



Registration Number of Company:

2008/023907/07

ALDOR AFRICA (PTY) LIMITED

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

This document serves as the information manual as required by section 51(1) of the Promotion of Access to Information Act, No.2 of 2000 (the "ACT") for a private body. It provides information on the records held and the process that is to be followed to request access to such records.

DATE OF COMPILATION: 01/11/2021

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1. INTRODUCTION

ALDOR AFRICA (Pty) Limited:

Manufacture, Import, Export, Branding, Distribution and sale of sugar confectionary products and purchase and the sale of assets related thereto.

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

Person designated/duly authorised person:

Director: Mr Diego Fernando Soria Escobar (Managing)

Street Address: 1338 Staal Road, Stormill Extension 2, Roodepoort

Telephone Number: +27 011 474 9252

Fax Number: N/A

Email: diego.soria@aldoronline.com

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)).

<u>No</u>	<u>Ref</u>	<u>Act</u>
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 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 97 of 1998	Skills development Act
13	No130 of 1993	Compensation of Occupational Injuries and Diseases Act
14	No 68 of 2008	Consumer Protection Act
15	No 34 of 2005	National Credit Act
16	No 89 of 1998	Competition Act
17	of 1996	Constitution of Republic of South Africa

5. SCHEDULE OF RECORDS (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information 	<p>Freely available on web site http://www.aldoronline.com/en/</p>
Financial	<ul style="list-style-type: none"> • Financial Statements • Tax returns and SARS correspondence • Asset Register • Management Accounts • Business contracts • Invoices, credit notes, statements • Property leases 	<p>Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA</p>
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	<p>Limited Information available on web site. (see above)</p> <p>In our annual report freely available Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA</p>

Human Resources	<ul style="list-style-type: none"> • BEE statistics and, certificates and • Medical aid reports • Payroll records • Personnel files and records • Employment equity reports • Leave reports • Policies and Procedures • SETA records • SDL records and returns • Staff attendance records • UIF records and returns • COIDA reports 	<p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>
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Operations	<ul style="list-style-type: none"> • Asset registration records • Compliance records • Contracts and agreements • Health and safety records • Import and export records • Insurance records and correspondence • Quality control records • Service level agreements • Telephone and communication records 	<p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>

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 (Director).

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)) Fee schedule attached

The following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees (R50.00) 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.

NOTIFICATION

Aldor Africa (Pty) Limited will within 30 days of receipt of the request to access records decide whether to grant or decline the request and give notice with reasons (if required) to that effect

The 30 day period within which Aldor Africa (Pty) Limited has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty day, if the request is for a large volume of information, or the request requires a search for information held at the premises other than those of Aldor Africa (Pty) Limited and the information cannot reasonably be obtained within the original 30 day period. Aldor Africa (Pty) Limited will notify the requester in writing should an extension be sought.

REQUEST FOR ACCESS TO RECORDS

Information required by section 51(1)(e) of the Act

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonable suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester

COMPLETION OF ACCESS REQUEST FORM

In order to facilitate a timely response to requests for access to records, all requesters should take note of the following when completing the Access Request Form –

- The Access Request Form must be completed
- Proof of Identity is required to authenticate the identity of the requester. Therefore, in addition to the access form, requesters will be required to supply a copy of their identification document;
- Type or print in BLOCK LETTERS an answer to every question;
- If the question does not apply, state “N/A” in response to that question;
- If there is nothing to disclose in reply to a particular question, state “nil” in response to that question.

The Access Request Form is included in this manual on page 9

GROUNDS FOR REFUSAL

Chapter 4 of the Act

The main grounds for refusal of a request for access to records are –

- Mandatory protection of the privacy of a third party who is a natural person if its disclosure would involve the unreasonable disclosure of personal information
- Mandatory protection of the commercial information of a third party if its disclosure contains trade secrets, financial or commercial interests of the third party or information disclosed in confidence by a third party if the disclosure thereof could reasonably put that third party at a disadvantage in contractual negotiations or in commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings
- The commercial information of Aldor Africa (Pty) Limited which may include trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause

- harm to the financial or commercial interests of Aldor Africa (Pty) Limited, or information, the disclosure thereof could reasonably put Aldor Africa (Pty) Limited at a disadvantage in contractual negotiations or in commercial competition; and
- Mandatory protection of research information of a third party or Aldor Africa (Pty) Limited.

APPROVAL OF INFORMATION MANUAL

This information manual has been prepared in accordance with Section 51(1) of the Promotion of Access to information Act, No.2 and is hereby approved by

Diego Fernando Soria Escobar

Director

Signature