

DEEBAR MINING AND INDUSTRIAL SUPPLIES CC

Registration Number: 1997/063312/23

(the "Close Corporation")

MANUAL

in terms of

The Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

(the "Act")

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1. INTRODUCTION

Deebar Mining and Industrial Supplies CC is engaged in the design, manufacturing and supplying of various products, mainly to the mining sector, locally and abroad.

2. CLOSE CORPORATION CONTACT DETAILS

MEMBERS: Brandon Soekoe
Dereck Brian Soekoe
Desmond Soekoe
Stacey-Lee Soekoe

INFORMATION OFFICER: Dereck Brian Soekoe

POSTAL ADDRESS: PO Box 40325
Cleveland
2022

PHYSICAL ADDRESS: 15 Main Reef Road
Primrose Ext.1
Germiston
1401

TELEPHONE NUMBER: 011 873 4332

FAX NUMBER: 011 825 6984

EMAIL ADDRESS: dereck@deebars.co.za

WEBSITE: www.deebars.co.za



3. THE ACT

- 3.1 The Act grants a requester access to records of the Close Corporation, 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's 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.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

POSTAL ADDRESS: Private Bag X2700
Houghton
2041

TELEPHONE NUMBER: 011 877 3600

FAX NUMBER: 011 403 0625

EMAIL ADDRESS: info@sahrc.org.za

WEBSITE: www.sahrc.org.za

4. APPLICABLE LEGISLATION

NO.	ACT	ACT NO.
1	Basic Conditions of Employment	75 of 1997
2	Close Corporation	69 of 1984
3	Companies	71 of 2008



4	Compensation for Occupational Injuries and Diseases	130 of 1993
5	Consumer Protection	68 of 2008
6	Customs and Excise	91 of 1964
7	Designs	195 of 1993
8	Drugs and Drug Trafficking	140 of 1992
9	Electronic Communications and Transactions	25 of 2002
10	Employment Equity	55 of 1998
11	Income Tax	58 of 1962
12	Insolvency	24 of 1936
13	International Trade Administration	71 of 2002
14	Labour Relations	66 of 1995
15	Machinery and Occupational Safety	6 of 1983
16	Mine Health and Safety	29 of 1996
17	National Environmental Management Waste	59 of 2008
18	Occupational Health and Safety	85 of 1993
19	Prevention of Organised Crime	121 of 1998
20	Regulation of Interception of Communications and Provision of Communication-related Information	70 of 2002
21	Securities Transfer Tax Administration	26 of 2007
22	Short-term Insurance	53 of 1998
23	Skills Development	97 of 1998
24	Skills Development Levies	9 of 1999
25	Stamp Duties	77 of 1968
26	Unemployment Insurance	63 of 2001
27	Value-Added Tax	89 of 1991

5. ACCESS TO RECORDS AND AVAILABILITY

Deebar Mining and Industrial Supplies Cc maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honored. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.



RECORDS	SUBJECT	AVAILABILITY <i>*Refer to notes</i>
Statutory Close Corporation Information	<ul style="list-style-type: none"> • The Founding Statement • Any Amended Founding Statement • Minute Books as well as Resolutions passed at meetings • Annual Financial Statements, including annual accounts and the report of the accounting officer • Accounting records, including supporting schedules to accounting records and ancillary accounting records 	<ul style="list-style-type: none"> • 2 • 2 • 2 • 4 • 4
Accounting Records	<ul style="list-style-type: none"> • Books of Account including journals and ledgers • Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange 	<ul style="list-style-type: none"> • 4 • 4
Statutory Employee Records	<ul style="list-style-type: none"> • Employees' names and occupations • Time worked by each employee • Remuneration paid to each employee • Date of birth of each employee • Attendance register • Employment equity plan • Salary and wages register • Arbitration awards • Staff records (after date of employment ceases) 	<ul style="list-style-type: none"> • 4 • 3 • 4 • 4 • 3 • 4 • 4 • 4 • 3
Other Employee Records	<ul style="list-style-type: none"> • Employee contracts • Maternity leave policy 	<ul style="list-style-type: none"> • 4 • 2
Fixed Property	<ul style="list-style-type: none"> • Leases 	<ul style="list-style-type: none"> • 4
Movable Property	<ul style="list-style-type: none"> • Asset register • Finance and Lease Agreements 	<ul style="list-style-type: none"> • 2 • 2



	<ul style="list-style-type: none"> • Notarial Bonds 	<ul style="list-style-type: none"> • 2
Intellectual Property	<ul style="list-style-type: none"> • Trademarks, trade names and protected names • Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements • Litigation and other disputes involving intellectual property 	<ul style="list-style-type: none"> • 1 • 4 • 4
Agreements and Contracts	<ul style="list-style-type: none"> • Material agreements concerning provision of services or materials • Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliances agreements • Acquisition or disposal documentation • Agreements with contractors and suppliers • Agreements with customers • Warranty agreements • Distributor, dealer or agency agreements • Restraint agreements • Purchase or lease agreements 	<ul style="list-style-type: none"> • 4 • 2 • 2 • 3 • 4 • 2 • 3 • 4 • 2
Taxation	<ul style="list-style-type: none"> • Copies of all Income Tax Returns or other tax returns and documents 	<ul style="list-style-type: none"> • 4
Legal	<ul style="list-style-type: none"> • Complaints pleadings, briefs and other documents pertaining to any actual pending or threatening litigation, arbitration or investigation 	<ul style="list-style-type: none"> • 4



	<ul style="list-style-type: none"> • Settlement agreements • Material licences, permits and authorisations 	<ul style="list-style-type: none"> • 4 • 2
Insurance	<ul style="list-style-type: none"> • Insurance policies • Claim records • Details of insurance coverage, limits and insurers 	<ul style="list-style-type: none"> • 2 • 3 • 4
Information Technology	<ul style="list-style-type: none"> • Hardware • Operating Systems • Telephone Exchange Equipment • Telephone Lines, Leased Lines and Data Lines • Software Packages • Capacity and Utilisation of Current Systems • Agreements • Licenses 	<ul style="list-style-type: none"> • 4 • 4 • 2 • 2 • 2 • 4 • 4 • 4
Sales and Marketing	<ul style="list-style-type: none"> • Products • Markets • Customers • Brochures, Newsletters and Advertising Materials 	<ul style="list-style-type: none"> • 1 • 4 • 4 • 1
Black Economic Empowerment	<ul style="list-style-type: none"> • Ratings conducted by accredited rating agencies • Recruitment and employment equity policies • Skills Development policy 	<ul style="list-style-type: none"> • 1 • 2 • 3

**Notes:*

1 – Available on request, 2 – Limited availability on request, 3. – Not available, 4 – Not required to disclose



6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Complete a request form (Form C, attached hereto) which is also available on the website of the South African Human Rights Commission (www.sahrc.org.za), or the website of The Department of Justice and Constitutional Development (www.doj.gov.za).
- 6.2 Address your request to the Information Officer.
- 6.3 In requesting information the form must indicate what specific interest or right the information which is requested will assist you in asserting.
- 6.4 Provide sufficient details to enable the Close Corporation to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - The postal address or fax number of the requester in the Republic;
 - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - 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 fee, into the Close Corporation's bank account (which will be provided on request), before a request will be processed;



- If you earn below R14 712 a year or you and your partners combined income is less than R27 192 per year, you will not have to pay a request fee with your application.
- If your request for information is a request for your personal information you will not have to pay a request fee.
- In all other instances a fee of R50.00 needs to accompany your request.

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);

The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

- For every photocopy of an A4-size page or part thereof R1.10
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.75
- For a copy in a computer-readable form on –
 - Stiffy disc R7.50
 - Compact disk R70.00
- For a transcription of visual images, for an A4-size page or part thereof R40.00
- For a copy of visual images R60.00
- For a transcription of an audio record for an A4-size page or part thereof R20.00

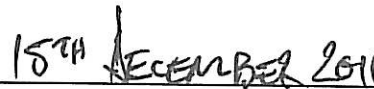


- For a copy of an audio record R30.00
- To search for the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search

- 7.3 The actual postal fee is payable when a copy of a record must be posted to a requester.
- 7.4 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.5 Records may be withheld until the fees have been paid.
- 7.6 Refer to the fee structure which is available on the website of the South African Human Rights Commission (www.sahrc.org.za), or the website of The Department of Justice and Constitutional Development (www.doj.gov.za).



Information Officer
Mr. DB Soekoe



Date of Compilation



FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

[illegible]

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	<input type="checkbox"/>
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2. If record consists of visual images -
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*	<input type="checkbox"/>
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)	<input type="checkbox"/>
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
Postage is payable.

YES

NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE