



PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL FOR Lumotech (Pty) Ltd

A. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL *Introduction to Lumotech (Pty) Ltd*

The company manufactures and assembles lighting and signaling components for the automotive industry

1. Contact details [Section 51(1)(a)]

Postal Address: P.O.Box 277
Uitenhage
6230
Street Address: 1 Fitzpatrick Street
Niven Industrial
Uitenhage
6230
Tel No: +27 (0)41 995 3111
Fax No: +27 (0)41 995 3001
Email: contact@lumotech.co.za
Head of Body: Mr E.W. Ropertz

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

This Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700
Houghton
2041
Tel No: +27 (0)11 484-8300
Fax No: +27 (0)11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

Companies Act No 61 of 1973
Basic Conditions of Employment Act No. 75 of 1997
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967
Labour relations Act No. 66 of 1995
Skills Development Levy Act No. 9 of 1999
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

I. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

As at the date of compilation of this manual, no such notices have been published in the Government Gazette relating to this private body.

Company Profile
Catalogue of Products
Hella Highlights (*in-house magazine*)

II. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

Financial	Management reports, Tax returns, Debtors and Creditors Documentation and Banking Records.
Human Resources	Job Descriptions, Personnel Records, PAYE Records, UIF Reports, Leave Records, Disciplinary Code and Conditions of Employment.
Company Secretarial	Company Register. Memorandum and Articles of Association. Promotion to Access of Information Act. Statutory Documents lodged with the Registrar of Companies.

III. The request procedures

Form of request:	The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
	The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
	The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
	If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].
Fees:	A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
	The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
	The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
	After the head of the private body has made a decision on the request, the

	requester must be notified in the required form.
	If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

At the offices of the company. (*1 Fitzpatrick Street, Niven Industrial, Uitenhage.*)
At SARCH.
On the company's website (*<http://www.lumotech.co.za>*).