

Nanotech Water Technologies (Pty) Ltd

**ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

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1. Purpose of the Manual in terms of PAIA

1.1. The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from *Nanotech Water Technologies (Pty) Ltd.*

2. Request for access to information

2.1. In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact the Information Officer, *Nanotech Water Technologies (Pty) Ltd.*, at the company offices as indicated below In terms of section 25(2) states that:

- (2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—
- (a) the access fee (if any) to be paid upon access;
 - (b) the form in which access will be given; and
 - (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.
- (3) If the request for access is refused, the notice in terms of subsection (1)(b) must—
- (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;
 - (b) exclude, from such reasons, any reference to the content of the record; and
 - (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- 3.1. Terms defined in the act shall have the meaning set out therein;
- 3.2. Reference to sections shall be a reference to sections in the Act

4. Background of Private Body

4.1. *Nanotech Water Technologies (Pty) Ltd* was established in 2015 with the main business of the company being *Water Purification and Filtration and Related.*

5. Organisation Details

- 5.1. **Name** *Nanotech Water Technologies (Pty) Ltd (Reg. No: 2015/101249/07)*
- 5.2. **Physical address** *37 Rabie Street Fontainebleau Randburg 2194*
- 5.3. **Postal address** *P O Box 1047 Wilgeheuwel Roodepoort 1736*
- 5.4. **Contact details** **T:** 0117921440 **F:** 0105933288
- 5.5. **Website**

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6. Details of the information officer

- 6.1. Name *Frederik Jacobus Fourie*
6.2. Email details *accounts@nanotechsa.co.za*

7. Section 51(1) (c)

7.1. In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- 7.1.1. for inspection
- 7.1.2. for purchase or copying from the private body; and
- 7.1.3. from the private body free of charge

8. Section 51(1) (d)

8.1. Information is available in terms of the following legislation, if and where applicable (*This list is by no means exhaustive, some acts might not apply to the relevant private body, and is intended to serve as a guide only*):

- 8.1.1. Administration of Estates Act 66 of 1965 and related Amendments
- 8.1.2. Arbitration Act 42 of 1965 and related Amendments
- 8.1.3. Basic Conditions of Employment No. 75 of 1997 and related Amendments
- 8.1.4. Close Corporations Act 69 of 1984 and related Amendments
- 8.1.5. Collective Investment Schemes Control Act 45 of 2002 and related Amendments
- 8.1.6. Companies Act No. 71 of 2008 and related Amendments
- 8.1.7. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993 and related Amendments
- 8.1.8. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988 and related Amendments
- 8.1.9. Consumer Protection Act 68 of 2008 and related Amendments
- 8.1.10. Copyright Act 98 of 1978 and related Amendments
- 8.1.11. Currency and Exchanges Act No. 9 of 1933 and related Amendments
- 8.1.12. Debtor Collectors Act No. 114 of 1998 and related Amendments
- 8.1.13. Electronic Communications and Transactions Act 25 of 2002 and related Amendments
- 8.1.14. Employment Equity Act No. 55 of 1998 and related Amendments
- 8.1.15. Finance Act 35 of 2000 and related Amendments
- 8.1.16. Financial Advisory and Intermediary Services Act 37 of 2002 and related Amendments
- 8.1.17. Financial Institutions (Protection of Funds) Act 28 of 2001 and related Amendments
- 8.1.18. Financial Intelligence Centre Act 38 of 2001 and related Amendments
- 8.1.19. Financial Relations Act 65 of 1976 and related Amendments
- 8.1.20. Financial Services Board Act 97 of 1990 and related Amendments
- 8.1.21. Financial Services Ombud Schemes Act 37 of 2004 and related Amendments
- 8.1.22. Harmful Business Practices Act 23 of 1999 and related Amendments

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- 8.1.23. Income Tax Act No. 95 of 1967 and related Amendments
- 8.1.24. Insolvency Act 24 of 1936 and related Amendments
- 8.1.25. Inspection of Financial Institutions Act 80 of 1998 and related Amendments
- 8.1.26. Intellectual Property Laws Amendments Act 38 of 1997 and related Amendments
- 8.1.27. Intellectual Property Laws Amendments Act No. 38 of 1997 and related Amendments
- 8.1.28. Labour Relations Act No. 66 of 1995 and related Amendments
- 8.1.29. Long Term Insurance Act 52 of 1998 and related Amendments
- 8.1.30. Medical Schemes Act 131 of 1998 and related Amendments
- 8.1.31. National Credit Act 34 of 2005 and related Amendments
- 8.1.32. National Road Traffic Act 93 of 1996 and related Amendments
- 8.1.33. Occupational Health & Safety Act No. 85 of 1993 and related Amendments
- 8.1.34. Pension Funds Act 24 of 1956 and related Amendments
- 8.1.35. Post Office Act 44 of 1958 and related Amendments
- 8.1.36. Promotion of Access to Information Act 2 of 2000 and related Amendments
- 8.1.37. Protection of Businesses Act 99 of 1978 and related Amendments
- 8.1.38. Protection of Personal Information Act No. 4 of 2013 and related Amendments
- 8.1.39. SA Reserve Bank Act 90 of 1989 and related Amendments
- 8.1.40. Short Term Insurance Act 53 of 1998 and related Amendments
- 8.1.41. Skills Development Act No. 97 of 1998 and related Amendments
- 8.1.42. Skills Development Levies Act No. 9 of 1999 and related Amendments
- 8.1.43. Tax on Retirement Funds Act 38 of 1996 and related Amendments
- 8.1.44. The Securities Services Act 36 of 2004 and related Amendments
- 8.1.45. Trade Marks Act 194 of 1993 and related Amendments
- 8.1.46. Unemployment Contributions Act No. 4 of 2002 and related Amendments
- 8.1.47. Unemployment Insurance Act No. 63 of 2001 and related Amendments
- 8.1.48. Value Added Tax Act No. 89 of 1991 and related Amendments

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9. Section 51(1) (e)

9.1. This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of the organisation utilised in the day to day running and of its administration, such as but not limited to *(This list is by no means exhaustive, and is intended to serve as a guide only)*:

9.1.1. Accounting records

- 9.1.1.1. Financial Records
- 9.1.1.2. Financial Transactions
- 9.1.1.3. Asset Register
- 9.1.1.4. Banking Records
- 9.1.1.5. Budgets
- 9.1.1.6. General Correspondence
- 9.1.1.7. Insurance Information
- 9.1.1.8. Internal Audit Records
- 9.1.1.9. Management Accounts
- 9.1.1.10. Purchase and Order Information
- 9.1.1.11. Stock Records
- 9.1.1.12. Tax Records (company & employee)

9.1.2. Information Technology

- 9.1.2.1. Website Information (If Applicable)

9.1.3. Intellectual Property

9.1.4. Personnel Records

- 9.1.4.1. As provided by employees.
- 9.1.4.2. Conditions of employment and employee and Related
- 9.1.4.3. Employment Contracts and Related
- 9.1.4.4. Employee Policies

9.1.5. Contractual records

- 9.1.5.1. Membership/Shareholders Agreements (If Applicable)
- 9.1.5.2. Agreements With Suppliers & Customers (If Applicable)

9.1.6. Statutory Company records

9.1.7. Client & Supplier Databases

9.1.8. Internal Phone lists

9.1.9. Administrative information

- 9.1.9.1. Policies / Manuals
- 9.1.9.2. Minutes of Meetings

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10. Requesting Procedure

10.1. Procedure

- 10.1.1. A person who wants access to the records must complete the necessary request form, as set out in **Annexure 1 - FORM FOR APPLICATION OF INFORMATION**, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.
- 10.1.2. The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information must be provided
- 10.1.3. In terms of section 63 of the Act, the head of *Nanotech Water Technologies (Pty) Ltd* must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.
- 10.1.4. Furthermore, the head of *Nanotech Water Technologies (Pty) Ltd* must refuse a request for access to a record of the Private Body if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of *Nanotech Water Technologies (Pty) Ltd*.
- 10.1.5. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by *Nanotech Water Technologies (Pty) Ltd*.
- 10.1.6. In accordance with the above mandatory refusal grounds, the Executive Director / Information Officer will make a decision whether to accede to a request for access to information. Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

10.2. Availability of the Manual

- 10.2.1. This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.
- 10.2.2. Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3. Fees

- 10.3.1. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:
- 10.3.1.1. The fee structure is available on the website of the **SOUTH AFRICAN HUMAN RIGHTS COMMISSION** at www.sahrc.org.za
- 10.3.1.2. A fee will be required by the head (contact person) before further processing of the request in terms of S54 of the Act



- 10.3.1.3. requester fee of **R50** should be paid, this amount will be refunded should the request for access be refused
- 10.3.1.4. portion of the access fee (not more than one third) may be required before the request is considered
- 10.3.1.5. The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act
- 10.3.1.6. The head may withhold a record until the requester has paid the applicable fees

10.4. Details of the South African Human Rights Commission

10.4.1. Any queries with regard to this manual should be directed to:

- 10.4.1.1. The South African Human Rights Commission; PAIA Unit
- 10.4.1.2. Research and Documentation Department
- 10.4.1.3. Private Bag 2700
- 10.4.1.4. Houghton
- 10.4.1.5. 2041
- 10.4.1.6. **Phone:** 011 484 8300
- 10.4.1.7. **Fax:** 011 484 0582
- 10.4.1.8. **Email:** PAIA@sarhc.org.za
- 10.4.1.9. **Website:** www.sahrc.org.za

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