

PAIA INFORMATION MANUAL

FOR

CELL PATH SERVICES (PTY) LIMITED

Registration Number of Company 2018/068315/07

In terms of Section 51 of

The Promotion of Access to Information ACT

2/2000

(the “ACT”)

DATE OF COMPILATION: 17/05/2019

VERSION: 1

DATE OF REVISION: 17/05/2020

INDEX

INTRODUCTION TO CELL PATH SERVICES PTY LTD AND PRODUCTS

- 1. CONTACT DETAILS**
- 2. THE ACT AND SECTION 10 GUIDE**
- 3. APPLICABLE LEGISLATION**
- 4. SCHEDULE OF RECORDS**
- 5. FORM OF REQUEST**

1. INTRODUCTION TO CELL PATH SERVICES PTY LTD

Cell Path Services Pty Ltd is a South African Medical Retail Company which was registered in 2001 as a Closed Corporation. The company has now changed to Cell Path Services Pty Ltd as of February 2018.

The company specialises in the marketing and sale of Diagnostic Consumable Products and Instruments for the Cellular Pathology, Histology and Cytology markets, both in the Government and the Private Sectors in South Africa.

We, at Cell Path Services, encourage and support local industry by selling locally produced Embedding Cassettes, Block Filing Cabinets and specimen containers. We represent a few major Companies in the U.SA, The Netherlands, Germany, India, Spain and Japan.

Cell Path Services operates mainly within the borders of South Africa.

THE PRODUCTS

We are the Sole Distributor for the Cancer Diagnostics products in South Africa. Their range includes Tissue Marking dyes, Speciality slides and Speciality Cassettes. We are also the Sole Distributor in South Africa for the Pfm range of products and Instruments as well as the Vogel range, both of which are manufactured in Germany.

We are the Sole Distributor of Myr Instruments in South Africa. We also distribute the VWR range of Products from the Netherlands, and Sturkey blades from the U.S.A. Thus we are able to offer a range of Histology consumables and instruments.

Cell Path Services Pty Ltd is ISO 9001:2015 Accredited.

We are a member of SALDA and SAMED and thus comply to the SAMED Code of Conduct. We are governed by the SAHPRA which is the South African regulatory authority in South Africa. We have received our Manufacturer's licence which allows us to sell the above products in South Africa.

2. CONTACT DETAILS

Cell Path Services Pty Ltd contact details are as follows:

Information Officer: Nicola van Dijk

Contact Details for IO: 0824582427

Physical Address:

Unit 27 Barbeque Corner

27 Dytchley Road

Barbeque Downs

Midrand

1684

Postal Address:

PO Box 1367

Jukskei Park

2153

Tel Number: 011 704 3139

Fax Number: 011 704 2947

3. The ACT and Section 10 Guide (Section 51 (1) (b))

The ACT grants the 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.

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.

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

Tel No: 011 877 3600

Fax No: 011 403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

Records that are automatically available to the public and/or a Requester are all records available for view by the public on the Company's website, but excluding all records which may be housed under any password protect part of said website, which are available to authorised company users only.

Cell Path Services Pty Ltd has records available in accordance with the following legislation:

- Companies Act, No 61 of 1973
- Copyright Act, No 98 of 1978
- Employment Equity Act, No 55 of 1998
- Income Tax Act, No 95 of 1967
- Labour Relations Act, No 66 of 1995
- Value Added Tax Act, No 89 of 1991
- Financial Advisory and Intermediary Services Act, No 37 of 2002
- Basic Conditions of Employment Act, No 75 of 1997
- Close Corporations Act, No 69 of 1984
- Electronic Communications and Transactions Act, No 25 of 2002
- Promotion of Access of Information Act. No 2 of 2000
- Unemployment Insurance Act, No 30 of 1996
- Medicines and Related substances Act, No 101 of 1965
- Health Professions Act, No 56 of 1974
- Broad-Based Black Economic Empowerment Act, No 53 of 2003
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
- Competition Act, No 89 of 2008
- National Health Act, No 61 of 2003

5. SCHEDULE OF RECORDS

Cell Path Services has the following records available in accordance with legislation:

Records	Subjects	Availability
Public Affairs	Public Product Information	Freely available on website, www.cellpathservices.co.za
Companies Act Records	Company registration documents	Request in terms of PAIA
Financial	Annual Financial Statements Financial and Tax Records (company and employees) Banking records Rental Agreements Invoices	Proprietary (Pty) Ltd Not available Request in terms of PAIA
Marketing	Market Information MSDS	Limited Information available on website: www.cellpathservices.co.za Available on request
Income Tax Records	PAYE Records Documents issued to employees for Income Tax purposes Records of payments made to SARS on behalf of employees All statutory documentation related to UIF, VAT, Workmen's compensation	Request in terms of PAIA
Personal Documents and Records	Employment contracts Job descriptions Salary Records Leave Records	Request in Terms of PAIA
Contractual Records	Supplier Contracts Customer Contracts	Request in terms of PAIA
Licences	SAHPRA Licences	Request in terms of PAIA
Quality Management Systems	ISO 9001:2015 QMS documentation	Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- Use the prescribed form C, available on the website of the South African Human Rights Commission at www.sahrc.org.za
- The
- Address your request to the Information Officer (IO) who's details can be found under section 2.
- Provide sufficient details to enable the Company to identify:
 - The record(s) requested
 - The requester (and if an agent is logging the request; proof of capacity);
 - The form of access required
 - The postal address or fax number of the requester in the Republic
 - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 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.
- The Information Officer shall notify the Requester by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.
- In terms of section 54 of the Act, if all reasonable steps have been taken to find the Record requested and there are reasonable grounds to believe that the Record is in possession of the Company but cannot be found, and if it does not exist, then the Information Officer must notify the Requester, by way of affidavit or affirmation, that it is not possible to give access to that Record.
- If after notice is given, the Record in question is found, the Requester must be given access thereto unless ground for the refusal of access exists.
- Section 59 of the Act provides that the Information Officer may serve a Record and grant access only to that portion which the law does not prohibit access to.

7. PRESCRIBED FEES

The following fees have been prescribed in the 2002 Regulations promulgated in terms of the Act and must be paid by a Requester before the company may decide whether or not to make any Records requested available to the Requester”

- A requester is required to pay the prescribed fees (R50) before a request will be processed
- If the preparation of the record request 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

The fees for accessing records for private bodies are:

ACTIVITY	FEE
Copy per A4 Page	R1.10
Printing per A4 Page	75 cents
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of visual image	R60
Transcription of an audio recording per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 (per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.

Postage fees have to be paid by the requester for the delivery of their records In the case of both public and private bodies.

8. REMEDIES AVAILABLE TO REQUESTER IF THEIR REQUEST FOR INFORMATION HAS BEEN REFUSED

- The Act provides for an internal appeal procedure in terms of the section 74 and 75 of the Act. The Minister, as defined in the Act, is the relevant authority to review any decision taken on appeal.
- An aggrieved party still has an opportunity to approach the courts if dissatisfied with the decision of the relevant authority.