

Information manual in terms of section 51 of the Promotion of Access to Information Act 2 of 2002 (“the Act”)

1. Information required under section 51(1)(a) of the Act

Isegen is the sole producer of Anhydrides and Plasticisers in Africa and a world leader in the manufacture of Food Acidulants.

Postal address: PO Box 26127
Isipingo Beach
4115
South Africa

Street address: SAPREF Park
284 Refinery Road
Isipingo
4110

Telephone number: +27 (0) 31 913 3200

Fax number: +27 (0) 31 902 5636

E-mail address: info@isegen.co.za

Managing Director: Grant Fowlds

2. Guide on how to use the Act

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 of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission:

Human Rights Commission PAIA Unit
29 Princess of Wales Terrace
cnr York and St. Andrews Street
Parktown

www.sahrc.org.za

3. The latest notice in terms of section 52(2)

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.

4. Records available in terms of other legislation

Records available in terms of other legislation are as follows:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998

- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

5. Subjects and categories of records held

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
- Banking Records
- Bank Statements
 - Paid Cheques
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

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:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

d) Personnel documents and records

- Employment contracts
- Employment Equity Plan
- Medical Aid records

- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training manuals

6. How to make a request for access to information

- The requester must complete the attached form and submit this form together with a request fee, to the Managing Director of Isegen.
- The form must be submitted to the Managing Director at the address, fax number, or e-mail address specified in section 1 of this manual,
- The form must:
 - provide sufficient particulars to allow the Managing Director of Isegen to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester 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,
 - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

REQUEST FORM

A. Particulars of Isegen South Africa (Pty) Ltd

Managing Director: Grant Fowlds
Postal address: PO Box 26127
Isipingo Beach
4115
South Africa
Telephone number: +27 (0) 31 913 3200
Fax number: +27 (0) 31 902 5636
E-mail address: info@isegen.co.za

B. Particulars of person requesting access to the record

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

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 the 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:
- 2. If the 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 the record consists of recorded words or information which can be reproduced in sound:
 - Listen to the soundtrack (audio cassette):
 - Transcription of the soundtrack (written or printed document):
- 4. If the record is held on computer or in an electronic or machine-readable form:
 - Printed copy of the record:
 - Printed copy of information derived from the record:
 - Copy in computer readable form (CD):

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.

Indicate which right is to be exercised or protected: _____

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 _____ on this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE