

Registration Number of Company:

2016/447266/07

NAME OF COMPANY:

STUTT GROUP (PTY) LIMITED

MANUAL in terms of Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Stutt Group (Pty) Ltd is a company which focuses on the production of Concrete products and was established in 2008.

Specialising in Concrete Products, Ready Mix, and Face Brick, we utilise our commercial quarries and the materials mined at these licensed facilities, to produce products of the highest quality at our numerous specialised production yards in the Eastern Cape Province.

Responding to the requirement of the community for value-for-money, quality home building products, Stutt Group today owns the entire value chain from the mining of raw materials to manufacturing and delivery of a range of products for professional and private developers, project managers, building contractors, builders, as well as home-improver and owner-builder customers catered for at depots in Stutterheim, King William's Town, Alice, Fort Beaufort and East London.

The company's ethos - Yakha Nathi (Build With Us) applies to customers and customer-centricity in all dealings; from staff development and self-fulfilment; to building the entire operation on environmentally sound, ethical practices.



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

Persons designated/duly authorised persons:

Directors of the company:	Mr. D. Bouchier Mr. A. Braun Mr. C. Braun Ms. K. Braun Ms. V. Braun
Information Officer/Financial Accountant:	Ms. Odette Le Roux
Postal Address:	P.O. Box 15213 Beacon Bay East London 5205
Street Address:	Ground Floor, Chestnut House Palm Square Business Park Beacon Bay East London 5241
Telephone Number:	043 101 0146
Fax Number:	043 748 3285
Email:	popi@stuttgroup.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 tariffs 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 and can be accessed from the following website:

<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

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))

<u>No</u>	<u>Act</u>	<u>Reference</u>
1.	Companies Act	No 61 of 1973
2.	Companies Act	No 70 of 2008
3.	Value Added Tax Act	No 89 of 1991
4.	National Credit Act	No 34 of 2005
5.	Electronic Communications and Transactions Act	No 25 of 2002
6.	Employment Tax Incentives Act	No 26 of 2013
7.	Employment Equity Act	No 55 of 1998
8.	Labour Relations Act	No 66 of 1995
9.	Basic Conditions of Employment Act	No 75 of 1997
10.	Unemployment Insurance Act	No 30 of 1996
11.	Occupational Health and safety Act	No 85 of 1993
12.	Compensation for Occupational diseases and injuries Act	No 130 of 1993
13.	Copyright Act	No 98 of 1978
14.	Trademark Act	No 194 of 1993
15.	Promotion of Access of Information Act	No 2 of 2000
16.	Protection of Personal Information Act	No 4 of 2013



5. SCHEDULE OF RECORDS (Section 51 (1) (d))

<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 website https://www.stuttgroup.co.za
Financial	<ul style="list-style-type: none"> •Financial Statements •Financial and Tax Records (Company & Employees) •UIF contributions letter •Asset Register •Management Accounts •Bank Statements •Electronic Banking records •Invoices 	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Employee Records	<ul style="list-style-type: none"> •Employment Contracts •Disciplinary records and code •Salary Records •Leave Records •Further Records as may be required by law. 	Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> •Market Information •Public Customer Information: <ul style="list-style-type: none"> oProduct Brochures oOwner Manuals •Field Records •Performance Records •Product Sales Records •Marketing Strategies •Customer Database 	<p>Limited Information available on web site. (See above)</p> <p>Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA</p>



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. [Form C - Also annexed hereto](#).
- 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. GROUNDS FOR REFUSAL (Section 51 (1) e)

A request for information may be refused on the grounds below:

- 7.1 Privacy;
- 7.2 Confidentiality of client records;
- 7.3 Trade secrets;
- 7.4 Copyright;
- 7.5 Information is already publicly available;
- 7.6. The release of the information could cause harm;
- 7.7 If the release of the information is likely to cause prejudice and/or risk security of parties.
- 7.8 Unreasonable request;
- 7.9 Vexatious or frivolous request.



8. 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.
- 7.6 Fees for request and process of documents must be paid to the company prior to release the information via EFT transfer.

<u>FEES TABLE</u>	
Copy per A4 page	R 1.10
Printing per A4 page	R 0.75
Copy on a CD	R 70.00
Transcription of visual images per A4 page	R 40.00
Copy of a Visual Image	R 60.00
Transcription of an audio recording per A4 page	R 20.00
Copy of an Audio recording	R 30.00
Search and Preparation of the record for disclosure-	R 30.00 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.
Actual postage fee	

*** VAT ONLY PAYABLE BY INSTITUTIONS REGISTERED AS VAT VENDORS.



D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, Will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day..... ofyear
.....

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE