

**Registration number of company:**

**1998/003422/07**

**Name of company:**

**SONAE ARAUCO SOUTH AFRICA (PTY) LTD.**

**("the Company")**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

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## 1. INTRODUCTION

Sonae Arauco South Africa (Pty) Ltd. conducts business as a manufacturer of chipboard and medium density fibre board, which includes upgrading with melamine paper. This manual is prepared in terms of Section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("the Act") to assist people wishing to access information in terms of the Act from Sonae Arauco South Africa (Pty) Ltd.

## 2. CONTACT DETAILS

Directors: Craig Mark MacMurray  
Rui Manuel Goncalves Correia  
Kurt Jan Bergmann  
Antonio Fernando Marques Dos Santos Gomes de Castro  
Joao Lemos de Meneses Gentil Berger  
Edite Cristina Pereira Barbosa de Almeida Pinto

Information Officer: Christine Paula Fourie

Postal address: Postnet Suite 202  
Private Bag x9  
Benmore  
2010

Street address: Building 18  
First Floor  
Woodlands Office Park  
20 Woodlands Drive  
Woodmead  
2191

Registered address: Building 18  
First Floor  
Woodlands Office Park  
20 Woodlands Drive  
Woodmead  
2191

Telephone number: (011) 236 1400

Fax number: (011) 236 1440

E-mail: Christine.Fourie@sonaearauco.com

Website: [www.sonaearauco.co.za](http://www.sonaearauco.co.za)

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### 3. THE ACT AND SECTION 10 GUIDE

- 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 ("SAHRC"), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the SAHRC are:

Postal Address: Private Bag 2700  
Houghton  
2041

Telephone Number: (011) 877 3600

Fax Number: (011) 403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### 4. APPLICABLE LEGISLATION

Information is available in terms of certain provisions of the following legislation:-

- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Competition Act, 89 of 1998
- Consumer Protection Act, 68 of 2008
- Electronic Communications and Transactions Act, 25 of 2002
- Employment Equity Act, 55 of 1998
- Financial Intelligence Centre Act, 38 of 2001
- Income Tax Act, 58 of 1962
- Intellectual Property Laws Amendments Act, 38 of 1997
- Labour Relations Act, 66 of 1995
- Companies Act, 71 of 2008
- Occupational Health and Safety Act, 85 of 1993
- Skills Development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999
- Stamp Duties Act, 77 of 1968
- National Credit Act, 34 of 2005
- Trade Marks Act, 194 of 1993
- Unemployment Insurance Act, 63 of 2001
- Unemployment Insurance Contributions Act, 4 of 2002
- Value Added Tax Act, 89 of 1991

This list is not necessarily exhaustive.

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## **5. SCHEDULE OF RECORDS**

### **5.1 What information which is held by the Company is readily available without the need to formally lodge a request to access the information?**

While no notice in terms of Section 51(1)(c) has been published, director and shareholder records pertaining to a specific director or shareholder may be requested by the director or shareholder himself/herself.

This information is available to the director or shareholder at no cost, and can be obtained in one of the following ways:

- By writing a letter to the Information Officer of the Company; or
- By sending an e-mail to the Information Officer; or
- By accessing the Company's website.

In addition, the following information is available for inspection by a director or shareholder of the Company at the registered address of the Company, at no charge:

- Pamphlets/Brochures;
- Marketing and promotional material

### **5.2 What records are held by the Company which must be formally requested before the information is supplied to the requester?**

The subjects on which the Company holds records and the categories on each subject are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may or must be refused in accordance with Section 62 to 69 of the Act.

#### **5.2.1 Finance and administration**

- Accounting records
- Annual financial statements
- Agreements
- Banking records
- Correspondence
- Invoices and statements
- Company tax records

#### **5.2.2 Human resources**

- Payroll records
- Professional development records and performance appraisals
- Personnel files including letters of appointment and contracts
- Job descriptions
- Leave records

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- PAYE, UIF and SDL records and returns
- Employee IRP 5 returns
- Policies and procedures
- Disciplinary code of conduct

#### 5.2.3 Information technology

- Contracts and agreements
- Equipment registers
- Insurance records
- Client database
- Licenses
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

#### 5.2.4 Marketing and communication

- Proposal documents
- Product information

#### 5.2.5 Secretarial records

- Annual statutory returns
- Certificate of change of name
- Certificate of incorporation
- Certificate to commence business
- Memorandum of incorporation
- Notice and minutes of annual general meetings
- Notice and minutes of management meetings
- Company registers
- Board resolutions
- Trademark information

## 6. FORM OF REQUEST

### 6.1 Form C

- The requester must use the prescribed form C, which is attached hereto, to make the request for access to a record. This must be addressed to the Information Officer and sent to the address, facsimile or e-mail address of the Company;
- 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;

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- 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; and/or
- 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 Information Officer.

## 6.2 Fees


A requester who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:-

- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request;
- The requester may lodge an application to the court against the tender or payment of the request fee;
- After the Information Officer has made a decision on the request, the requester must be notified in the required form;
- If the request is granted then a further access fee must be paid for the search, reproduction and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## 7. OTHER INFORMATION

A copy of this manual is available for inspection free of charge at the registered address of the Company, and on the Company's website.

Signed at WOODMEAD..... on this 28<sup>th</sup> day of AUGUST..... 2017.

  
.....

Name: Christine Paula Fourie  
Designation: Information Officer

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**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]

**A. Particulars of private body**

The Head:

**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:

Fax number:

Telephone number:

E-mail address:

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

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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.

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

**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:

**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.

Disability:	Form in which record is required
Form in which record is required:	

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Mark the appropriate box with an X.

**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 for the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

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

**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 .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

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