



GILBARCO AFS (PTY) LTD

REGISTRATION NUMBER OF COMPANY:

1995/005540/07
A Private Body

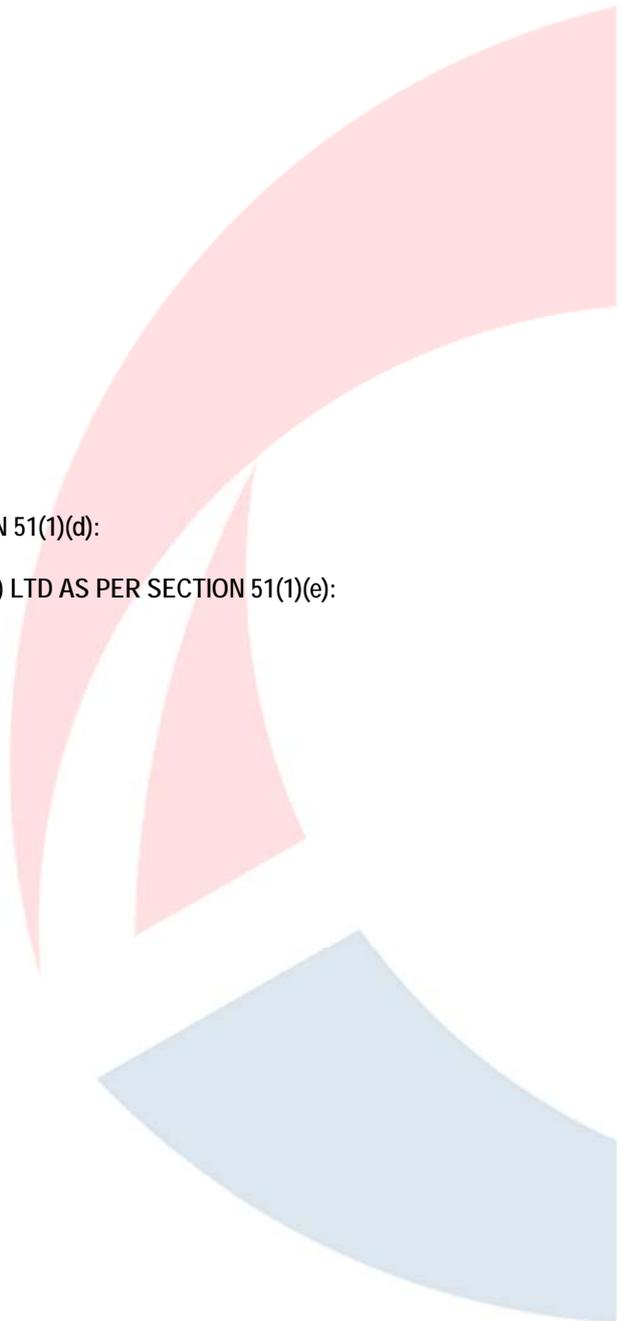
MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000

DATE OF COMPILATION: 23/08/2017

Reg. No: 1995/05540/07 | VAT No: 4320153135 | Directors: Mkhusele Richman Faku (Chairman), Anthony Charles Warriner (Chief Executive Officer), Mphariseni Peter Mudogwa, Dr Nompumelelo Pearl - Petrina Siswana, Trevor Sinkinson, Alma Moses

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1. INTRODUCTION

This Manual has been prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000. The aim of the Manual is to assist potential requesters in requesting access to information (documents and records) from Gilbarco AFS (Pty) Ltd as contemplated in the Act.

The manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the manual will be published and distributed in accordance with the Act. A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this manual. The definitions provided in this Manual are solely for this Manual and are not to be taken as applicable to the Act.

2. DEFINITIONS

The following words or expressions will bear the following meanings in this Manual –

"**the Act**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;

"**Gilbarco AFS**" means Gilbarco AFS (Pty) Ltd (registration number 1995/005540/07), a private company that specialises in Fuel and Fleet Management solution, services and products.

"**Correspondence**" means written and electronic communication exchanged between two or more parties;

"**Employee**" means any person who works for, or provides services to, or on behalf of Gilbarco AFS, and receives or is entitled to receive remuneration;

"**Information Officer**" means the head of the body or any of the designated information officers described in this Manual;

"**Manual**" means this manual, together with all annexures thereto as amended and made available at the offices of Gilbarco AFS from time to time;

"**Requester**" means any person or entity requesting access to a record that is under the control of Gilbarco AFS; and

"**SAHRC**" means the South African Human Rights Commission.

3. SCOPE OF THIS MANUAL

This Manual has been prepared in respect of the South African entities that are listed below –
Gilbarco AFS (Pty) td - Registration Number 1995/005540/07

4. HOW TO USE THE ACT TO ACCESS INFORMATION

(Information provided in terms of section 51(1)(b) of the Act)

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 in terms of the Act, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, and at the prescribed fees. A guide on how to use the Act has been compiled by the SAHRC in terms of section 10 of the Act and is available on the SAHRC website (www.sahrc.org.za). Any queries should be directed to –

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Postal Address: Private Bag 2700 Houghton 2041 South Africa
T: +27 (0)11 877 3600
F: +27 (0)11 403 0625
E: paia@sahrc.org.za
W: www.sahrc.org.za

5. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Head of Business: Wikus Mering

Position: Financial Director; Sub-Saharan Africa

Postal Address: PO Box 66375, Broadway, 2020

Street Address: Bruma Boulevard, Gilbarco AFS House, 20 Zulberg Close, Bruma, 2020

Phone Number: +27 11 856 3600

Fax Number: +27 11 616 0901

Email Address: info@gilbarcoafs.co.za

Website: www.gilbarcoafs.com

Directors: Nompumelelo Pearl-Petrina Siswana, Alma Karen Moses, Sinkinson, Trevor Mark Sinkinson, Mpariseni Peter Mudogwa, Anthony Charles Warrener, Mkhusele Richman Faku.

6. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, Corner of York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

7. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

8. INFORMATION FREELY AVAILABLE FROM GILBARCO AFS

No notice has been published in terms of section 52. However, certain information is freely available at Gilbarco AFS' offices or the website www.gilbarcoafs.com. This information consists of advertising, marketing material, brochures and other product-related documentation such as Product Data and Specification Sheets.

9. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION AS PER SECTION 51(1)(d):

Records are kept in accordance with legislation applicable to Gilbarco AFS, which includes, but is not limited to the following:

- > Basic Conditions of Employment Act 75 of 1997
- > Compensation for Occupational Injuries and Disease Act 130 of 1993
- > Companies Act No. 61 of 1973 (repealed)
- > Companies Act No. 71 of 2008
- > Constitution of The Republic of South Africa Act
- > Consumer Protection Act No. 68 of 2008
- > Customs and Excise Act No. 91 of 1964
- > Employment Equity Act No. 55 of 1998
- > Electronic Communications and Transmissions Act No. 25 of 2002
- > Financial Advisory and Intermediary Services Act 37 of 2002
- > Financial Intelligence Centre Act No. 38 of 2001
- > Hazardous Substances Act No. 15 of 1973
- > Income Tax Act 58 of 1962
- > Intellectual Property Laws Amendments Act No. 38 of 1997
- > Labour Relations Act No. 66 of 1995
- > National Credit Act, No. 34 of 2005
- > Occupational Health and Safety Act 85 of 1993
- > Promotion of Access to Information ACT No. 2 of 2000

- > Protection of Personal Information Act
- > Skills Development Levies Act No. 9 of 1999
- > Skills Development Act No. 97 of 1998
- > Trade Marks Act 194 1993
- > Trade Metrology Act No. 77 of 1973
- > Unemployment Insurance Act No. 63 of 2001
- > Unemployment Contributions Act No. 4 of 2002
- > Value Added Tax Act 89 of 1991

Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of the Act.

10. SUBJECTS AND CATEGORIES OF RECORDS HELD BY GILBARCO AFS (PTY) LTD AS PER SECTION 51(1)(e):

This section of the Manual sets out the categories and descriptions of records held by Gilbarco AFS. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under the Act. Certain grounds of refusal as set out in the Act may be applicable to a request for such records

a. COMPANIES ACT RECORDS

- > Documents of Incorporation
- > Memorandum and Articles of Association
- > Minutes of Board of Directors Meetings
- > Records Relating to The Appointment of Directors/ Auditor/ Secretary/ Public Officer and Other Officers
- > Share Register and Other Statutory Registers

b. FINANCIAL RECORDS

- > Annual Financial Statements
- > Tax Returns
- > Accounting Records
- > Internal Financial Reports
- > Audit Reports
- > Supplier Records
- > Customer Records
- > Production Records
- > Fixed Assets Registers
- > Banking Records
- > Inventory Records
- > Sales Records
- > Documents Supporting Payments and Receipts

c. INCOME TAX RECORDS

- > PAYE Records
- > Documents Issued to Employees for Income Tax Purposes
- > Records of Payments Made to SARS On Behalf of Employees
- > All Other Statutory Compliances:
 - o VAT
 - o Regional Services Levies
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

d. PERSONNEL DOCUMENTS AND RECORDS

- > Personnel Records
- > Contracts Of Employment

- > Records Relating To Conditions Of Employment
 - > Remuneration Records
 - > Disciplinary Records
 - > Disciplinary Code
 - > Employment Equity Plan
 - > Provident And Medical Aid Fund Records
 - > Salary Records
 - > Training Records
 - > Training Manuals
 - > Employee Tax Information
 - > Training Records
 - > Leave Records
 - > Staff Appraisal Records
 - > Internal Policies, Standards And Procedures
 - > OSHAS AND HSSE Records
 - > SETA Records
- e. MARKETING RECORDS
- > Market Information
 - > Public Customer Information
 - > Product Brochures
 - > Field Records
 - > Performance Records
 - > Product Sales Records
 - > Marketing Strategies
 - > Customer Databases
- f. CUSTOMER RECORDS
- > Agreements with Customers
 - > Correspondence with Customers
 - > Credit Vetting Information
 - > Credit Information and Other Research Conducted in Respect of Customers
- g. SUPPLIER AND DISTRIBUTOR RECORDS
- > Agreements with Suppliers and Distributors
 - > Correspondence with Suppliers and Distributors
 - > Supplier and Distributor Evaluation Records
- h. INTELLECTUAL PROPERTY
- > Patents and Trade-Marks
 - > Software Licenses
- i. MISCELLANEOUS
- > Internal Correspondence
 - > Marketing Agreements
 - > Insurance Policies and Related Records
 - > Health, Safety and Environmental Records
 - > Product Records
 - > Advertising Brochures and Other Material
 - > Rental and Lease Agreements

11. REQUEST PROCEDURES

Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of the Act.

a. FORM OF REQUEST

The Requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer at the address, fax number or electronic mail address of the body concerned [See s 53(1) of the Act]. The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed [See s 53(2)(a) and (b) and (c) and (e) of the Act].

The Requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [See s 53(2)(d) of the Act]. If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of the private body [See s 53(2)(f) of the Act].

b. FEES

A Requester who seeks access to a record containing personal information about that Requester is not required to pay the request fee. Every other Requester, who is not a personal Requester, must pay the required request fee. The Information Officer must by notice require the Requester (other than a personal Requester) to pay the prescribed request fee (if any) before further processing the request [See s 54(1) of the Act].

The fee that the Requester must pay to a private body is determined by the Act. The Requester may lodge an application to the court against the tender or payment of the request fee [See s 54(3)(b) of the Act].

c. DECISION ON REQUEST

After the Information Officer has made a decision on the request, the Requester will be notified using the required form. If the request is granted then a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure [See s 54(6) of the Act].

12. OTHER INFORMATION HELD BY GILBARCO AFS AS PRESCRIBED

(Other information as may be prescribed under section 51(1)(f)) The Minister of Justice and Constitutional Development has not made any regulations regarding disclosure of other information.

13. AVAILABILITY OF THE MANUAL

(Availability of Manual under section 51(3)) This Manual is available for inspection by the public upon request, during office hours and free of charge, at the offices of Gilbarco AFS. Copies of the Manual may be made, subject to the prescribed fees. Copies may also be requested from the South African Human Rights Commission. The Manual is also posted on Gilbarco AFS' website referred to above.

14. PRESCRIBED FORMS AND FEE STRUCTURE

(Prescribed forms and fee structure in respect of private bodies section 53 and 54 of the Act) The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section as well as the SAHRC website (www.sahrc.org.za).

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 THE PRIVATE BODY

The Head:

B. PARTICULARS OF THE PERSON REQUESTING ACCESS TO THE RECORD

- | | |
|-----|---|
| (a) | The name 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 THE PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

D. PARTICULARS OF THE 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. |
| c. | 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 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 <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| b. | You will be <i>notified of</i> the amount required to be paid as the request fee. |
| c. | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| d. | If you qualify for exemption <i>of</i> the payment <i>of</i> 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
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.	

If you are prevented by a disability to read, view or listen to the record in the form of access

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. PARTICULARS OF THE 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 of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF THE REQUEST IS MADE