



The Stellenbosch Nanofiber Company (Pty) Ltd

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PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

OWNERSHIP

This manual is owned by The Stellenbosch Nanofiber Company (Pty) Ltd (“the Company”) who hereby confirms the adoption of this manual that will be effective on 1 July 2021.

INSTRUCTIONS

In terms of Section 51 of the Promotion of Access to Information Act (Act 2 of 2000) all private bodies (i.e., any natural or juristic person who carries on any trade, business or profession) must;

- Compile a manual conforming to the prescribed requirements as per Company’s Section 51 Access to Information Manual.
- Acknowledge the Company’s ownership of this manual through a designated key individual.
- Appoint an Information Officer - the Information Officer will inter alia be responsible to assess and facilitate requests for information and to liaise with any person requesting access to private information.
- Add or delete the type of records held by the Company as indicated within Annexure A (i.e., only list relevant records of information).
- Indicate records which are freely available without having to submit a formal request to access information in terms of the Act within Annexure B (if any).
- Add legislation which may be applicable to the Company and/or delete legislation which is not applicable to the Company listed below.
- E-mail a copy of the completed manual to paia@sahrc.org.za.
- Retain a hardcopy of the completed manual on the Company's compliance file and upload the manual to the Company’s website, if South African based.
- Allow the manual to be accessible for public inspection purposes.
- A person who wishes to access information held by the Company may do so by completing Annexure C.
- The Company can refer to the manual whenever a person requests access to private information.
- This manual must be read and understood in conjunction with the Promotion of Access to Information Act.
- This manual must be reviewed and updated if / when required.

INTRODUCTION

The Promotion of Access to Information Act, 2000, PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately held information is required to exercise a right or to protect a right.

PAIA, provides that a person requesting information must be given access to any record of a private body, if that record is required for the exercise or the protection of a right. However, such a request must comply with the procedural requirements laid down by the Act.

This manual is compiled in accordance with Section 51 of PAIA and contains the following provisions:

- The Company's postal address, street address, phone and fax number and e-mail address.
- A short description of the guidance document on the application of the Promotion of Information Act and the process to be followed in order to obtain a copy of this guide (compiled by the Human Rights Commission in terms of section 10 of the Act).
- A description of the typology of records held by the Company (i.e., various information subjects held on each category type). See Annexure A.
- A description of records which are freely available without having to submit a formal request to access information in terms of the Act. See Annexure B.
- The process to be followed in order to access information held by the Company. See Annexure C.
- A description of the Company's information which is available in accordance with any other legislation.

COMPANY CONTACT DETAILS

Phone Number: +27 (0)21 035 0446
E-mail address: info@sncfibers.com
Postal Address: 7 Marconi Road, Montague Gardens; 7441
Physical Address: 7 Marconi Road, Montague Gardens; 7441

GUIDE ON THE PROMOTION OF ACCESS TO INFORMATION ACT (SECTION 10 GUIDE)

The guidance document on the application of the Promotion of Access to Information Act has been compiled by the South African Human Rights Commission. The guidance document has been developed in order to assist people to access records and to exercise their right to information. The guide is available in all South African official languages free of charge, and any person may request a copy of the guide. A copy of the guide may be obtained by contacting the South African Human Rights Commission at:

The South African Human Rights Commission;
PAIA Unit; The Research and Documentation Department;
Private Bag 2700; Houghton; 2041
Telephone: 011 877 3600
E-mail: paia@sahrc.org.za
Website: www.sahrc.org.za

PROCEDURE FOR OBTAINING ACCESS TO INFORMATION

Any person who wishes to request any information held by the Company in order to protect or exercise a right may contact the Company's Deputy information officer at the above contact details. A request for access to information must be made in the prescribed form to the information officer indicated above. See Annexure C for the prescribed form.

All required text fields on the annexed "Request for Information Form" must be completed in full and in a legible form. The form (as well as any additional pages attached thereto) must be signed by the person submitting the form.

Once the "Request for Information Form" has been submitted, the information officer will notify the person who submitted the request of the prescribed fee (if any) payable before further processing the request.

A standard fee of R50 will be charged for access to any records. If the request is granted, the person who submitted the request will be accordingly notified and a further fee will be payable. The additional fee would be for the reproduction, preparation and time reasonably required to search for and prepare the disclosure. The person who submitted the request may lodge an application to court against the tender or payment of the fee.

An individual seeking access to a record containing their own personal information will not necessarily be charged a request fee based on the detail of the request. A person submitting the request must:

- Indicate the identity of the person seeking access to the information
- Provide sufficient particulars to enable the information officer to identify the information requested
- Specify the format in which the information is required
- Indicate the contact details of the person requiring the information
- Indicate the right to be exercised and/or to be protected, and specify the reasons why the information required will enable the person to protect and/or exercise the right
- Where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed
- If the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so

TYPE OF RECORDS HELD BY THE COMPANY

Requests for access to documents held by the Company will be in accordance with the Act. The type of records available to the person requesting the information are listed in Annexure A.

A description of records which are freely available without having to submit a formal request to access information in terms of the Act are listed in Annexure B.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The person requiring the information may also request information which is available in terms of any relevant South African legislation.

GROUNDINGS FOR REFUSAL OF ACCESS TO RECORDS

The Promotion of Access to Information Act provides a number of grounds on which a request for access to information must be refused. These grounds mainly concern instances where the privacy and interests of other individuals are protected, where such records are already otherwise publicly available, instances where public interest are not served, the mandatory protection of commercial information of a third party, as well as the mandatory protection of certain confidential information of a third party. A complete list of the grounds for refusal are indicated within Chapter 4 of the Act.

RECORDS NOT FOUND OR NON-EXISTENT

If the Company has searched for a record and believes that it either does not exist or cannot be found, the Company will notify the requester by way of an affidavit or affirmation that it is not possible to provide access to the requested record due to its inability to locate it. The company will also provide the requester with details on the steps that were taken to try to locate the record and will confirm to the requester that, if at a later stage the record is located, the company will grant the requester access, provided that access is not prohibited in terms of Chapter 4 of Part 3 of the Act.

MANUAL AVAILABILITY

The manual is available for inspection at the Company's office free of charge. Copies of this manual are also available at the South African Human Rights Commission.

ANNEXURE A: RECORD TYPOLOGY

SNC is very concerned about protecting the confidential information of the Company and all its stakeholders.

SNC maintains records on the below mentioned categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honored. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and will only be made available once confirmed that the request does not put the Company or its stakeholders at risk.

The Company may refuse to provide information if it contains trade secrets, any financial, commercial, scientific etc. info that can, if shared, cause harm to the commercial / financial interests of the Company or impact contractual negotiations etc. (Refer to PAIA Section 68)

The type of records available to the person requesting the information are listed, but not limited to,:

- Administrative Records,
- Legislative Records,
- Operational Records,
- Human Resources Records (e.g. internal Policies and Procedures)
- Financial Records (only when requested by and relating to an employee e.g. a payslip; or requested by and relating to a service provider e.g. an Invoice)
- Other Parties info (e.g. Service level agreements, correspondence etc. requested by the party itself) etc.

ANNEXURE B: AUTOMATICALLY AVAILABLE RECORDS

Additional records are automatically available on our website.

ANNEXURE C: REQUEST FOR INFORMATION FORM

PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION

Full Names & Surname: _____
Identification Number: _____
Phone Number: _____
E-mail address: _____
Postal Address: _____
Physical Address: _____

PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

Only complete this section if a request for information is made on behalf of another person:

Full Names & Surname: _____
Identification Number: _____

PARTICULARS OF REQUESTED INFORMATION

Provide full particulars of the information to which access is requested. If the provided space is inadequate, please continue on a separate page and attach it to this form. (Please sign all additional pages). Full Description:

FORMAT IN WHICH INFORMATION IS REQUIRED

Indicate the format in which the information requested is required. Please note that the request for access in the specified format may depend on the format in which the record is available. Access in the requested format may be refused under certain circumstances. Specify Format:

RIGHT TO BE EXERCISED OR PROTECTED

Indicate the right that is to be exercised and/or protected and why the information is required to protect and/or to exercise this right. Specify Right & Reason:

NOTIFICATION

You will be notified by e-mail and/or post whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars. Alternative method of Notification:

Signed at: _____ **on this** _____ **day of** _____ **20** _____

Signature of person submitting the request