

Registration Number of Company:

**1994/006060/23 (PAC-RITE)**

**1995/053762/23 (INVESCO INDUSTRIES)**

**NAME OF COMPANY: PAC-RITE Plastics (CC)**

**and Invesco Industries T/A PAC-RITE**

**PAIA MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

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## **1. INTRODUCTION**

Pac-Rite Plastics (cc) trading as Pac-Rite conducts business as a Flexible plastics manufacturing company.

## **2. COMPANY CONTACT DETAILS (Section 51 (1) (a))**

Directors: Mr B.M McCleary  
Office Manager/CEO: Mr B.M McCleary  
Postal Address: P.O. Box 2086, New Germany. 3620  
Street Address: 10 Stockville Road, Mahogany Ridge, Westmead, DURBAN. 3620  
Telephone Number: 031 700 6747  
Fax Number: 031 700 6855  
Email: brian@pacrite.co.za

## **3. THE ACT (Section 51(1) (b))**

- 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](http://www.sahrc.org.za)

#### 4. APPLICABLE LEGISLATION (Section 51 (1) (c))

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

#### 5. Schedule of Records (Section 51 (1) (d))

Information and services available to the general public on our website [www.pacrite.co.za](http://www.pacrite.co.za)

##### **Requestor other than Personal Requestor**

The Information Officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed. If in the Information Officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the Information Officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor. The notice given by the Information Officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

##### **Personal Requestor**

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor. A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

<b>CLASSIFICATION OF COMPANY INFORMATION</b>		
<b>CLASSIFICATION</b>	<b>ACCESS</b>	<b>DESCRIPTION</b>
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright
4	Limited Disclosure	Personal Information that belongs to the requester that information[s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of Natural personal [s63(1)]

6	May not be Disclosed	Likely to harm the commercial or financial interests of third party (a)(b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be Disclosed	Would breached a duty of confidence owned to a third party in terms of Agree[s65]
9	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be Disclosed	Legally privileged documents [s67]
11	May not be Disclosed	Environmental testing/investigation which reveals public safety environmental risks [s64(2);s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Disclosed	Disclosure in public interest [s70]

## **6. FORM OF REQUEST (Section 51 (1) (e))**

To facilitate the processing of your request, kindly:

**6.1** Use the prescribed form (PROVIDED AS ANNEXURE A), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

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

**6.3** Provide 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 (Section 51 (1) (f))**

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a) For every photocopy of an A4-size page or part thereof R1,10

(b) 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

(c) For a copy in a computer-readable form on -

- (i) stiffy disc R7,50
- (ii) compact disc R70,00

(d)

- (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00

(e)

- (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)(a) For every photocopy of an A4-size page or part thereof R1,10

(b) 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

(c) For a copy in a computer-readable form on -

- (i) stiffy disc R7,50
- (ii) compact disc R70,00

(d)

- (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00

(e)

- (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

**ANNEXURE A**

**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]

**A. Particulars of private body**

The Head/Designated Person: \_\_\_\_\_

**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.

Full names and Surname: \_\_\_\_\_ Identity  
Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

**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.

Full names and Surname: \_\_\_\_\_  
Identity number: \_\_\_\_\_

**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.

Description of record or relevant part of record:

\_\_\_\_\_

Reference number, if available:

\_\_\_\_\_

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.

### **NOTES:**

- (a) Compliance with your request 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.

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 hereunder, state your disability and indicate in which form the record is required.

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

Want a copy of record  Inspect the record

2. If the record consists of visual images, do you:

(this including photographs, slides, video recordings, computer-generated images, sketches, etc)

Want to view the images  See a copy of the images  Want a transcription of the images

3. If the record consists of recorded words or information which can be reproduced in sound, do you:

Want to listen to the soundtrack  Want a transcription of the soundtrack

4. If the record is held on computer or in an electronic or machine-readable form, do you:



- ☑ Want a printed copy of the record ☑ Want a printed copy of the inform derived from the record
- ☑ Want a copy of the record in a computer readable form

**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 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?

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Signed at:

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Date: \_\_\_\_\_

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**SIGNATURE OF REQUESTER / PERSON**

**ON WHOSE BEHALF REQUEST IS MADE**