

GAUTENG HYD & ENG (Pty) Ltd

2015/306308/07

MANUAL

in terms

of

Section

51 of

The Promotion of Access to
Information Act

2/2000
(the "ACT")

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1. INTRODUCTION

Gauteng Hydraulics & Engineering (Pty) Ltd is a manufacturing company based in Benoni.
We specialized in the manufacturing of Hydraulic Systems

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

Persons designated/duly authorised persons:

Managing Director – Arthur Homewood – 011 845 3276

Information Officer – Ruan Klein - 011 845 3276

Information Officer – Veronica Bester – 011 845 3276

Postal Address: P.O. Box 25341, Benoni North, 1527

Street Address: 129 Belfast Street, Apex, Benoni, 1501

Telephone Number: +27 11 845 3276

Fax Number: 086 567 3658

Email: arthur@gautenghyd.co.za
ruan@gautenghyd.co.za
reception@gautenghyd.co.za

DATE OF COMPILATION: 01/06/2021

DATE OF REVISION: 01/06/2021

3. THE ACT (Section 51(1) (b))

- a. 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.
- b. 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.
- c. 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)).

<u>No</u>	<u>Ref</u>	<u>Act</u>
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 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

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 	<p>Freely available on web site www.gautenghyd.co.za</p>
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts 	<p>Gauteng Hyd & Eng (Pty) Ltd – Request in terms of PAIA.</p> <p>Not available</p>
Marketing	<ul style="list-style-type: none"> Market Information Public Customer Information: <ul style="list-style-type: none"> Product Brochures Owner Manuals Field Records Product Sales Records Customer Database Distributor lists 	<p>Limited Information available on web site. (see above)</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTSCOMMISSION at www.sahrc.org.za.
- Address your request to the Head of the Company (CEO).
- Provide sufficient details to enable the COMPANY to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - (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;
 - 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. OTHER INFORMATION (Section 51 (1) (f))

PRESCRIBED FEES

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.

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- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.

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