Donaldson Filtration Systems (Pty) Ltd
Reg no 1965/008167/07
Kinghall Avenue, Epping Industria, 2,
Cape Town, 7460
P.O. Box 149, Eppindust, 7475

DFSPL POLICY

TITLE : MANUAL REQUIRED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("ACT")

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Page: Page 1 of 7

INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, No.2 of 2000 ("the Act"). The Act gives effect to the provisions of Section 32(1)(h) of the Constitution of the Republic of South Africa, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act. Donaldson Filtration Systems (Pty) Ltd is a private company as defined in the Companies Act No. 71 of 2008. It is a private body as defined by the Companies Act, No. 71 of 2008.

1. CONTACT DETAILS

1.1	Head of the Body	:	Mr Robert Morris Simpson
1.2	Registration Number	:	1965/008167/07
1.3	Street Address	:	4 Lake Road, Longmeadow Ext 8, Modderfontein, Gauteng
1.4	Postal Address	:	P O Box 11548, Randhart, 1457
1.5	Telephone Number	:	(011) 997-6000
1.6	Facsimile Number	:	(011) 608-0021
1.7	E-mail address of the Head of the Body	:	Robert.simpson@donaldson.com

2. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission has issued a guide to the Act to assist people to exercise their rights under the Act. The Human Rights Commission may be contacted at:

Address:	Private Bag 2700 Houghton, 2041
Telephone:	(011) 877 3803
Facsimile:	(011) 403 6025
Website:	www.sahrc.org.za
Email:	paia@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

On payment of the prescribed fee the following records are available for inspection:

3.1 Companies Act No. 71 of 2008

3.1.1 Memorandum of Incorporation
3.1.2 Certificate of Incorporation
3.1.3 Minutes of Directors and Executive Management Meetings
3.1.4 Financial Records supporting the financial performance of the company

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3.1.5 Annual Financial Statements of the company
3.1.6 Share register

3.2 Employment Equity Act No. 55 of 1998

3.2.1 Employment Equity Plan

3.3 Labour Relations Act No. 66 of 1995

3.3.1 Financial status of the company
3.3.2 Access to personal records (no fee is payable to access these records)
3.3.3 Job evaluations

3.4 Occupational Health & Safety Act No. 85 of 1993 – as amended (2008)

3.4.1 Health and Safety policies and procedures

3.5 Skills Development Act No. 97 of 1998

3.5.1 Skills Development Plans

3.6. In terms of Section 51(1)(d) of the Act, Donaldson Filtration Systems (Pty) Ltd also keeps records in terms of the following legislation:

3.6.1 Basic Conditions of Employment Act, No.75 of 1997
3.6.2 Compensation for Occupational Injuries and Health Diseases Act, No. 130 of 1993
3.6.3 Unemployment Insurance Act, No. 63 of 2001
3.6.4 Income Tax Act, No. 58 of 1962
3.6.5 Value Added Tax Act, No.89 of 1991

4. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO COMPANY RECORDS

4.1 The request must be made to the person specified in (1.1) above at the contact details specified in (1.) above;
4.2 Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulation thereto. A copy of the prescribed form in terms of the Act, is attached hereto, marked form C.
4.3 The requester must provide sufficient detail on the request form to enable the head of the body to identify the record and the requester. The requester must also indicate what form of access is required;
4.4 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;

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4.5 If a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Head of the Body;

4.6 The Head of the Body must notify the requester by notice, requiring the requester to pay the prescribed fee of R 50 (fifty rand) before further processing the request. **No prescribed fee is payable if the requester is requesting his or her personal information;**

4.7 The Head of the Body will make a decision whether to grant the request or not and notify the requester in the required form;

4.8 If the request is granted then a further access fee of R50 (fifty rand) must be paid for the search, reproduction and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. AVAILABILITY OF THE MANUAL

The manual is available for inspection free of charge at the company's premises in Kinghall Avenue, Epping Industria 2, Cape Town and 4 Lake Road, Longmeadow Ext 8, Modderfontein, Gauteng. A copy is also available from the Human Rights Commission (refer 2 above).

6. DESCRIPTION OF RECORDS HELD BY THE BODY

On payment of the prescribed fees and subsequent approval of the Head of the company the following records are available for inspection:

6.1 Human Resources

6.1.1 Recruitment policies & procedures
6.1.2 Employment contracts
6.1.3 Remuneration records & policies
6.1.4 Job evaluations / grading
6.1.5 Minutes of Skills Development Committee
6.1.6 Minutes of meetings held with Union representatives
6.1.7 Employment Equity Plans
6.1.8 Skills Development Plans

6.2 Accounting Records

6.2.1 Cash books, receipt records, payment records & bank reconciliation statements
6.2.2 Investment accounts
6.2.3 General ledgers & sub ledgers
6.2.4 Trial balances
6.2.5 Annual financial statements & reports & monthly management accounts
6.2.6 Financial policies & procedures
6.2.7 Audit reports
6.2.8 Business plan / budgets
6.2.9 Expense payments & records

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6.2.10 Income records

6.3 Operations

6.3.1 Product records including product range & product description
6.3.2 Production records & costings
6.3.3 Sales records
6.3.4 Customer listings information, discounts, delivery documentation, sales documentation & credit notes
6.3.5 Supplier listings information, discounts, delivery documentation, procurement documentation & credit notes

6.4 Administrative

6.4.1 Minutes & resolutions of directors & executive management meetings
6.4.2 Memorandum of Incorporation
6.4.3 Taxation registration & approval records & annual taxation returns
6.4.4 Business & operating licenses
6.4.5 Health & Safety policies & procedures

AUTHORISED: _____ **MANAGING DIRECTOR**

DATE: 18/06/2015

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FORM C

REQUEST FOR ACCESS TO RECORD OF 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 the record

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

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.

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1 Description of record or relevant part of the record:

2 Reference number, if available:

3 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 of* 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 for 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

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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..... day of .....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

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