Wassertec Ozone Systems CC

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")
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1. **INTRODUCTION**

Wassertec Ozone Systems CC Manufactures Ozone Generators and related equipment for water and air disinfection treatment.

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

   **Director:** Mr. Christian Ansorge (Managing)
   
   **Office Manager/CEO:** Mr. Christian Ansorge
   
   **Postal Address:** P.O. Box 39385, Capricorn Square, 7948
   
   **Street Address:** 126 Capricorn Drive, Capricorn Park, 7945
   
   **Telephone Number:** 021 788 2343
   
   **Fax Number:** 021 788 2359
   
   **Email:** info@wassertec.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
4. **APPLICABLE LEGISLATION** (Section 51 (1) (c)).

<table>
<thead>
<tr>
<th>No</th>
<th>Ref</th>
<th>Act</th>
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<tbody>
<tr>
<td>1</td>
<td>No 61 of 1973</td>
<td>Companies Act</td>
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<td>2</td>
<td>No 98 of 1978</td>
<td>Copyright Act</td>
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<tr>
<td>3</td>
<td>No 55 of 1998</td>
<td>Employment Equity Act</td>
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<td>4</td>
<td>No 95 of 1967</td>
<td>Income Tax Act</td>
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<td>5</td>
<td>No 66 of 1995</td>
<td>Labour Relations Act</td>
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<td>6</td>
<td>No 89 of 1991</td>
<td>Value Added Tax Act</td>
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<td>7</td>
<td>No 37 of 2002</td>
<td>Financial Advisory and Intermediary Services Act</td>
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<td>8</td>
<td>No 75 of 1997</td>
<td>Basic Conditions of Employment Act</td>
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<td>9</td>
<td>No 69 of 1984</td>
<td>Close Corporations Act</td>
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<td>10</td>
<td>No 25 of 2002</td>
<td>Electronic Communications and Transactions Act</td>
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<td>11</td>
<td>No 2 of 2000</td>
<td>Promotion of Access of Information Act</td>
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<td>12</td>
<td>No 30 of 1996</td>
<td>Unemployment Insurance Act</td>
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</tbody>
</table>

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

**Basic Conditions of Employment Act No. 75 of 1997**

- Closed Corporation Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation of Occupational Injuries and Diseases Act No. 130 of 193
- Customs and Excise Act No. 91 of 1964
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Promotion of Access to Information Act No. 2 of 2000
- Skills development Levies Act No. 9 of 1999
- Trademarks Act No. 194 of 1993
- Unemployment Insurance Act No. 30 of 1966
- Value - Added Tax Act No. 89 of 1991

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<thead>
<tr>
<th>Records</th>
<th>Subject</th>
<th>Availability</th>
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<tr>
<td>Public Affairs</td>
<td>• Public Product Information</td>
<td>Freely available on web site</td>
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<td></td>
<td>• Public Corporate Records</td>
<td><a href="http://www.wassertec.co.za">www.wassertec.co.za</a></td>
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<tr>
<td></td>
<td>• Media Releases</td>
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<tr>
<td>Financial</td>
<td>• Financial Statements</td>
<td>Request in terms of PAIA</td>
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<td></td>
<td>• Financial and Tax Records</td>
<td>Request in terms of PAIA</td>
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<tr>
<td></td>
<td>(Company &amp; Employees)</td>
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<td></td>
<td>• Asset Register</td>
<td>Request in terms of PAIA</td>
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<td></td>
<td>• Management Accounts</td>
<td>Request in terms of PAIA</td>
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<td>Marketing</td>
<td>• Market Information</td>
<td>Limited Information available on</td>
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<td></td>
<td>• Public Customer Information:</td>
<td>web site. (see above)</td>
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<td>o Product Brochures</td>
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<td>o Owner Manuals</td>
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<td>• Field Records</td>
<td>Request in terms of PAIA</td>
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<td>• Performance Records</td>
<td>Request in terms of PAIA</td>
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<td></td>
<td>• Product Sales Records</td>
<td>Request in terms of PAIA</td>
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<td></td>
<td>• Marketing Strategies</td>
<td>Request in terms of PAIA</td>
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<td></td>
<td>• Customer Database</td>
<td>Request in terms of PAIA</td>
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6. **FORM OF REQUEST** (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at 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 following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 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);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Sections 51 (1)(c) and 51 (1)(e)

4. Access to the records held [Sections 51 (1)(c) and 51 (1)(e)]

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51 (1)(c)]
This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

The Request Procedures
(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Section 51(1)(f)

5. Other information as may be prescribed

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

Section 51(3)

6. Availability of the material

The manual is available at our offices free of charge; and copies are available with the SAHRC, and on our website as listed above.