
CK 2002/041760/23

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)).

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

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 1993**
- **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**

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site www.wassertec.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA. Request in terms of PAIA
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database 	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

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.