

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT NO. 2 OF 2000

A GUIDE TO ACCESSING OUR INFORMATION

SULZER PUMPS (SOUTH AFRICA) (PTY) LTD

Registration Number 1922/007245/07

(“the Company”)

1. **Preamble**

The Promotion of Access to Information Act No. 2 of 2000 (“PAIA”) came into operation on 23 November 2001. Section 51 of PAIA requires that the Company, in its capacity as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from the Company for the purpose of exercising or protecting rights.

2. **Introduction to the Company**

The Company conducts the business of the installation of pumps, agitators, mixing and heat exchanges and separation and purification technologies for various fluids and which includes all matters reasonably connected thereto, including matters relating to legal and corporate governance

3. **The Company’s Contact Details**

Full Name: **Sulzer Pumps (South Africa) (Pty) Ltd**

Registration Number: **1922/007245/07**

Registered Address: **9 Gerhardus Road, Elandsfontein, 1406**

Postal Address: **9 Gerhardus Road, Elandsfontein, 1406**

Telephone: **011 820 6000**

Email Address: ZAInformationOfficer@sulzer.com

Website: <https://www.sulzer.com/en/shared/services/johannesburg-service-center>

4. Section 10 Guide On How To Use PAIA

The Section 10 Guide on how to use PAIA is available from the South African Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department**

Physical Address: 27 Stiemens Street
Braamfontein, 2001

Telephone: (011) 877 3600

Website: www.sahrc.org.za

Email Address: paia@sahrc.org.za

5. Records Available In Terms Of PAIA

The Company holds the following categories of information:

5.1 Administration/Secretarial

- Certificate of Incorporation
- Memorandum of Incorporation
- Certificate of Change of Name
- Minutes of meetings of the board of directors
- Minutes of annual general meetings
- Management policies
- Management directives
- Share Register
- Register of Directors
- Directors' Attendance Register
- Intellectual Property a) Trademarks, trade names and protected names; b) Copyrights

5.2 Financial

- Annual Financial Statements
- Annual Reports
- Books of Account recording information required by the Companies Act No. 71 of 2008
- Supporting schedules to books of account and ancillary books of account
- Asset register
- Taxation: a) Copies of all Income Tax Returns and related correspondence; b) VAT returns and related correspondence
- Insurance: a) Details of Insurance Policies; b) Claims records

5.3 Technical/Information Technology

- Computer software
- Support and maintenance agreements
- Licensing agreements;
- Records regarding computer systems and programmes
- Computer Asset Register
- Computer Asset Destruction Register

5.4 Legal

- Complaints, pleading, briefs and other documentation pertaining to any actual, pending or threatened litigation, arbitration or investigation
- Contracts
- Operational licenses, permits and authorisations;

6. **Procedure For Requesting Access To A Record In Paragraph 5**

6.1 Should a requester wish to request access to a record of any of the above categories of information, the requester must use the form prescribed in terms of PAIA to request access to the record.

6.2 A request must be made to the Information Officer via the Company's Contact Details set forth in paragraph 3 of this manual.

6.3 The requester must provide sufficient detail on the request form to enable the Company 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.

6.4 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.

6.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Company.

7. **Fees For Requesting Access To A Record In Paragraph 5**

7.1 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 must pay the prescribed request fee before the Company processes the request.

7.2 After the Information Officer of the Company has made a decision in respect of the request, the requester will be notified in the prescribed form.

- 7.3 If the request is granted, an additional fee, as prescribed in terms of PAIA, must be paid for the search, reproduction and compilation of the information which has been requested, including copying charges and charges for any time that has exceeded the hours prescribed to search for, reproduce and compile the record for disclosure.

8. **Records Available In Terms Of Other Legislation**

The Company holds information in terms of applicable legislation, which includes but is not limited to the following:

- Basic Conditions of Employment Act, 1997
- The Labour Relations Act, 1995
- The Employment Equity Act, 1998
- The Occupational Health and Safety Act, 1993
- The Compensation for Occupational Injuries and Diseases Act, 1993
- The Immigration Act, 2002
- The Companies Act, 2008
- The Income Tax Act, 1962
- The Tax Administration Act, 2011
- The Value Added Tax Act, 1991
- The Unemployment Insurance Contributions Act, 2002
- The Skills Development Levies Act, 1999
- Financial Intelligence Centre Act, 2001
- Customs and Excise Act, 1964

9. **Other Records As May Be Prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

10. **Availability Of This Manual**

- 10.1 This manual is available for inspection during office hours and free of charge at the offices of the Company at:

Registered Address: **9 Gerdhardus Road, Elandsfontein, 1406**

Telephone: **011 820 6000**

Email Address: ZAInformationOfficer@sulzer.com

- 10.2 A copy of this manual is also available at the offices of the South African Human Rights Commission (refer to paragraph 4 of this manual) and on the Company's website at <https://www.sulzer.com/en/shared/services/johannesburg-service-center>