

UMFOLOZI SUGAR MILL (PTY) LTD
REGISTRATION NUMBER 2008/012011/07
Manual in terms of Section 51 of
The Promotion of Access to Information Act 2/2000
(the “ACT”)

INDEX

1. Introduction to Umfolozi Sugar Mill (Pty) Ltd
2. Contact Details
3. The ACT and Section 10 Guide
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Prescribed Fees

1. INTRODUCTION

Umfolozi Sugar Mill (Pty) Ltd is a leading producer of high quality VHP brown sugar for sale locally into the Southern African Customs Union (SACU) and internationally to various regional markets.

2. COMPANY CONTACT DETAILS

Directors: Mr RG Tomlinson (Chairman)
Mr RR Addison
Mr MFR Armstrong
Mr GCB Walley
Mr M Norton-Amor
Mr DJA Senekal
Mr JD Senekal
Mr PWB Starling
Mr P D van Rooyen
Mr AB Williamson
Mr AT Wynne

Chief Executive Officer: Mr AT Wynne

Postal Address: Private Bag X12, Mtubatuba, 3930
Street Address: Corner Mill and Club Lane, Riverview, 3935
Telephone Number: +27 35 550 7700
Fax Number: +27 35 550 1145
Email: Awynne@usm.co.za

3. THE ACT

- 3.1 The ACT grants a requestor access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27 11 877 3600
Fax Number: +27 11 403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 95 of 1967	Income Tax Act
2	No 89 of 1991	Value-Added Tax Act
3	No 61 of 1973	Companies Act
4	No 77 of 1973	Trade Metrology Act
5	No 54 of 1972	Foodstuffs, Cosmetics and Disinfectants Act
6	No 68 of 2008	Consumer Protection Act
7	No 36 of 1983	Agricultural Pest Act
8	No 9 of 1979	Sugar Act
9	No 85 of 1993	Occupational Health and Safety Act
10	No 55 of 1998	Employment Equity Act
11	No 66 of 1995	Labour Relations Act
12	No 75 of 1997	Basic Conditions of Employment Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	Public Product Information Public Corporate Records Media Releases	Freely available on website www.umfolozisugarmill.co.za
Financial	Financial Statements Tax Records	Request in terms of PAIA Request in terms of PAIA
Marketing	Product Sales Records Customer Database	Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Chief Executive Officer
- 6.3 Provide sufficient details to enable Umfolozi Sugar Mill to identify:
 - a) The record(s) requested;
 - b) The requester (and if an agent is lodging the request, proof of capacity);
 - c) The form of access required;
 - d) The postal address or fax number of the requester in the Republic;
 - e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - f) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.