

BEIER ENVIROTEC (PROPRIETARY) LIMITED

(Registration number: 1994/009569/07)

*Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000*



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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF BEIER ENVIROTEC (PTY) LTD

(REGISTRATION NUMBER: 1994/009569/07)

1. CONTACT PARTICULARS

Head of business:	H. W. Beier	Information officer:	R. W. L Paul
Postal address:	Po Box 121 Pinetown 3600	Physical address:	40 Gillitts Road Pinetown 3610
Telephone number:	031 710 0400	Fax number:	031 700 3126
Website:	www.beierenvirotec.co.za		

2. INTRODUCTION

Manufacturers of Woven and Non-Woven Industrial Fabrics and Engineered Filtration Media.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or www.sahrc.co.za.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Beier Envirotec Pty Ltd.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.2 BBBEE ACT 53 OF 2003
- 5.3 COMPANIES ACT 71 OF 2008
- 5.4 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.5 CONSUMER PROTECTION ACT 68 OF 2008
- 5.6 COPYRIGHT ACT 98 OF 1978
- 5.7 CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5.8 CUSTOMS AND EXCISE ACT 91 OF 1964
- 5.9 DEEDS REGISTRIES ACT 47 OF 1937
- 5.10 DESIGNS ACT 195 OF 1993
- 5.11 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.12 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.13 FINANCIAL INTELLIGENCE CENTRE ACT 38 OF 2001
- 5.14 INCOME TAX ACT 58 OF 1962
- 5.15 LABOUR RELATIONS ACT 66 OF 1995
- 5.16 NATIONAL ENVIRONMENTAL MANAGEMENT ACT 107 OF 1998
- 5.17 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.18 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000
- 5.19 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.20 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.21 TRADE MARKS ACT 194 OF 1993
- 5.22 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.23 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 PAMPHLETS / BROCHURES
- 6.2 REPORTS
- 6.3 MARKETING AND PROMOTIONAL MATERIAL
- 6.4 WWW.BEIERENVIROTEC.CO.ZA

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor 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.

- 7.1 ACCOUNTING RECORDS
 - Annual financial statements and working papers
 - General ledger
 - Subsidiary ledgers (receivables, payables, etc.)
 - Bank statements, cheque books, cheques
 - Customer and supplier statements and invoices
 - Deposit slips
 - Cash books and petty cash books
 - Fixed asset register
 - Tax returns and assessments
 - VAT returns
 - Lease or instalment sale agreements
 - Budgets and business plans
 - Insurance record
 - Auditor's reports
 - Inventory records (including stock take)
 - Systems documentation
 - Management review
 - Capital expenditure
 - Credit agreement
 - Record of assets
 - Record of liabilities

- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 CREDIT AGREEMENTS

- Credit Provider's documents
- Credit Bureaux' documents
- Enquiries
- Details and results of disputes lodged with consumers
- Payment profile
- Adverse information

7.3 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses
- Transportation, warehouse and storage contracts

7.4 FIXED PROPERTY

- Building plans
- Leases
- Mortgage bonds or other encumbrances
- Title deeds

7.5 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Details of air emission discharges
- Details of aqueous discharges
- Details of solid waste discharges
- Emergency response plans
- Employee medical surveillance records in respect of hazardous chemicals and substances
- Employee public health emergency action plans
- Environmental impact assessments
- Environmental management programs and systems
- Industrial hygiene programs, data and audits
- Medical surveillance records related to hazardous chemical substance

- Medical surveillance records related to noise induced hearing loss (including baseline audiogram of all employees)
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of assessment and air monitoring and asbestos inventory
- Records of assessment and air monitoring for hazardous chemical substance
- Records of assessment and noise monitoring for noise monitoring and noise induced hearing loss
- Records of incident reported at work
- Records of investigations and tests in respect of hazardous chemicals and substances
- Records of risk assessments and monitoring results in respect of hazardous biological agents
- Records of waste water discharges
- Records of waste water storage and disposal
- Waste water assessment and monitoring records
- Safety management systems, data and audits
- Water quality monitoring programme records

7.6 INFORMATION TECHNOLOGY

- Agreements
- Audits
- Capacity and utilisation of current systems
- Client database
- Disaster recovery processes and procedures
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

7.7 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

7.8 INTELLECTUAL PROPERTY

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- Copyrights
- Litigation and other disputes involving intellectual property
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names

7.9 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Warranty agreements

7.10 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Bargaining Council documents
- Collective agreements
- Disability schemes
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan

- Expense accounts
- Funeral insurance scheme
- Group life
- Group personal accident
- Health and safety records
- Industrial training records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Registered trade unions / employers' organisations documents, list of members
- Salary and wage registers
- Salary slips and wage records
- Scholarships and bursaries
- Staff records after employment
- Strike, lock out or protest action records
- Study assistance schemes
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.11 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders

- Media releases
- Products
- Sales
- Service and product information

7.12 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Directors' attendance register
- Index of Members
- Memorandum and Articles of Association
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Minutes of directors' committee meetings
- Proxy documents
- Register of Allotments
- Register of company secretary and auditors
- Register of directors and officers
- Register of past directors
- Registration Certificate
- Reports presented at Annual General Meeting
- General resolutions
- Special resolutions
- Shareholders' agreements
- Shareholders' register
- Founding Statement and amendments
- Minute books
- Resolutions passed at meetings

7.13 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Records relating to taxable gain or assessed capital loss
- VAT documents

- Records of importation goods and documents
- Vendors information
- Documentary proof substantiating the zero rating of supplies

8. GENERAL

Beier Envirotec (Pty) Ltd is a level 4 value adding enterprise in terms of the DTI codes of good practice on B-BBEE. It is provisionally registered with DHET No. 208/FE07/116 and is listed with SABS for both ISO 14001 and ISO 9001.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Beier Envirotec (Pty) Ltd or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer. A list of request fees is attached to this manual, or is accessible from the South African Human Rights Commission at www.sahrc.org.za.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Beier Envirotec (Pty) Ltd or on www.beierenvirotec.co.za, or from the South African Human Rights Commission at www.sahrc.org.za.