



SPECIALISED PROTEIN PRODUCTS (PTY) LTD

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION
Main Business

Based in Potchefstroom, Specialised Protein Products (Pty) Ltd's multi-million dollar soybean processing plant is dedicated to the manufacture of soy ingredients for the general foods, dairy and processed meat industries.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Johan Vogel (Acting General Manager)

Postal address:
P O box 19970
Noordbrug
2522

Street Address:
24 Jeppe Street
Potchindustria
South Africa

Telephone number: +27 18 293 99 00
Fax number: +27 18 293 3321
Email address: spp@sppcom.com

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

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
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Copyright Act No. 98 of 1978
5. Employment Equity Act No. 55 of 1998
6. Income Tax Act No. 95 of 1967
7. Intellectual Property Laws Amendments Act No. 38 of 1997
8. Labour Relations Act No. 66 of 1995
9. Occupational Health & Safety Act No. 85 of 1993
10. Regional Services Councils Act No. 109 of 1985
11. Skills Development Levies Act No. 9 of 1999
12. Skills Development Act No. 97 of 1998
13. Trade Marks Act No. 194 of 1993
14. Unemployment Contributions Act No. 4 of 2002
15. Unemployment Insurance Act No. 63 of 2001
16. Value Added Tax Act No. 89 of 1991

4. Access to the records held by Specialised Protein Products (Pty) Ltd

i. Information readily available

Company background, manufacturing and soy process information is available from the company website.

ii. Records that may be requested:

Constitution

- List of directors

Incorporation Documents

- Incorporation forms
- Memorandum and articles of association

iii. The request procedures:

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 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 the private body.

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 the private body 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.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of Specialised Protein Products (Pty) Ltd free of charge. Copies are available from the SAHRC and on our website www.sppcom.com.