

1969/009021/07



**EUROCELT PLASTICS (PTY) LIMITED T/A
EUROCELT PLASTICS
MANUAL
in terms of
Section 51 of
The Promotion of Access to Information Act
2/2000
(the "PAIA")**

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1. INTRODUCTION

Eurocelt Plastics (Pty) was established in 2012. The factory is based on the Kwazulu Natal South Coast and comprises of three business production elements; Injection Moulding, Polycop and HDPE Pipe extrusion and PVC Pipe extrusion. Over the years Eurocelt has invested extensively in moulds and tooling and boasts a comprehensive range of above ground (SV) and underground (UG) plumbing fittings and pipes. Eurocelt has adopted a philosophy of continuous improvement and as such continues to seek opportunities to improve quality and efficiency. As part of the quality implementation process a culture of continuous improvement has been fostered. Eurocelt has and will continue to seek certification in terms of ISO / SANS for it's range of products. Eurocelt is fortunate to have members of staff in both senior and junior structure's that have many years of accumulated service, product knowledge and are well familiar with the product range and processes.

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

Information Officer: Gordon Rootman
Telephone Number: 031 9166 849
Fax Number: 031 9166 851
Email Address: gordon@euromark.co.za
Website: www.euromark.co.za
Postal Address: P.O Box 552, Winklespruit, 4125
Physical Address: 197 Main Road, Lower Illovo, 4126

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 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

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

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	http://www.eurocelt.co.za/
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	Limited Information available on web site. (see above) Request in terms of PAIA. Not available

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

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Head of the Company (CEO).

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 (R100.00) 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.

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