercial contracts;
- Customer data base (personal information of customers, commercial and financial information, information on contemplated, existing and past services / products rendered, information on agreements, proposals, plans and intellectual property associated therewith)
- Standard employment contracts;
- Employment Equity Report;
- Skills Development Report;
- Company Human Resources report
- Human Resources records (personal information of past, present and prospective employees and directors)
- Insurance policies
- Company policies and procedures
- Rules and regulations relating to the company pension fund.

The company does not have a website.

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

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

## **7. OTHER INFORMATION (Section 51(1)(F) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

## 8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This Manual is available for inspection at the offices of the company, free of charge.
- 8.2 Copies of the Manual may be obtained, subject to the prescribed fees, at the offices of the company.
- 8.3 The Manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the *Government Gazette*.
- 8.4 It should be noted that the Manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request form or fee structure. The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).