



PAIA MANUAL

of

**STEEL AND ENGINEERING INDUSTRY FEDERATION OF SOUTHERN AFRICA
(SEIFSA)**

Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000
(as amended)

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SECTION 51 INFORMATION MANUAL

1. INTRODUCTION

- 1.1 Steel and Engineering Industry Federation of Southern Africa, registration number 1949/03221/08 ("**Company**"), promote sustainable metals and engineering industries to ensure that they are strategically positioned for innovations and growth in the interests of a prospering South Africa.

Mission

To be Southern Africa's most respected advocate for the metals and engineering industries in order to create innovative businesses positioned for growth and working in partnership with all stakeholders in the interests of Southern Africa. To foster mutually-beneficial relationships between employers and labour in the industries and to help members develop their human capital to realise their full capital.

The Company's role and vision is to:

- 1.1. Embrace, value and leverage diversity;
- 1.2. To take responsibility for its actions, and treat its assets with respect;
- 1.3. To always strive to improve its performance and innovate new products and services.

Capitalised terms not otherwise defined in this section 51 information manual ("**Information Manual**") shall have the meaning ascribed to them in the Act.

2. CONTACT DETAILS

- 2.1 The Company has authorised the CEO, Lucio Trentini ("**Information Officer**") to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2000 ("**Act**").
- 2.2 Any Request for Access must be made to the Information Officer at the contact details below:
- (a) Physical Address: 6th Floor, Metal Industries House, 42 Anderson Street, Marshalltown, Johannesburg, 2001
 - (b) Postal Address: PO Box 1338, Johannesburg, 2000
 - (c) Telephone: +27 (0) 11 298 9400
 - (d) Email: info@seifsa.co.za
 - (e) Website: https://www.seifsa.co.za/

3. THE ACT AND SECTION 10 GUIDE

- 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 tariffs 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 (“**SAHRC**”), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 3.4. The contact details of the PAIA Unit of the SAHRC are:
 - (a) Postal Address: Private Bag 2700, Houghton, 2041
 - (b) Telephone: +27 (0) 11 877 3600
 - (c) Email: paia@sahrc.org.za
 - (d) Website: www.sahrc.org.za.
- 3.5. The contact details of the regulatory body (the Information Regulator) are:
 - (a) Postal Address: PO Box 31533, Braamfontein, 2017
 - (b) Email: inforeg@justice.gov.za
 - (c) Website: www.justice.gov.za/inforeg/.

4. APPLICABLE LEGISLATION

- 4.1 The following legislation may apply to the Company:

No.	Act
1	Atmospheric Pollution Prevention Act 45 of 1965
2	Basic Conditions of Employment Act 75 of 1997
3	Broad Based Black Economic Empowerment Act 53 of 2003
4	Companies Act 71 of 2008
5	Compensation for Occupational Injuries and Diseases Act 130 of 1993
6	Constitution of the Republic of South Africa Act 108 of 1996
7	Copyright Act 98 of 1978
8	Customs and Excise Act 61 of 1964

9	Employment Equity Act 55 of 1998
10	Financial Intelligence Centre Act 38 of 2001
11	Hazardous Substances Act 15 of 1973
12	Income Tax Act 58 of 1962
13	Labour Relations Act 66 of 1995
14	National Credit Act 34 of 2005
15	National Environmental Management Act 107 of 1998
16	Occupational Health & Safety Act 85 of 1993
17	Pension Funds Act 24 of 1956
18	Prevention and Combating of Corrupt Activities Act 12 of 2004
19	Promotion of Access to Information Act 2 of 2000
20	Promotion of Equality and Prevention of Unfair Discrimination Act 52 of 2002
21	Protection of Personal Information Act 4 of 2013
22	Public Holidays Act 36 of 1994
23	Skills Development Act 97 of 1998
24	Skills Development Levies Act 9 of 1999
25	Value Added Tax Act 89 of 1991
26	Unemployment Contributions Act 4 of 2002
27	Unemployment Insurance Act 30 of 1966

5. VOLUNTARY DISCLOSURE

The Company has not published notices in terms of section 52 of the Act, however, certain information relating to the Company's services are freely available on its website.

6. SCHEDULE OF RECORDS HELD BY THE COMPANY

6.1 The following Company Records may be available upon

Request:

(a) Internal records

- (i) Company founding documents
- (ii) Statutory records
- (iii) Financial records
- (iv) Operational records
- (v) Intellectual property

- (vi) Marketing records
- (vii) Policies, procedures and standards

(b) **Personnel records**

- (i) Records provided to the Company by its personnel
- (ii) Records a third party has provided to the Company about its personnel
- (iii) Industrial and labour relations records
- (iv) Conditions of service and similar personnel-related records, such as remuneration records and salary surveys
- (v) Personnel guidelines, policies and procedures
- (vi) Performance appraisals
- (vii) Other internal records and correspondence

(c) **Customer records**

- (i) Contracts with customers and between customers and other persons
- (ii) Records a customer has provided to the Company
- (iii) Records a third party has provided to the Company either directly or indirectly
- (iv) Records created by the Company pertaining to the customer
- (v) Customer and supplier registries

(d) **Other party records**

- (i) Records kept in respect of other parties, and records kept by other parties that may belong to the Company.
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7. FORM OF REQUEST

- 7.1. The above schedule of Records does not imply that a Request for Access to such Records will be honoured and does not give rise to any rights (in contract or otherwise), other than in terms of the Act. All Requests for Access shall be evaluated on a case-by-case basis, and the Company reserves the right to refuse access to Records in accordance with the provisions of the Act.
- 7.2. Requests for Access to Records held by the Company must be made using the prescribed form, attached hereto as **Annexure A** for ease of reference.
- 7.3. Requests for Access to Records should be addressed to the Information Officer of the Company and must contain sufficient details to enable the Company to identify the:
- (a) Record(s) requested
 - (b) Requester (the Company will verify the identity or proof of authority, in the case of an agent)
 - (c) Form of access required
 - (d) Contact details of the Requester and the manner in which the Requester would like to be informed (i.e. post, email or telephone)
 - (e) Right which the Requester is seeking to exercise or protect and an explanation of the reason(s) the Record is required to exercise or protect that right.

8. AVAILABILITY OF THE INFORMATION MANUAL

The Information Manual is available for inspection at the offices of the Company. A copy can be obtained from the Company's website or physical address set out above, the SAHRC or the Information Regulator (as the case may be) at its address set out above. This Information Manual may be updated from time to time.

9. PRESCRIBED FEES

The Company may charge a request fee and an access fee for each Request for Access to Records (other than a personal Requester). The prescribed fees are available from the Department of Justice and Constitutional Development's website (<https://www.justice.gov.za/paia/paia-faq.htm>). Records may be withheld until the fees have been paid.

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REPUBLIC OF SOUTH AFRICA

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:
Telephone number: (.....) Fax number: (.....)

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.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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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:

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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 below, 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 for access 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 to 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 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
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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:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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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..... ofyear

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