

CARBON AND PROCESSING TECHNOLOGIES PROPRIETARY LIMITED

Registration Number 1992/002909/07

MANUAL in terms of

The Promotion of Access to Information Act 2/2000

(the "ACT")

Date of Compilation 25th December 2011

Date last updated ...12th November 2015

INDEX

- 1. Introduction**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Legislation**
- 5. Access To Records and Availability**
- 6. Form of Request**
- 7. Prescribed Fees**

1. INTRODUCTION

The company conducts business as a manufacturing company.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors:	Mr. N G Vontas Mr. R L Rainier Mr I Maclean
Postal Address:	31 8 th Street Houghton 2198
Street Address	31 8 th Street Houghton 2198
Telephone Number:	011 442 4944

Fax Number: 011 442 4943

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, 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.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website:

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 71 of 2008	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
13	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
14	No 9 of 1999	Skills Development Act

4. APPLICABLE LEGISLATION

5. ACCESS TO RECORDS AND AVAILABILITY

<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.bonatla.com
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts 	Proprietary (Pty Ltd) - Not required to disclose. Not available.
Marketing	<ul style="list-style-type: none"> Market Information 	Limited Information available on

- Public Customer Information: web site. (see above)
 - Product Brochures
 - Owner Manuals
- Field Records
- Performance Records
- Product Sales Records
- Marketing Strategies
- Customer Database
- Dealer Franchise Documents

6. FORM OF REQUEST

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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to the Company Secretary.
- 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

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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>



R L Rainier

