

CAPE ENGINEERS & FOUNDERS ASSOCIATION (CEFA)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

GUIDANCE NOTE:

DATE OF COMPILATION: 4 February 2021

**DATE OF WHEN LAST THE MANUAL WAS
UPDATED: 4 February 2021**

**THIS MANUAL IS ON OUR WEBSITE –
www.capeeng.co.za**

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1. Introduction to your company and the type of business:
2. Contact Details (Section 51 (1) (a))
3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation (Section 51 (1) (c))
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Anne Mulholland

1. INTRODUCTION

Cape Engineers & Founders Association (CEFA) is a registered employers' organisation in terms of the Labour Relations Act, 1995 and is federated to the Steel and Engineering Federation of Southern Africa (SEIFSA).

Cape Engineers and Founders Association Member Companies have access to a wide range of benefits including professional, cost effective and up to date advisory and consultancy services covering Industrial Relations, Human Capital, Skills Development, Employment Equity, BBBEE and COVID19 matters: Please refer to attached brochure or visit the website: www.capeeng.co.za.

Vision Statement:

Cape Engineers & Founders Association (CEFA) to be seen as the most influential Western Cape Employer body representing all sectors of the Metal industries business needs across all socio-economic platforms in Southern Africa.

Mission Statement:

Cape Engineers & Founders Association (CEFA) is an Employer Association, federated to SEIFSA, with a proud history in the broader Metal industries in the Western Cape. Through CEFA we enable member employers to have a voice and be represented at Regional and national levels in negotiations, policy formation and training implementation (Trades) with dedicated employers working together for the mutual interests of all sectors of the Industry.

Objectives

- Retention – keeping members that we have
- Recruitment – grow membership
- Representation on all socio-economic platforms- To position our selves
- Negotiate the Mandate of our members – all forums (Carbon Tax, BBBEE)
- Provide products and services for all sectors of the Metal industries business needs..

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Non-Executive Directors: Mr. Bernard Ashlin, Mr. Bertram Albrecht, Mr. Joe Raad, Mr Ryan Cox, Ms. Lisl Harmse, Ms Alleyzandt Verhufen and Mr. Pieter Duplessis.

Executive Director/CEO: Ms. Melanie Mulholland (**Information Officer of the entity**)

Postal Address: P.O. Box 568, Cape Town, Western Cape, 8000

Street Address: C/o 3 Parrin Road, Parow Industria, Cape Town, 7000

Telephone Number: 023 614 1031/ 082852 2925

Email: Melanie@capeeng.co.za

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3. THE ACT (Section 51(1) (b))

3.1 The ACT grants a requester 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 (Section 51 (1) (c)).

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
	No 30 of 1996	Unemployment Insurance Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 97 of 1998	Skills Development Act
13	No 85 of 1993	Occupational Health & Safety Act

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5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	Freely available on web site www.capeeng.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts• Constitution	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">◦ Product and Services Brochure• Marketing Strategies• Customer Database	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST (Section 51 (1) (e))

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 Head of the Company (CEO).

6.3 Provide sufficient details to enable the COMPANY 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) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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.



Signed at: Montagu, Western Cape

This Friday, 14th day of May 2021

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7. PRESCRIBED FEES (Section 51 (1) (f))

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) 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.

SOUTH AFRICAN HUMAN RIGHTS DISCLAIMER

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- The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
- Submission to the SAHRC is free and the SAHRC does not charge any fees for advise or administration however all cost to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.
- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.

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