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**SECTION 51 MANUAL IN TERMS OF THE
PROMOTION OF
ACCESS TO INFORMATION ACT 2000
FOR PXD PLASTICS CC**

1. INTRODUCTION TO PXD PLASTICS CC

PXD Plastics CC is a closed corporation as defined by the Act. PXD Plastics CC is a manufacturing business that specializes in the extrusion of low density polyethylene film products for:

- The building industry
- The packaging industry
- The agricultural industry

The final products mainly comprise plastic bags and sheets.

2. THE AIM OF THIS MANUAL

The aim of this manual is to serve as a guideline on how to get access to information or documents from PXD Plastics CC as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

Any requester is advised to contact Mr Bert Kruger should he/she require any assistance with using this manual and/or requesting information or documents from PXD Plastics CC.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1 Contact details [Section 51(1)(a)]

Name of company	PXD Plastics CC
Managing Member and Information Officer	Mr Bert Kruger
Postal address	P O Box 650, SILVERTON, 0127
Street address	Unit 18, Tannery Centre, 309 Derdepoort Rd SILVERTON, PRETORIA
Telephone number	+27 12 804 3776
Fax number	+27 12 804 6630
Website	www.pxd.co.za / www.pxd-plastics.co.za
Email	info@pxd.co.za

3. SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(B)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Any queries should be directed to:

Name of company:	The South African Human Rights Commission, PAIA Unit Research and Documentation Department
Postal address:	Private Bag 2700, HOUGHTON, 2041
Telephone number:	+27 11 484 8300
Fax number:	+27 11 484 0582
Website:	www.sahrc.org.za
Email:	PAIA@sahrc.org.za

4. RECORDS AVAILABLE AT PXD PLASTICS CC [SECTION 51(1)(D)]

PXD Plastics CC keeps information documents in accordance with the following legislation:

- Compensation for Occupational Injuries and Health Diseases Act (Act No. 130 of 1993)
- Occupational Health and Safety Act (Act No. 85 of 1993)
- Basic Conditions of Employment Act (Act No. 75 of 1997)
- Employment Equity Act (Act No. 55 of 1998)
- Labour Relations Act (Act No. 66 of 1995)
- Skills Development Levies Act (Act No. 9 of 1999)
- Skills Development Act (Act No. 97 of 1998)
- Income Tax Act (Act No. 95 of 1967)
- Unemployment insurance Act (Act No. 63 of 2002)
- Value Added Tax Act (Act No. 89 of 1991)

5. ACCESS TO THE RECORDS HELD BY PXD PLASTICS CC [SECTIONS 51(1)(C) AND 51(1)(E)]

5.1 *The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) (Section 51(1)(C))*

The company's website and the information therein are available to anybody on the website address www.pxd-plastics.co.za

The company profile can be obtained by:

- sending a request via email to info@pxd.co.za or
- faxing a request to +27 12 804 6630.

5.2 *Records that may be requested: a description of the subjects of the records held by the body and the categories in which these subjects are classed (Section 51(1)(e))*

Administration

- Registration documents of the company

Human resources

- Staff recruitment policies
- Pro forma employment contracts
- Employment equity reports
- Workplace skills plan and annual training reports

Business products and services

- Company profile

5.3 *The request procedure*

Request Form

The requester must use the prescribed form to request access to a record. This request must be made to the information officer of PXD Plastics CC. This request must be forwarded to the address, fax number or electronic mail address of PXD Plastics CC.

The requester must provide sufficient detail on the request form to enable the head of PXD Plastics CC to identify the record and the requester. The requester should also indicate which form of access is required and further indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53(2)(a), (b) and (c)].

The requester must identify the right that is sought to be exercised or protected, and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of PXD Plastics CC [Section 53(2)(f)].

Fees

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, who is not a personal requester, must pay the required request fee.

The head of PXD Plastics CC must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any), before further processing the request [Section 54(1)].

The request fee that the requester must pay to PXD Plastics CC is R100.00. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].

After the head of PXD Plastics CC has made a decision on the request, the requester must be notified in the prescribed manner.

If the request is granted, then a further access fee must be paid for the search, reproduction, and preparation of the record, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure [Section 54(6)].

6. OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51(1)(F)]

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

7. AVAILABILITY OF THE MANUAL [SECTION 51(3)]

This manual is available for inspection at the offices of PXD Plastics CC free of charge, and copies are available from the SAHRC.

Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PXD Plastics CC.

The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and the website of PXD Plastics CC (www.pxd-plastics.co.za).