

INVINCIBLE VALVES (PTY) LTD

(Registration Number: 1984/05498/07)

MANUAL

**In terms of Section 51 of
The Promotion of Access to Information Act**

INDEX:

1. Introduction
2. Contact details
3. The Act and Section 10 guide
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Prescribed Fees

1. INTRODUCTION:

Invincible Valves (Pty) Ltd supplies, rubber lines and reconditions valves for the mining and related industries

2. COMPANY CONTACT DETAILS:

Directors: MRS. PJ Du Plessis (CEO)
 MR. M Gomes
 MR. WF Duk

Postal Address: PO Box 2149
 Primrose
 1416

Physical Address: 33 Shaft Road
 Knights
 Germiston
 1406

Telephone Number: (011) 822 1777

Fax Number: (011) 822 3666

Email: pamdp@invalve.co.za

3. THE ACT:

3.1 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.

3.2 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.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission 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

4. APPLICABLE LEGISLATION:

1	No. 71 of 2008	Companies Act
2	No. 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No. 89 of 1991	Value Added Tax Act
5	No. 75 of 1997	Basic Conditions Of Employment Act
6	No. 2 of 2000	Promotion of Access to Information Act
7	No. 30 of 1996	Unemployment Insurance Act

5. SCHEDULE OF RECORDS:

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Media Releases	Freely available on web site www.invalve.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Invincible Valves (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures• Performance Records• Product Sales Records• Marketing Strategies• Customer Database	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST:

To facilitate the processing of your request, kindly:

6.1 Use the Prescribed form available on the website of SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Head of the Company (CEO).

6.3 Prove 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.

7. PRESCRIBED FEES:

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

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 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);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.