

WOOL TESTING BUREAU S.A.

(Registration Number 1990/003582/08)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2 000

(the "ACT")

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**Note: The forms and fee structure are available from the COMPANY, at the cnr. of Gomery Avenue and University Way, Summerstrand, Port Elizabeth.*

1. INTRODUCTION

The COMPANY conducts business as:

- testing & research for the purpose of certification of wool;
- testing & research of textile products, and;
- other general testing & research in the fields of wool and textiles

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

The Financial and Administration Department	
Postal address	P O Box 1867, Port Elizabeth, 6000.
Street address	Cnr. of Gomery Avenue and University Way, Summerstrand, Port Elizabeth, 6001.
Telephone numbers	(041) 503 6600
Fax numbers	(041) 583 2195
CEO	Mr. WA Heath
Designated Information Officer	Mr. BA Schmidt
Electronic Mail Address	brian.schmidt@wtbsa.co.za

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, 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 7 and 8

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. Any enquiries regarding this guide should be directed to The South African Human Rights Commission.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-4848300

Fax Number: +27-11-484 1360

Website: www.sahrc.org.za

4. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION

The Company retains records / information / documents in accordance with the following legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries & Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No 66 of 1995
- Occupational Health & Safety Act 85 of 1993
- Pensions Fund Act No 24 of 1956
- Skills Development Levies Act No. 97 of 1998
- Unemployment Insurance Act No. 30 of 1966
- Value Added Tax Act No. 89 of 1991

5. COMPANY RECORD CLASSIFICATION KEY

<u>Classification No.</u>	<u>Access</u>	<u>Classification</u>
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 of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(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 breach a duty of confidence owed to a third party in terms of an Agreement [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 document [s67]
11	May not be Refused	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 Refused	Disclosure in public interest [s70]

6. **SUMMARY: RECORDS AVAILABILITY**

<u>Subject</u>	<u>Classification No.</u>
• Product Information	1
• Public Corporate Records	1
• Media Releases	1
• Staff Records	4,5,9
• Employment Contracts	4,5
• Policies and Procedures	4
• Health & Safety records	4,5,8
• Audited Financial Statements	12
• Tax Records (Company & Employees)	12
• Asset Register	12
• Management Accounts	12
• General Contract Documentation	6,12
• Trade Marks	1
• Statutory Records	12
• Market Information	12,13
• Customer Information	1
• Performance Records	12
• Product Sales Records	1
• Marketing Strategies	12
• Customer Database	12
• Production Records	12
• Quality Records	12

7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 7.1 Use the prescribed form, available from the COMPANY at the following address: Cnr. Gomery Avenue and University Way, Summerstrand, Port Elizabeth, 6001, or PO Box 1867, Port Elizabeth, 6000.
- 7.2 Address your request to the Financial and Administration Department.
- 7.3 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.

8. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 8.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2 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);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The Fee Structure is available from the COMPANY, at the following address: Cnr. Gomery Avenue & University Way, Summerstrand, Port Elizabeth, 6001.