

P.O. Box 15826 Emerald Hill Port Elizabeth, 6011

COOLING | HEATING | AIR QUALITY SOLUTIONS | ROBOTIC VACUUMS

Solenco South Africa CC

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Prepared in terms of section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) 2018-2019

SECTION 51 MANUAL

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

Business name: Solenco South Africa CC

Business registration number: 2001/057992/23

Postal Address of Solenco South Africa CC:

PO Box 15826, Emerald Hill, Port Elizabeth 6011

Street Address of Solenco South Africa CC:

Unit 4 Fairview Industrial Park, Leadwood Crescent, Fairview, Port Elizabeth, 6070

Initials and surname of head of Solenco South Africa CC:

Simon Brewer email: simon@solencosa.co.za;

Cell: 0836250462; fax: 086 606 8915

DESCRIPTION OF THE ACTIVITIES OF SOLENCO SOUTH AFRICA CC

Solenco South Africa brings the latest products to South Africa, to improve the environmental environment in which we live and work.

Solenco South Africa searches the world to bring the best technological advances in air quality control systems such as Dehumidifiers, Air Purifiers, Heaters, Humidifiers; Air Movement Products such as Fans and Air (Evaporative) Coolers and Cleaning Appliance such as Robotic Vacuum Cleaners.

Solenco South Africa has partnered with companies who are leaders in their respective fields and are the distribution agents for the Meaco range of Dehumidifiers and Fans, and Symphony for the Air Coolers.

Meaco is regarded as a major world player and is the leading award-winning UK design and manufacturing company for a variety of Dehumidifiers and latterly the extremely popular Meaco Air Circulators which has been awarded the Quiet Mark. They export to some over twenty countries throughout the world, and the Meaco brand is widely accepted.

Symphony is an Indian Multi-National Company with presence in over 60 countries and is the world's largest manufacturer of air-coolers. From inventions to innovations, energy responsibility to environment stewardship, Symphony is a market leader which has been cooling customers for generations. The massive supremacy of Symphony coolers in the residential, industrial and commercial segments has made the brand synonymous with 'cooling'.

Solenco South Africa has also partnered with factories across the globe to bring products that are chosen for their suitability for South African weather and environmental conditions. With intense technical and market testing, Solenco has chosen to brand the best and particularly where emphasis is placed on health. This Solenco range is expected to grow over the years as a reaction to the advancement in technology that normally wouldn't be available to South Africa in the short term.

Five products in our product portfolio, namely the Solenco CF8500 Air Purifier, the Solenco CF8608 Air Purifier, the Meaco 12L Low Energy Dehumidifier, the Meaco 20L Low Energy Dehumidifier and latterly the Solenco UD30L Low Energy Dehumidifier have received the Allergy Foundation of South Africa's Seal of Approval. These products are the first of its kind in South Africa to have been awarded this honour.

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 of the official languages on request.

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, cnr York and St. Andrews Street, Parktown and on its website at www. sahrc.org.za.

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.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1) (d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973

- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD BY SOLENCO SOUTH AFRICA CC:

SECTION 51(1) (e)

1. 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

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- · Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

3. 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

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan
- Disciplinary records
- · Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

5 DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to The head of the Solenco. Form C
- The form must be submitted to Solenco South Africa at the address stated in this manual,

or can be emailed to him.

• The form must:

- provide sufficient particulars to enable the head of the private body to Identify the record/s requested and to identify the requester,
- indicate which form of access is required, o 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.

6 WHO CAN REQUEST INFORMATION?

- Any person can request information.
- Personal requesters requesting information about themselves.
- Requesters requesting information on behalf of another person. A requester that is acting on behalf of someone else must produce a letter of authority.

7 **AUTOMATICALLY AVAILABLE RECORDS**

Certain categories of records are automatically available without a person having to request them through PAIA processes as per the provisions of section 15(1)(a) of the Act.

Information/records that are automatically available will be made available are restricted to Non confidential records, such as company records listed in this manual. All other records are confidential.

8 TELEPHONIC and ORAL REQUESTS

Solenco does not accept telephonic or oral requests for information and records.

Solenco will however accept a request submitted by email provided that the request complies with point 5 of this manual.

9 PAYMENT

The requester must pay the prescribed request fee if due and when requested to do so by making a deposit into the account number provided below.

10 FEES

The Act provides for two types of fees, namely:

NON-REFUNDABLE REQUEST FEE

A requester, other than a personal requester, requesting access to information held by the Department will be required to pay the prescribed request fee of R35, 00, before the request will be processed.

ACCESS FEE

- An access fee is payable in all instances where a request for access to information is granted for reproduction costs and, if applicable, the postal fee and the time reasonably required to search for and prepare the record for disclosure.
- A requester requesting copies of records that are publicly available does not have to pay the request fee of R35, 00, but must pay the access fee for reproduction, if applicable. For applicable fees. Please refer to the PAIA Act for a schedule of the fees to be paid.

Solenco will withhold a record until the requester has paid the applicable fees if any

11 MANDATORY DISCLOSURE IN PUBLIC INTEREST

A request for access to a record that could otherwise be refused on the grounds for refusal in terms of PAIA may be granted, however, in circumstances where the disclosure of the record is in the public interest, and if such public interest clearly outweighs the harm contemplated in the grounds for refusal

12 AVAILABILITY OF MANUAL

- 12.1 This manual will be made available in English on the Company website
- 12.2 This manual may be published in the Government Gazette.

13. UPDATE AND REVIEW OF MANUAL

This manual will be reviewed annually and as and when necessary and may be updated and published as contemplated in PAIA.