



DYNAMIC FIBRE MOULDING (PTY) LTD

Reg. No.: 2011/115294/07

**PROMOTION OF ACCESS TO
INFORMATION ACT**

SECTION 51 MANUAL

**PREPARED IN ACCORDANCE WITH SECTION 51
OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000
(PRIVATE BODY)**

Signature: _____

1. INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information. The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. SCOPE OF THE MANUAL

This manual has been prepared to assist persons requesting information and provide procedures to be followed to gain access to information and documentation as provided for in the Act.

3. AVAILABILITY OF THE MANUAL

A copy of this manual is available on our website as well as on request from the designated contact person referred to in this manual. This manual has also been made available to the Human Rights Commission.

4. CONTACT DETAILS

The responsibility for administration of, and compliance with the Act is that of the Financial Manager of Dynamic Fibre Moulding (Pty) Ltd. Requests pursuant to the provisions of the Act should be directed as follows:

Designated Information Officer:	Neeran Balgobind
Postal Address:	PO Box 476, Mandini, 4490
Physical Address:	3 Old Main Road, Mandini, 4490
Phone Number:	(032) 456 2387
Fax Number:	(032) 456 2395
E-mail:	neeran@dfmsa.co.za
Website Address:	www.dfmsa.co.za

Signature: _____

5. RECORDS AVAILABLE AND HELD IN ACCORDANCE WITH OTHER LEGISLATION

Records are held in accordance with the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1997;
- Companies Act, No. 61 of 1973;
- Companies Act No. 71 of 2008 ;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Copyright Act, No. 98 of 1987;
- Electronic Communication and Transactions Act, No. 2 of 2000;
- Income Tax Act, No. 58 of 1962;
- Labour Relations Act, No. 66 of 1995;
- Employment Equity Act 55 of 1998;
- Occupational Health and Safety Act, No. 85 of 1993;
- Promotion of Access to Information Act, No. 2 of 2000;
- Skills Development Levy Act, No. 9 of 1999;
- Trademark Act No. 194 of 1993;
- Patents Act No. 57 of 1978;
- Unemployment Insurance Act, No. 63 of 2001;
- Value-added Tax Act, No. 89 of 1991.

6. GUIDE (HUMAN RIGHTS COMMISSION (“HRC”) GUIDE) FOR REQUESTERS ON HOW TO USE THE ACT IN TERMS OF SECTION 10 - SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission:

PAIA Unit

Forum 3, Braampark Office Park, 33 Hoofd Street, Braamfontein

Website: <http://www.sahrc.org.za>

Kindly direct any queries to:

Postal Address : Private Bag X2700, Houghton, 2041

Phone Number : (011) 877 3803

Fax Number : (011) 403 0625

E-mail address : PAIA@sahrc.org.za
info@sahrc.org.za

Signature: _____

7. ACCESS REQUEST PROCEDURE - SECTION 51(1)(e)

Request for access to records held by Dynamic Fibre Moulding (Pty) Ltd must be made on the request form (Form C) that is available on the SAHRC website (www.sahrc.org.za). When a record is requested, fees may be payable for reproduction of the record requested. These fees are prescribed by law and can change from time to time. The current fee list is available on the SAHRC website.

The requester must provide sufficient detail on the request form to enable the information officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be necessary for the exercise or protection of the right so stated.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the designated person of the private body.

A public body may make a request for access to a record of a private body for the exercise or protection of any rights other than its rights, only if it is acting in the public's interest.

8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains :
 - Trade secrets of that party;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
 - Information disclosed in confidence by a third party to Dynamic Fibre Moulding (Pty) Ltd if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings.

Signature: _____