



Paia Manual

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000**

A GUIDE TO ACCESSING OUR INFORMATION

1. **Preamble**

The Promotion of Access to Information Act No. 2 of 2000 ("PAIA") came into operation on 23 November 2001. Section 51 of PAIA requires that the Company, in its capacity as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from the Company for the purpose of exercising or protecting rights.

2. **Introduction to the Company**

The Company conducts the business of: Manufacture and Distribution of Technical Textiles and all related activities.

3. **The Company's contact details**

Full Name: **Fibertex Nonwovens (Pty) Ltd**
Registration Number: **2006/027707/07**
Registered Address: **16 Van Eck Avenue, Hammarsdale, Kwazulu-Natal, 3700**
Postal Address: **PO Box 29, Hammarsdale, Kwazulu-Natal, 3700**
Telephone: **031 736 7100**
Email Address: **salesza@fibertex.com**
Website: **[SA About us | Fibertex](#)**

4. **Section 10 guide on how to use PAIA**

Section 10 Guide on how to use PAIA is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit**The Research and Documentation Department**

Physical Address: 27 Stiemens Street
Braamfontein
2001
Telephone: (011) 877 3600
Website: www.sahrc.org.za
Email Address: paia@sahrc.org.za

5. Records available in terms of PAIA

The Company holds the following categories of information:

5.1 Administration/Secretarial

- Certificate of Incorporation
- Memorandum of Incorporation
- Certificate of Change of Name
- Minutes of meetings of the board of directors
- Management policies
- Management directives
- Share Certificates
- Register of Directors
- Intellectual Property a) Copyrights

5.2 Financial

- Annual Financial Statements
- Annual Reports
- Books of Account recording information required by the Companies Act No. 71 of 2008
- Supporting schedules to books of account and ancillary books of account
- Asset register
- Taxation: a) Copies of all Income Tax Returns and related correspondence; b) VAT returns and related correspondence
- Insurance: a) Details of Insurance Policies; b) Claims records

5.3 Technical/Information Technology

- Hardware
- Operating systems
- Telephone lines
- LAN installations
- Software packages
- Disaster recovery
- Internal systems support and programming / development
- Agreements
- Licenses

5.4 Legal

- Complaints, pleading, briefs and other documentation pertaining to any actual, pending or threatened litigation, arbitration or investigation
- Contracts
- Operational licenses, permits and authorisations;

5.5 Public Relations

- Advertising Materials, Brochures, Online Publications
- Case Studies, CPD Course Presentations, and Visual Presentations
- Product Overviews and Photos

5.6 Employee Records

- Employees Names and Occupation
- Remunerations paid to each employee
- Time worked by each employee, and timesheets [where applicable]
- Wages and attendance registers [where applicable]
- Employment equity plan
- Records of foreign employees
- Collective agreements (if any) and any records required in terms thereof
- Arbitration awards (if any) and any records required in terms thereof
- Determinations made in terms of the Wage Act (if any) and any records required in terms thereof
- Tax returns of employees
- Skills development plan

5.7 Other Employee Records

- Employee contracts
- Study assistance schemes
- Maternity leave policy
- Disability scheme
- Funeral insurance scheme
- Group personal accident
- Code of conduct

5.8 Pension and Retirement Funding Records

- Pension Fund Rules
- Pension Fund account records
- Actuarial valuation reports
- Contribution reports
- Annual accounts

5.9 Environmental Health and Safety

- Executive Summary: Evaluation of Ventilation [Van Eck Avenue and Anderson Road]
- Executive Summary: Evaluation of Dust [Van Eck Avenue and Anderson Road]
- Executive Summary: Evaluation of Ergonomics Risk Assessment [Van Eck Avenue and Anderson Road]
- Executive Summary: Evaluation of Noise [Van Eck Avenue and Anderson Road]
- Emergency Plan
- Health and Safety Policy
- Quality Policy
- Noise exposure records

6. Procedure for requesting access to a record in Paragraph 5

- 6.1 Should a requester wish to request access to a record of any of the above categories of information, the requester must use the form prescribed in terms of PAIA to request access to the record.
- 6.2 A request must be made to the Information Officer via the Company's Contact Details set forth in paragraph 3 of this manual.
- 6.3 The requester must provide sufficient detail on the request form to enable the Company 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.
- 6.4 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.
- 6.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Company.

In accordance with section 83(3)(d) of PAIA, the following prescribed forms are uploaded on the websites of the public or private bodies-

- Form 02: Request for Access to Record [Regulation 7]- **Public & Private Bodies**
- Form 03: Outcome of request and of fees payable [Regulation 8]- **Public & Private Bodies**
- Form 04: Internal Appeal Form [Regulation 9]- **Public Bodies only**

7. Fees for requesting access to a record in Paragraph 5

- 7.1 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 must pay the prescribed request fee before the Company processes the request.
- 7.2 After the Information Officer of the Company has made a decision in respect of the request, the requester will be notified in the prescribed form.
- 7.3 If the request is granted, an additional fee, as prescribed in terms of PAIA, must be paid for the search, reproduction and compilation of the information which has been requested, including copying charges and charges for any time that has exceeded the hours prescribed to search for, reproduce and compile the record for disclosure.

8. **Records available in terms of other Legislation**

- Auditing Profession Act 26 of 2005
- Basic Conditions of Employment Act No. 75 of 1997
- Basic Conditions of Employment Amendment Act No. 11 Of 2002
- Close Corporation Act No. 69 of 1984
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Consumer Protection Act No. 68 of 2008
- Co-operatives Act No.14 of 2005
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Legal Practice Act No. 28 of 2014
- National Credit Act No. 34 of 2005
- Non Profit Organisations Act No. 71 of 1997
- Occupational Health and Safety Act No. 85 of 1993
- SAICA_Retention_of_Records_Guide_updated_2021
- Sectional Titles Schemes Management Act No.8 of 2011
- Tax Administration Act No. 28 of 2011
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

9. **Other records as may be prescribed**

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

10. **Availability of this manual**

- 10.1 This manual is available for inspection during office hours and free of charge at the offices of the Company at:

Registered Address: **16 Van Eck Avenue, Hammarsdale, Kwazulu-Natal, 3700**

Telephone: **031 736 7100**

Email Address: **salesza@fibertex.com**

- 10.2 A copy of this manual is also available at the offices of the South African Human Rights Commission (refer to paragraph 4 of this manual) and on the Company's website at:
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Sefton Fripp

Managing Director

Fibertex Nonwovens (Pty) Ltd



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