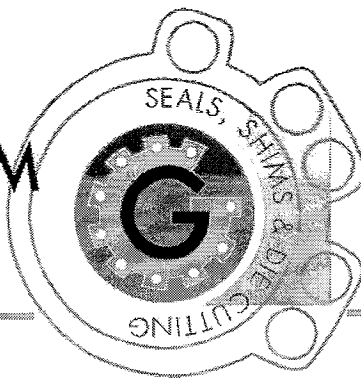


**GASKET & SHIM  
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GASKET & SHIM INDUSTRIES (PTY) LTD

**ACCESS TO INFORMATION MANUAL  
(PRIVATE BODY)**

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000

## 1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Gasket & Shim Industries (Pty) Ltd.

## 2. Request for access to information

In the *event* that a person or entity requires access to information as contemplated in the Act, the requester must contact **The Information Officer**. In terms of section 25 (2) which states that:

(2) If the request for access is granted, the notice in terms of subsection (1) (b) must state-

(a) the access fee (if any) to be paid upon before access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1) (b) must-

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## 3. Terms used in this document

- Terms defined in the Act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

**4. Background of entity:** Gasket & Shim Industries (Pty) Ltd is involved in the manufacturing of gasket & shims.

**5. Entity details:**

- a. **Name:** Gasket & Shim Industries (Pty) Ltd
- b. **Registration number:** 1996/000186/07
- c. **Physical address:** Monpark, 10 Longclaw Drive, Montague Gardens, 7441
- d. **Postal address:** P.O. Box 36789, Chempet, Cape Town, 7442
- e. **Telephone number:** 021 551 2584
- f. **Fax number:** 021 551 2586
- a. g. **E-mail address:** [admin@gasket.co.za](mailto:admin@gasket.co.za)
- h. **Website address:** [www.gasket.co.za](http://www.gasket.co.za)

**6. Details of the information officer:**

- a. **Name:** The Information Officer
- b. **Telephone number:** 021 551 2584
- c. **Fax number:** 021 551 2586
- d. **E-mail address:** [admin@gasket.co.za](mailto:admin@gasket.co.za)

**7. Section 51 (1) (c)**

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge

## **8. Section 51 (1) (d)**

The Manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the Manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered. This list is by no means exhaustive, and is intended to serve as a guide only.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962 as amended
- Labour Relations Act 66 of 1995
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The National Credit Act 34 of 2005
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991 as amended

## **9. Section 51 (1) (e)**

This section of the Manual must set out a description of the subjects on which your entity holds record, and categories of records held on each subject. These include operational records of your entity utilised in the day to day running and administration of its administration, such as:

- Accounting records
- Information Technology
- Personnel records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Minutes of Meetings
- Administrative information

## **10. Requesting procedure**

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1 (Form C), and the completed form must be sent to the address or fax number provided in this Manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information, is also required.

### **10.2 Availability of the Manual**

10.2.1 This Manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the Manual at our offices. Copies of the Manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

### **10.3 Fees**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the head (information officer) before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R250 ex VAT, increasing at CPI from 1 July 2021 must be paid with the application; this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54 (3) (b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

#### **10.4 Details of the South African Human Rights Commission**

Any queries with regard to this manual should be directed to:

**The South African Human Rights Commission; PAIA Unit**

**Research and Documentation Department**

**Private Bag 2700**

**Houghton**

**2041**

**Phone: 011 484 8300**

**Fax: 011 484 0582**

**Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**