



ZANOGEN

Industrial Knives & Blades

Director: C. Hains

Country of Origin: South Africa

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CO Reg No: 1999/020194/07

Cape Town

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Unit 52, Block A, Gold Street, Northgate
Business Park, Brooklyn, Cape Town

(near the Koeberg Interchange)

VAT Reg No: 4810110017

Registration Number of Company:

1999/020194/07

W FEARNEHOUGH AFRICA (PTY) LTD

T/A

ZANOGEN

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

1. INTRODUCTION

W FEARNEHOUGH AFRICA (Pty) Limited trading as ZANOGEN conducts business as a manufacturing company. We manufacture, recondition and sharpen industrial knives and blades to local and international customers.

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

Director: Mrs. Caireen Hains (Managing Director)

Postal Address: P.O. Box 11117, Rynfield, 1514

Street Address: 145 Pittsburg Street, Apex Industrial Sites, Benoni, 1501

Telephone Number: 011 421 9361

Fax Number: 011 422 1013

Email: caireenh@zanogen.co.za

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

3.1 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.

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 of the Act.

3.3 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)).

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No 89 of 1991	Value Added Tax Act
5	No 30 of 1996	Unemployment Insurance Act
6	No 9 of 1999	Skills Development Act
7	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
8	No 75 of 1997	Basic Conditions of Employment Act

5. Schedule of Records (Section 51 (1) (d))

Companies Act Records:

- Documents of incorporation
- Memorandum and Articles of Association
- Minute of Board of Director meetings
- Records relating to the appointment of directors
- Share register and other statutory registers

Financial Records:

- Annual Financial Statements
- Tax returns
- Accounting records
- Bank records (Statements, EFT records, etc)
- Asset register
- Rental agreements
- Invoices

Income Tax Returns:

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT returns
- UI Fans SDL returns
- Workmen's compensation

Personal Documents and Records:

- Employment contracts
- Medical Aid records
- Provident and Pension fund records
- Disciplinary records
- Salary records
- Leave records
- Training records
- Training manuals

NOTE: It is recorded that the accessibility of the documents may be subject to the grounds of refusal as set out hereafter in this Manual.

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

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form (Form C Attached), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za and submit this form together with the prescribed fee to the head of the private body.
- 6.2** Address your request to the Head of the Company (MD).
- 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 (Section 51 (1) (f))

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.

8. GROUND OF REFUSAL

The grounds for W Fearnough Africa (Pty) Ltd to refuse a request for information, but not necessarily limited to, are: detailed in Chapter 4 Clauses 62 to 69 inclusive of the Act.

9. REMEDIES AVAILABLE IF A REQUEST FOR INFORMATION IS REFUSED

As W Fearnough Africa (Pty) Ltd does not have an internal appeal procedure. As such, the decision made is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and/or the requester is not satisfied with answer/s supplied by W Fearnough Africa (Pty) Ltd.

A requester or third party that is dissatisfied with W Fearnough Africa (Pty) Ltd refusal to disclose information may within 30 (thirty) days of notification of the decision, apply to a relevant Court for relief.

10. AVAILABILITY OF THIS MANUAL

A copy of this S51 Manual is available for inspection at W Fearnough Africa (Pty) Ltd offices at the physical address listed above or at the SAHRC at their address as stated above.



C HAINS
MANAGING DIRECTOR