

**NORCROS (SA) Proprietary Limited**

**Registration Number 1952/000012/07**

**(the "COMPANY")**

**MANUAL**

**in terms of The Promotion of Access to Information Act No 2 of 2000**

**(the "ACT")**

**A. CONTENTS**

**1. INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual that will assist either private or juristic persons in obtaining information from such private body.

NORCROS (SA) (Proprietary) Limited is a private body carrying on the business of "the manufacture and sale of ceramic tiles"

**2. COMPANY CONTACT DETAILS**

**Designated Head Of Body**

The Company Secretary

Postal address: Private Bag X4, Olifantsfontein, 1665

Registered address: Porcelain Road, Olifantsfontein, 1665

Telephone No.: (011) 316 – 3133

Fax No.: (011) 316 - 2863

Electronic mail address: [murdoch@norcrossa.com](mailto:murdoch@norcrossa.com)

**3. SECTION 10 GUIDE**

Under Section 10 of the Act, the South African Human Rights Commission ("SAHRC") must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide was made available in August 2005. The contact details for the SAHRC are:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. SECTION 52 (2) NOTICE**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records which it holds that are automatically available from the private body. The Minister may then publish such information by way of a notice in the Government Gazette. At the time of drafting this manual, no such information has been given by NORCROS (SA) (Proprietary) Limited to the Minister and no such notice has therefore been published.

**5. RECORDS AVAILABLE UNDER OTHER LEGISLATION**

Companies Act No. 61 of 1973  
Income Tax Act No. 58 of 1962  
Compensation for Occupational Injuries and Diseases Act No 130 of 1993  
Skills Development Levies Act No 9 of 1999  
Basic Conditions of Employment Act No 75 of 1997  
Employment Equity Act No 55 of 1998  
Unemployment Insurance Act No 63 of 2001  
Labour Relations Act No 66 of 1995  
Value Added Tax Act No 89 of 1991

**6. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY NORCROS (SA) (PROPRIETARY) LIMITED**

**CATEGORY SUBJECT**

Finance Annual financial statements, monthly statutory accounts, monthly management accounts, monthly trial balances, general ledger, income tax returns, provisional tax returns, STC returns, monthly and annual management account budgets.

Secretarial	Annual reports, memorandum and articles of association share register, statutory records, agendas and minutes of board meetings, agendas and minutes of executive committee meetings, trade mark correspondence, lease agreements, other agreements, shareholder correspondence, dividend payments, general correspondence.
Human resources	Offers of employment, contracts of employment, applications for employment, employee particulars, provident fund application forms, death benefit beneficiary nomination, Workmen's Compensation documentation, personnel policies, performance evaluations, job specifications, PAYE slips, code of business ethics, IRP5's, employment equity plan, medical aid scheme documentation, provident fund documentation, disciplinary procedures, loan and bursary agreements, payroll reports, training material, leave forms.
Accounts	Invoices, cash books, cheque requests, cheques, journals, bank statements, bank reconciliations, debit/credit notes, ledgers, trial balances, foreign exchange documentation, Vat returns,
I.T.	Software Licences, contracts with computer suppliers and vendors, project documentation, specifications, budgets, system documentation, software documentation, reports and report definitions, invoices from suppliers and vendors, disaster recovery plans and procedures, all electronic documents, database systems with client information.
Marketing	Product brochures, product sales records, customer database.

## **7. ACCESSING A RECORD HELD BY NORCROS (SA) (PROPRIETARY) LIMITED**

7.1 A person requesting information from NORCROS (SA) (Proprietary) Limited must:

- a) Use the prescribed form which can be obtained from NORCROS (SA) (Proprietary) Limited or can be accessed on the SAHRC website, being [www.sahrc.org.za](http://www.sahrc.org.za).
- b) Make the request to the Head.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (i.e. written, electronic, tape recording, etc.).
- e) Indicate the right that he/she/it is seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.
- f) If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
- g) Pay the prescribed request fee, as contained in Item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. The form can be obtained from NORCROS (SA) (Proprietary) Limited or can be accessed on the SAHRC website.

- h) Await the decision from the Head as to whether or not access will be granted. Such decision will be made in accordance with the provisions of the Act.
- i) Should access be granted, pay the prescribed access and reproduction fees, as contained in Item 5 of the Acts of the Regulations as contained in Government Gazette 223 of 9 March 2001. The fee schedule can be accessed on the SAHRC website.

7.2 Should access be denied, the requester may:

- a) Lodge an application to court in terms of section 82 of the Act, read with the definition of "court" as contained in section 1 of the Act.

**Prescribed form to be completed by a requester  
REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, No. 2 of 2000)

**A. Particulars of private body**

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**B. Particulars of person requesting access to the record/s**

- (a) *The particulars of the person who requests access to the records must be provided in the space provided below.*
- (b) *Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.*
- (c) *Proof of the capacity in which a person is making the request must be attached, if applicable.*

Full Name and Surname:.....

Identity Number:.....

Postal Address:.....

Postal Code:.....

Telephone Number:.....

Fax Number:.....

E-mail  
Address:.....