



MIDLANDS PINE PRODUCTS (PTY) LTD
Registration No.: 1969/001981/07 | VAT Registration No: 4960137240

SALES | Telephone: +27 33 940 0040 | Facsimile: +27 86 768 1160
HEAD OFFICE | Telephone: +27 33 501 1600 | Facsimile: +27 33 501 1187

Postal: P.O. Box 1, Dalton, KwaZulu-Natal, 3236, South Africa

Email: mppsales@ucl.co.za | Website: www.midlandspine.co.za

MIDLANDS PINE PRODUCTS (PTY) LTD

MANUAL (FOR PRIVATE BODIES)

In Terms Of The

PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)

(Hereinafter Referred To As “THE ACT”)



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1. COMPANY PARTICULARS IN TERMS OF SECTION 51

CONTACT DETAILS {Section 51(1) (a)}

1.1 NAME OF THE COMPANY AND REGISTRATION NUMBER:

MIDLANDS PINE PRODUCTS (PTY) LTD
Registration Number: 1969/001981/07

1.2 COMPANY SECRETARY

Mr. S. P. LOVE

1.3 POSTAL ADDRESS OF THE COMPANY:

P. O. BOX 1
DALTON, 3236
KWA-ZULU-NATAL

1.4 STREET ADDRESS OF THE COMPANY

16 NOODSBERG ROAD
DALTON
KWA-ZULU-NATAL

1.5 CONTACT TELEPHONE NUMBER FOR COMPANY:

(033) 501-1600

1.6 CONTACT TELEFAX NUMBER FOR COMPANY:

(033) 501-1187

1.7 E-MAIL ADDRESS OF THE COMPANY:

loves@ucl.co.za

2. THE GUIDE AS REFERRED TO IN SECTION 10 OF THE ACT

The guide referred to in Section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

The Regulations regarding the Promotion of Access to Information published under Government Gazette Notice R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone : (011) 484-8300
Telefax : (011) 484-0582/1360
Website : www.sarhc.org.za
E-mail : PAIA@sahrc.org.za



3. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT REFERRED TO IN SECTION 52(2)

No notice of such record has been made to the Minister.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Records available in terms of other legislation are as follows:

- 4.1.1 Labour Relations Act 66 of 1995;
- 4.1.2 Employment Equity Act 55 of 1998;
- 4.1.3 Basic Conditions of Employment Act 75 of 1997;
- 4.1.4 Compensation for Occupational Injuries and Disease Act 130 of 1993;
- 4.1.5. Companies Act 71 of 2008;
- 4.1.6. Unemployment Insurance Act 63 of 2001;
- 4.1.7. Value Added Tax Act 89 of 1991;
- 4.1.8. Income Tax Act 58 of 1962; and
- 4.1.9. Skills Development Act 9 of 1999.

The fee for such access is determined by the Board of Directors from time to time.

5. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in 1.2 above and at the contact details specified in 1 above.
- Any request for access to records in terms of the Act must be completed on the prescribed form, Form C, in terms of the Act and the Regulation thereto.
- The requester must provide:-
 1. Sufficient particulars on the request form to enable the Company Secretary to identify the record/s requested and the identity of the requester;
 2. What form of access is required;
 3. Specify a postal address or fax number of the requester in the Republic;
 4. Identify the right that the requester 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;
 5. If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner;
 6. If the 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 Company Secretary.
- The Company Secretary must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee which for a private body is R50-00 before further processing the request. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- The Company Secretary will then make a decision whether to grant the request or not and notify the requester on the required form.



- If the request is granted, a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. CATEGORIES OF RECORDS HELD BY UCL COMPANY **LIMITED SECTION 51(1)(E)**

6.1 COMPANIES ACT RECORDS

- Claim notification forms
- Memorandum and Articles of Association;
- Minutes of Board of Directors Meetings;
- Records relating to the appointment of directors/auditor/secretary and other officers; and
- Share register and other Statutory Registers.

6.2 FINANCIAL RECORDS

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Bank Records such as:- Bank Statements and Electronic banking records;
- Asset Register;
- Rental Agreements; and
- Invoices.

6.3 INCOME TAX RECORDS

- PAYE Records;
- Documents issued to employees for Income Tax purposes;
- Records of payments made to SARS on behalf of employees;
- Other Statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Workman's Compensation.

6.4 PERSONNEL DOCUMENTS AND RECORDS

- Employment Contracts;
- Employment Equity Plan;
- Medical Aid Records;
- Pension Fund Records;
- Disciplinary Records;
- Salary Records;
- SETA Records;
- Leave Records; and
- Training Manuals.



7. OTHER INFORMATION AS PRESCRIBED

Not applicable

8. AVAILABILITY OF THE MANUAL [Section 51 (3)]

This manual is available from the South African Human Rights Commission (see details above), UCL COMPANY LIMITED, and in electronic format from the web page.

9. FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the 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 for reproduction referred to in the regulation 11(1) are as follows :-

	R
(a) For every photocopy of an A4-size page of part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in computer-readable form on –	
(i) Stiffy disk	7,50
(ii) Compact disc	70,00
(d) (i) For a transaction of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

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 fee payable by a requester referred to in regulation 11 (3) are as follows:-

	R
(1) (a) For every photocopy of an A4-size page of part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in computer-readable form on –	
(iii) Stiffy disk	7,50
(iv) Compact disc	70,00
(d) (i) For a transaction of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(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.	



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- (2) For the 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 the requester.

10. PRESCRIBED REQUEST FORM

See Annexure A



ANNEXURE A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY	
(Section 53 (1) of the Promotion of Access to Information Act, 2000. (Act No. 2 of 2000.)	
A	Particulars of Private Body
	The Company Secretary Midlands Pine Products (Pty) Ltd
B	Particulars of person requesting access to record
	<div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> </div>
	Full names and surname:
	Identity number :
	Postal Address :
	Fax Number : Telephone Number :
	E-mail address :
	Capacity in which request is made :
C.	Particulars of person on whose behalf request is made
	<div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p> </div>
	Full names and Surname :
	Identity Number :
D.	Particulars of record
	<div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>(a) <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</i></p> <p>(b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form. THE REQUESTER MUST SIGN ALL THE ADDITIONAL FOLIOS.</i></p> </div>
	1. Description of record or relevant part of the record :
	2. Reference number, if available;
	3. Any further particulars of record ;
E.	Fees



<p>(a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a REQUEST FEE has been paid.</p> <p>(b) The FEE PAYABLE FOR ACCESS to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(c) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>			
Reason for exemption from payment of fees :			
F. Form of access to record			
<i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i>			
Disability :		Form in which record is required :	
Mark the appropriate box with an X			
Notes:			
(a) Compliance with your request in the specified form may depend on the form in which the record is available.			
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.			
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form :			
<input type="checkbox"/>	Copy of record	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (This included photographs, slides, video recordings, computer-generated images, sketches etc);			
<input type="checkbox"/>	View images	<input type="checkbox"/>	Copy of images
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images
3. If record consists of recorded words or information which can be reproduced in sound :			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form :			
<input type="checkbox"/>	Printed copy of record	<input type="checkbox"/>	Printed copy of information derived from the record
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form (stiffy or compact disc.)
G. Particulars of right to be exercised or protected			



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	<p><i>If the provided space is inadequate, please continue on a separate folio and attach it to this form. THE REQUESTER MUST SIGN ALL ADDITIONAL FOLIOS.</i></p>
	<p>1. Indicate which right is exercised or protected :</p>
	<p>2. Explain why the record requested is required for the exercise or protection of the aforementioned right :</p>
H.	Notice of decision regarding request for access
	<p><i>You will be notified in writing whether your request has been approved/ denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with the request.</i></p>
	How would you prefer to be informed of the decision regarding your request for access to the record :
	Signed at _____ this _____ day of _____ 20_____
	SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

