



## VIVIAN REGINA MARKETING (PTY) LTD MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT,

NO 2 OF 2000 ("the Act")

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### 1. INTRODUCTION

Established in 1963, Vivian Regina has been supplying a wide variety of glass fibre surface tissues and related products to meet the specific needs of the South African and Global markets. Primary market sectors being the Glass Reinforced Plastics, Building and Construction and Automotive sectors.

Vivian Regina is committed to ensuring exceptional product quality and customer service through the implementation of the TUV certified, ISO 9001-2000 Quality Management System. With this and the dedication of all staff guided by participative and decisive leadership the sustainability of

Vivian Regina Marketing (Pty) Ltd Gold Street New Era  
PO Box 853 Springs South Africa 1560 reg no 1967/009108/07  
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An IMS Group Company

Directors: J. Cruz\*, K. Helfrich (Managing) \*Portuguese • Company Secretary: On request





the organisation is ensured.

## **2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **2.1 CONTACT DETAILS. [Section 51(1)(a)]**

Name of private body: Vivian Regina Marketing (Pty) Limited  
Head of private body: Mr. K. Helfrich – Managing Director  
Address: Corner of Gold St. and Murdoch Rd  
New Era, Springs, South Africa  
Postal address: P.O. Box 853 Springs 1560  
Tel number: (011) 813 4147  
Fax number: (011) 813 3743  
E-mail: [admin@vivianregina.com](mailto:admin@vivianregina.com)

### **2.2 THE GUIDE ON HOW TO USE THE ACT, AS DESCRIBED IN SECTION 10. [Section 51(1)(b)]**

The guide will be available from the Human Rights Commission as from August 2002, unless otherwise specified. Please direct any queries to:

#### **The Human Rights Commission:**

Postal address: Private Bag 2700 Houghton 2041  
Tel number: +27 11 484-8300  
Fax number: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **2.3 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)]**

- Product Data Sheets
- Product Information leaflets
- Product Safety Data Sheet
- Product Certificate Of Conformance

### **2.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act, 1998
- Currency and Exchanges Act No. 9 of 1933

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- Electronic Communications and Transactions Act, 2002
- Employment Equity Act 55 of 1998
- Hazardous Substances Act, 1973
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act, 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, 2000
- Regulation of Interception of Communications and Provision of Communication-related Information Act, 2002
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Stamp Duties Act, 1968
- Trade Marks Act No 194 of 1993
- Unemployment Insurance Act 30 of 1966
- Value Added Tax, 1991

**2.5 HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS? A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE BODY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**  
**HOW MUST A PERSON GO ABOUT ASKING FOR RECORDS?**

- Section 53 prescribes that 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, as per the details contained in paragraph 2.1 of this manual.
- 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 and specify the postal address or fax number in the Republic to which all correspondence must be addressed. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she 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 a request is made on behalf of a 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.

**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 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 before further processing the request.

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- The fee for private bodies is R50. The requester may lodge an internal appeal, to the head of the private body, or an application to the court against the tender or payment of the request fee.
- 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 reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

**A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY VIVIAN REGINA (PTY) LTD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

The body has the following records:

Company Secretarial

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Powers of attorney
- Share certificates

Movable and Immovable Property

- Title deeds
- Lease agreements
- Hire agreements
- Hire-purchase agreements
- Credit sale agreements
- Ordinary and conditional sale agreements

Intellectual Property

- Product Formulations
- Know-How
- Licensing agreements

Insurance

- Policies
- Insurance claim files

Human Resources

- Policies and procedures
- Personnel files
- Medical Aid Records
- Pension Fund Records
- Agreements
- Forms and applications
- Standard letters and notices
- Benefit arrangements rules and records
- Leave records

Finance

- Financial statements

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- Reports and returns
- Banking details and bank account records
- Debtors/creditors statements and invoices, credit notes, POD's, GRN's
- Fixed and Current asset records

#### Taxation

- PAYE Records
- Documents issued to employees for income tax purposes

#### All other statutory compliances:

- VAT
- RSC Levies
- SDL
- UIF
- WCA

#### Operations

- Sales records, reports and supporting documentation
- Supplier information
- Production Records
- Quality Management System

#### Information technology

- System documentation and manuals

#### Administration

- All correspondence with internal and external parties

## **2.6 OTHER INFORMATION AS MAY BE PRESCRIBED. [Section 51(1)(f)]**

Not applicable

## **2.7 AVAILABILITY OF THE MANUAL. [Section 51(3)]**

In accordance with paragraph 9(1) of the Regulations to the Act, this manual has been made available to the Human Rights Commission and is published on the Vivian Regina website ([www.vivianregina.com](http://www.vivianregina.com)). The manual is also available for inspection at the offices of Vivian Regina Marketing (Pty) Ltd free of charge.

## **2.8 FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of this manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees from reproduction referred to in 11(1) are as follows:

(2)	(a)	For every photocopy of an A4-size page or part thereof	R1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
	(c)	For a copy in a computer-readable form on -	
		(i) stiffy disc	R7,50
		(ii) compact disc	R70,00
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00

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(ii)	For a copy of visual images	R60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20,00
	(ii) For a copy of an audio record	R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)	(a)	For every photocopy of an A4-size page or part thereof	R1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
	(c)	For a copy in a computer-readable form on -	
		(i) stiffy disc	R7,50
		(ii) Compact disc	R70,00
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
		(ii) For a copy of visual images	R60,00
	(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20,00
		(ii) For a copy of an audio record	R30,00
	(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2)		For purposes of section 54(2) of the Act, the following applies:	
	(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
	(b)	one third of the access fee is payable as a deposit by the requester.	
(3)		The actual postage is payable when a copy of a record must be posted to a requester.	

## 2.9 PRESCRIBED FORMS

Type on your browser: [http://ibt.afrihost.com/vivianri/files/paia\\_forms.doc](http://ibt.afrihost.com/vivianri/files/paia_forms.doc)

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