



PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

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1. About this manual

If you need access to information, this manual will provide you with the necessary contact details and procedures to ask us for that information. In addition, it provides a clear overview of our structure, functions, and services and includes an index of information we hold to help identify where the required information could be. It also provides the forms you need to complete and sets out the fees you may need to pay before we can assist you.

2. Our details

Tank Industries
11 Lily Road
Retreat

3. Information officer and deputy information officer(s)

Our Information Officer and Deputy Information Officer(s) will tend to your PAIA request.

3.1. Information Officer

The General Manager is our Information Officer.

Name and surname	Luiz Aaron Corte
Postal Address	PO Box 173 Vereeniging 1930
Physical Address	1 Steel Road, Peacehaven, Vereeniging 1930
Phone	016 430 6106
E-mail	luis.corte@africancables.com
Fax	

3.2. Deputy Information Officer(s)

The Information Officer designated the following Deputy Information Officer(s):



Name and surname	Clive Maasch	
Position	PO Box 9, Steenberg, 7947	
Postal Address	11 Lily Road	
Physical Address	021 700 4380	
Phone	clive.maasch@tank.co.za	
E-mail	021 701 1028	
Fax		

Name and surname	
Position	
Postal Address	
Physical Address	
Phone	
E-mail	
Fax	

4. The information and categories of records we hold

Here is a description of different subjects about which we have information and the categories of records we hold for each subject:

Subject	Category of records	Availability
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A Division of ATC (Pty) Ltd.

<p>Administrative and operational</p>	<ul style="list-style-type: none"> • User Profiles • Outlook incl. address book • Website • Mailshot • Customer & Supplier Questionnaires 	<p>PIAI Request</p>
<p>Client records</p>	<ul style="list-style-type: none"> • Contact Details • Contracts • Specifications • Drawings • Vat Registration • Client References • World Check • Banking Details • Sureties • Credit Information • Reference Letters • Service Level Agreements • NDA's and / or MOU's 	<p>PAIA Request</p>



A Division of ATC (Pty) Ltd.

Human resources	<ul style="list-style-type: none"> • Staff Requisitions • Certified copies of certificates / diplomas • CV • Letter of appointment • Job Descriptions • Medical Forms • Certified copy of ID • Tax & Banking details • UIF information • Retirement fund option form • Nomination of beneficiary form • Induction programme • Salaries payroll notified • Training records • Official notice of new employee to all • Organizational chart • Assessments • Restraint of trade agreement • Reference checks • Man Job Specification 	PAIA Request
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A Division of ATC (Pty) Ltd.

<p>Finances</p>	<ul style="list-style-type: none"> • Financial / Bank statements • Financial and tax records • Asset register • Management accounts • Budget • Journal • POD (Proof of delivery) • Credit Notes • COD Accounts • CGIC 	<p>PAIA Request</p>
<p>Suppliers</p>	<ul style="list-style-type: none"> • Service Level Agreements • Contracts • Requisitions • Purchase Orders • Vendor Applications • BBBEE Records • Credit Applications • Bill of Material • Vat Registration • ID Copy of Director • CIPC • Banking confirmation • SAD 500 (Customer Declaration) • SAD 507 (Additional information / Produced documents) • Airway Bill 	<p>PAIA Request</p>



Suppliers	<ul style="list-style-type: none"> • Customer Worksheet • Shipping documents • Import Cargo Dues Orders • Express Bill of Landing • Invoices <ul style="list-style-type: none"> ○ Freight ○ Sea Import ○ Import tax ○ Commercial • Release Notification 	
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5. Protection of personal information

Our company uses personal information to deliver our services and make sure our operations run smoothly. You can learn more about how we use personal information in our privacy notices available at:

CBI African Cables Employee Privacy Notice.docx

CBI African Cables Job Applicant Privacy Notice.docx

20210728_Tank Industries Supplier PN.docx

20210728_Tank Industries Website.docx

6. Records that are automatically available

The following categories of records are automatically available:

- any information available on our public website www.tank.co.za
- register of directors
- media releases
- SENS announcements
- annual reports
- responsibility and sustainability reports



7. Records available in terms of other legislation

Some records will be made available under other legislation:

Income Tax Act 58 of 1962	Intellectual Property Laws Amendment Act, No. 38 of 1997
Copyright Act No. 98 of 1978]	Broad-based Black Economic Empowerment Act 53 of 2003 and Codes
Value Added Tax Act No. 89 of 1991]	Unemployment Insurance Act 63 of 2001
Electronic Communications and transactions Act No. 25 of 2002]	National Qualifications Framework Act 67 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Skills Development Levies Act 9 of 1999
Employment Equity Act 55 of 1998	<ul style="list-style-type: none"> Consolidated Directions on Occupational Health and Safety measures in certain workplaces. Direction issued in terms of Regulation 4(10) of the Regulations issued under the Disaster Management Act 57 of 2002: Measures to address, prevent and combat the spread of Covid-19 in certain workplaces in RSA
Labour Relations Act 66 of 1997	
Basic Conditions of Employment Act 75 of 1997 (including sectoral determinations)	
Skills Development Act 97 of 1998	
Immigration Act 13 of 2002	

8. How to request access to records

You can request access to records by completing Form 1. If your request does not comply with the formalities in this manual, we will let you know which steps you should take to comply. If you are making a request on behalf of someone else, you must submit reasonable proof of authority.

You must provide us with proof of identity before we can process any request.

9. Outcome of your request and fees payable

We will decide within 30 days of receiving your request whether to grant or decline the request. We will notify you of our decision and explain why we accepted or refused your request.



If your request is successful, we will let you know what the related fees are and how you can pay them. We may require that you pay a deposit before we process your request. The fee structure is available on the SAHRC website at www.sahrc.org.za

If you request large quantities of information or if we cannot reasonably obtain the information you request within the original 30 days, we might have to extend the period by another 30 days. We will notify you in writing if we require an extension.

If you do not hear from us within the period stipulated above, it means that we refused your request in terms of section 58 of PAIA.

10. Reasons why we may refuse your request

The SAHRC's guide to understanding PAIA sets out all the reasons why an entity may or must refuse a PAIA request. These reasons include refusal based on the grounds that the information requested will:

- compromise South Africa's defence, security and international relations;
- hamper the operations of Tank Industries
- be unreasonably time consuming and lead to waste of resources, or
- is manifestly frivolous or vexatious.

11. If we cannot find a record

If there are records that we cannot find despite a reasonable and diligent search, we will notify you with an affidavit explaining the measures we have taken to locate the record. If we find the records after we have issued such an affidavit, we will grant you access to the records unless we have a reason to refuse your request.

12. If you need assistance or more information

If you require further assistance, The Information Regulator has published a guide that introduces PAIA, describes where to find information and how to request access to information. It explains when access to information may be refused and offers key references and resources. The guide is available in each official language and is intended to assist you in exercising your rights to access information.

You can find this guide at the head office of the Information Regulator

**27 Stiemens Street
Braamfontein**



Johannesburg

2001

Alternatively, you can find it at all the provincial offices and on the SAHRC website at: www.sahrc.org.za

A copy of the guide is also available in each official language on our website www.tank.co.za or you can inspect a copy of the guide at our offices during regular business hours.

13. Document Metadata

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FORMS

- Form 1: request for access to a record
- Form 2: Outcome of request and fees payable



FORM 1

Request for access to a record¹

1. If the space provided in the form is inadequate, please submit additional information as an annexure to this form and sign each page.
2. We will process a request for access to a record other than a record containing your personal information after you have paid the request fee.
3. The fee depends on the form in which you need to access the record and the time we have to search for and prepare the record.
4. We will let you know in writing whether your request has been approved or denied, and if we approve your request, we will let you know what the related fees are.

To: The information officer

Address

E-mail address

Fax number

This request is in my own name

¹ Regulation 7 of PAIA.



I'm making this request on behalf of someone else—[please attach proof of the capacity in which you are making this request].

YOUR DETAILS

Name and surname	
Identity number	
Postal address	
Residential address	
E-mail address	
Telephone number	
Cell number	
Fax number	

HOW DO YOU PREFER TO BE CONTACTED?

Postal address	
Residential address	
E-mail address	
Fax	

DETAILS OF THE PERSON ON WHOSE BEHALF YOU ARE MAKING THIS REQUEST (IF APPLICABLE)

Name and surname	
Identity number	



Postal address

Residential address

E-mail address

Telephone number

Cell number

Fax number

WHICH RIGHT ARE YOU EXERCISING OR PROTECTING?

Which right are you exercising or protecting?

Explain why you need this record to exercise or protect that right.

DETAILS OF THE RECORD YOU ARE REQUESTING

Please provide full particulars of the record that you wish to access, including the reference number if you have it to help us find the record.

Describe the record or relevant part of the record

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Reference number (if you have it)

Any further information about the record.

TYPE OF RECORD

Written or printed record	
Visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Recorded words or information that can be reproduced in sound	
Held on a computer or in an electronic or machine-readable form	

FORMAT IN WHICH YOU WOULD LIKE TO RECEIVE THE RECORD

A printed copy of a record (including copies of any virtual images, transcriptions and information held on a computer or in an electronic or machine-readable form.	
Written or printed transcription of virtual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of a soundtrack (written or printed)	
Copy of record on a flash drive (including virtual images and soundtracks)	
Copy of record on a compact disc drive (including virtual images and soundtracks)	

HOW WOULD YOU LIKE TO ACCESS THE RECORD?



Personal inspection of the record at our registered address (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in electronic or machine-readable form)	
Postal services to a postal address	
Postal services to a street address	
Fax information in written or printed format (including transcriptions)	
E-mail information (including soundtracks if possible)	
Preferred language	

(If the record is not available in the language you prefer, we may give you access in the language in which the record is available.)

Date _____ Signed at _____

Signature of the requester/person on behalf of whom the request is made



FOR OFFICE USE

Reference number	
Date received	
Access fees (if any)	
Deposit (if any)	

DETAILS OF THE PERSON WHO RECEIVED THE REQUEST

Job Title	
Name and surname of Information Officer	

Signature of Information Officer



FORM 2

Outcome of request for access to a record, and fees payable²

1. If your request is granted
 - a. you must pay the deposit (if any) before we can process your request, and
 - b. we will only release the record you requested once we receive full payment.
2. Please note your reference number in all future correspondence.

To:

Address

E-mail address

Fax number

Reference number

YOUR REQUEST HAS BEEN

Approved

Denied

² Regulation 8 of PAIA.



Because



YOU REQUESTED

Personal inspection of the record at our registered address (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in electronic or machine-readable form)	
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Please take these steps:

1. Make an appointment to inspect the record.
2. Bring this form with you.

Accessing a record this way is free. However, if you need copies of the information, you will be charged the appropriate fees as set out in Annexure B.

OR

YOU REQUESTED

A printed copy of a record (including copies of any virtual images, transcriptions and information held on a computer or in an electronic or machine-readable form.)	
Written or printed transcription of virtual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed)	
Copy of record on a flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	



YOU ASKED TO ACCESS THE RECORD AS FOLLOWS

Postal services to a postal address	
Postal services to a street address	
Fax information in written or printed format (including transcriptions)	
E-mail information (including soundtracks if possible)	
Preferred language	

FEES PAYABLE WITH REGARDS TO YOUR REQUEST

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Copy of Guide	R3.90		
Photocopy	R3.90		
Printed copy	R4.80		
Copy in a computer-readable form on:			
a) Flash drive	a) R0.00		
b) Compact disc	b) 56.00		
Transcription of visual images	Service to be outsourced. Will depend		
Copy of visual images	on quotation from		



Transcription of an audio record	service provider.		
Copy of an audio record	R56.00		
Postage	Actual cost		
TOTAL:			

DEPOSIT PAYABLE

If the search exceeds six hours.

How many hours did the search take?	
What is the deposit payable? (Calculated as a third of the total amount per request)	

OUR BANK DETAILS

Bank

Account holder

Type of account

Account number

Branch code

Reference number

Proof of payment address



Date _____ Signed at _____

Information Regulator/Information Officer