

**This manual has been prepared in accordance with Section 51 of the
Promotion of Access to Information Act, No. 2 of 2000 (RSA).
("the ACT")**



**TEICHMANN SOUTH AFRICA (PTY) LTD
NAMIBIA BRANCH
F/99/05673/07
("the Entity")**

1. CONTACT DETAILS

2.

- 2.1 Kenneth John Gibbs, the Managing Director of the Entity, has delegated the power of Head of Organisation for the purposes of the Act to Fransua Van der Westhuizen and for the purpose of this manual he will be called the Information Officer.
- 2.2 Physical address: Plot 87, Brakwater, Windhoek, Namibia
- 2.3 Postal address: P O Box 81599, Olympia, Windhoek, Namibia
- 2.4 Telephone no: +27 (0) 31 569 3170
- 2.5 Facsimile no: None
- 2.6 E-mail address: info@teichmanngrp.com
- 2.7 Website: <https://www.teichmanngrp.com>

3 The Guide as described in Section 10 of the Act

The South African Human Rights Commission is required by the Act to compile a guide to assist the public to understand the provisions of the Act, its objects and how to make use of the provisions in the Act.

4 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of Section 52(2)

Not applicable.

5 Records which are available from the Entity in terms of any other legislation

The Entity holds the following records in accordance with the following South African legislation:

- Basic Conditions of Employment Act 75/1997
- Broad Based Black Empowerment Act, 53/2003
- Companies Act,71/2008
- Compensation for Occupational Injuries and Transactions Act, 130/1993
- Competition Act, 89/1998
- Consumer Protection act,68/2008
- Income Tax Act, 58/1962
- Insurance Act, 18/ 2017
- Labour Relations Act, 66/1995
- National Credit Act, 34/2005
- Occupational Health and Safety Act,85/1993
- Prevention and Combatting of Corrupt Activities Act, 12/2004
- Protection of Personal Information Act, 4/2013
- Promotion of Access to Information Act, 2/2000
- Skills Development Act, 97/1998
- Skills Development Levies Act, 9/1999
- Tax Administration Act, 28/2011
- Unemployment Insurance Act, 63/2001
- Unemployment Insurance Contributions Act, 2/2002
- Value Added Tax Act, 89/1991

The Entity holds the following records in accordance with the following Namibian legislation:

- Conventional Penalties Act 15 of 1962
- Companies Act 28 of 2004
- Archives Act 12 of 1992
- Marketing Act 59 of 1968
- Public Accountants' and Auditors' Act 51 of 1951
- Racial Discrimination Prohibition Act 26 of 1991
- Anti-Corruption Act 8 of 2003
- Prevention of Organised Crime Act 29 of 2004
- Currency and Exchanges Act 9 of 1933
- Customs and Excise Act 20 of 1998
- Prescribed Rate of Interest Act 55 of 1975
- Engineering Profession Act 18 of 1986
- Nature Conservation Ordinance 4 of 1975
- Environmental Management Act 7 of 2007
- General Law Amendment Ordinance 13 of 1962
- Income Tax Act 24 of 1981
- International Health Regulations Act 28 of 1974
- Public and Environmental Health Act 1 of 2015
- Geneva Conventions Act 15 of 2003
- Employees' Compensation Act 30 of 1941
- Affirmative Action (Employment) Act 29 of 1998
- Labour Act 11 of 2007
- Employment Services Act 8 of 2011
- Value-Added Tax Act 10 of 2000

6 Description of the records held by the Entity and the categories in which the records are classed

The Entity has the following records as a matter of standard practice.

6.1 Insurance

- 6.1.1 Policies
- 6.1.2 Insurance claim files

6.2 Taxation

- 6.2.1 Income tax files

6.3 Human Resources

- 6.3.1 Policies and procedures
- 6.3.2 Employee information
- 6.3.3 Personnel files
- 6.3.4 Agreements
- 6.3.5 Forms and applications
- 6.3.6 Standard letters and notices

6.4 Finance

- 6.4.1 Financial statements
- 6.4.2 Reports and returns
- 6.4.3 Banking details and bank account records
- 6.4.4 Debtors/creditors statements and invoices

6.5 Operations

- 6.5.1 Permits, licenses, consents, approvals, authorisations, applications and registrations
- 6.5.2 Policies and procedures
- 6.5.3 Reports and supporting documents
- 6.5.4 Contractor, client and supplier agreements and information
- 6.5.5 Security documents

6.6 Information technology

- 6.6.1 System documentation and manuals
- 6.6.2 Project, disaster recovery and implementation plans
- 6.6.3 Licensing documentation

6.7 Administration

- 6.7.1 Correspondence with internal and external customers and operators

6.8 Health & Safety

- 6.8.1 Policies & Procedures
- 6.8.2 Recorded work-related incidents

7 Request Procedure

- 7.1 The requester must make use of the prescribed form attached hereto as Appendix 1 to make the request for access to a record. The list of applicable fees will be obtainable from the Head Office of the Entity. The applicable fees are to be paid before access to a record will be permitted.
- 7.2 The prescribed form must be completed in full and addressed to the Information Officer of the Entity. The request must then be submitted to the address, fax number or e-mail address of the Entity.
- 7.3 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.4 If a request is being made on behalf of a person, the requester must submit proof of the capacity in which he/she is making the request to the satisfaction of the Information Officer of the Entity.
- 7.5 If the record which the requester has requested exists and that allowing access to such record does not affect a third party, the requester's request will be processed within 30 (thirty) days.
- 7.6 Once the Information Officer of the Entity has heard all submissions, he will make a decision on the request and notify the requester in the required form.
- 7.7 If access is requested to a record that contains information pertaining to a third party, the Information Officer of the Entity must attempt to contact the third party and take all reasonable steps to inform the third party of the request, which must be done within 21 (twenty-one) days of receipt of the request.

The third party may within 21 (twenty-one) days thereafter make representations to the Information Officer of the Entity as to why access should be given or provide reasons why the access should be denied.

The third party must be informed of the decision taken by the Information Officer of the Entity to grant or decline the request.

8 Fees in respect of private bodies

- 8.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
- 8.2 The fees for reproduction referred to in regulation 11(1) are as follows:

8.2.1	for every photocopy of A4-size page or part thereof	R	1.10
8.2.2	for every printed copy of A4-size page or part thereof held on a computer or in electronic or machine-readable form	R	0.75
8.2.3	for every copy in a computer-readable form on:		
a)	compact disc	R	70.00
8.2.4	a) For a transcription of visual images for A4-size page or part thereof	R	40.00
	b) For a copy of visual images	R	60.00
8.2.5	a) For a transcription of an audio record for A4-size page or part thereof	R	20.00

b)	For a copy of an audio record	R	30.00
----	-------------------------------	---	-------

8.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

8.4 The access fee payable by a requester referred to in regulation 11(3) are as follows:

8.4.1	a)	For every photocopy of A4-size page or part thereof	R	1.10
	b)	For every printed copy of A4-size page or part thereof held on computer or electronic or machine-readable form	R	0.75
	c)	For every copy in computer readable form on		
	i)	compact disc	R	70.00
	d)	i) For transcription of visual images for A-4 size page or part thereof	R	40.00
		ii) For copy of visual images	R	60.00
	e)	i) For transcription of audio record for A4-size page or part thereof	R	20.00
		ii) For copy of audio record	R	30.00
	f)	To search for and prepare the record for disclosure, per hour or part of an hour	R	30.00

8.4.2 For purpose of Section 54(2) of the Act, the following applies:

- a) six hours as the hours to be exceeded before a deposit is payable; and
- b) one-third of the access fee is payable as a deposit by the requester.

8.4.3 The actual postage is payable when a copy of a record must be posted to a requester.

9 Grounds for refusal of access to records

9.1 Section 9 of the Act recognises that the right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- 9.1.1 Limitations aimed at the reasonable protection of privacy;
- 9.1.2 Commercial confidentiality; and
- 9.1.3 Effective, efficient and good governance; and
- 9.1.4 in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

9.2 The main grounds for the Entity to refuse a request for information relates to the:

- 9.2.1. mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;

- 9.2.2 mandatory protection of the commercial information of a third party, if the record contains:
 - 9.2.2.1 trade secrets of that third party;
 - 9.2.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 9.2.2.3 information disclosed in confidence by a third party to the Entity, if the disclosure could put that third party at a disadvantage in negotiations or prejudice that third party in commercial competition.
- 9.2.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 9.2.4 mandatory protection of the safety of individuals and the protection of property;
- 9.2.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 9.2.6 the commercial activities of the Entity, which may include:
 - 9.2.6.1 trade secrets of the Entity;
 - 9.2.6.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Entity;
 - 9.2.6.3 information which, if disclosed could put the Entity at a disadvantage in negotiations or commercial competition;
 - 9.2.6.4 a computer program which is owned by the Entity, and which is protected by copyright.
- 9.2.7 mandatory protection of research information of the Entity or a third party, if its disclosure would disclose the identity of the Entity, the researcher or subject matter of the research and would place the research at a serious disadvantage.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

10 Records that cannot be found or do not exist


- 10.1 If the Entity has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit signed by the Information Officer of the Entity. This notice is deemed to be a refusal of the request for access to the record. If after notice is given, the record in question is found, the requester must be given access thereto, unless a ground for refusal of access exists.
- 10.2 The Information Officer in terms of section 56 must, within 30 (thirty) days after the request has been received, notify the requester of the decision, whether or not to grant the request.
- 10.3 The initial period of 30 (thirty) days within which the Information Officer of the Entity must inform the requester of the decision to grant or refuse access to the information requested, may be extended by a further period not exceeding 30 (thirty) days if:
 - 10.3.1 the requester consents to the extension in writing;
 - 10.3.2 the request is for a large number of records or requires a search through a large number of records and compliance with the original period of 30 (thirty) days would interfere with the Entity's activities.

- 10.4 Should the initial period of 30 (thirty) days be extended, the requester must be notified of the extension within 30 (thirty) days after the request is received.

The notice must state:

- 10.4.1 adequate reasons for the extension;
 - 10.4.2 the procedure involved should the requester want to lodge an application to court against the extension; and
 - 10.4.3 the period of extension.
- 10.5 Should the Information Officer of the Entity fail to respond to the requester within the 30 (thirty) day period, such failure will constitute a refusal of the request.

Signed at GLEN ANIL on the 28th day of JUNE 2021.



Kenneth John Gibbs
Managing Director

FORM C

REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 Act No. 2 of 2000)
[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to record

- | | |
|-----|------------------------------------------------------------------------------------------------------------|
| (a) | <i>The particulars of the person who requests access to the record must be given below.</i> |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax Number: _____

Telephone number: _____ E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname: _____

Identity number: _____

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.**

Description of record or relevant part of the record: _____

Reference number, if available: _____

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 on 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 hereunder, 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 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
----------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

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 the _____ day of _____ 20____.

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE