

MANUAL OF
OE BEARINGS (PTY) LTD

(hereinafter “the Company”)

in terms of

Section 51(1) of the Promotion of Access to
Information Act 2 of 2000

(hereinafter “the Act”)

THE PURPOSE

The purpose of this document is to further the manual of the Company as required in terms of the Act and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

INTRODUCTION

The Company, has duly authorized the contact person below to be the information officer of the Company and to ensure that the Act is complied with.

This manual covers the records held by the Company.

Section 1:

CONTACT PERSON AND ADDRESS DETAILS

The managing director of the Company has duly authorized the contact person below to ensure that the Act is complied with -

Contact Person: Nica Smith

Physical Address: 32 Rogers Street, Selby, Johannesburg

Postal Address: P.O Box 38745, Booyens, 2016

Telephone: 011 493 4463

Fax: 011 493 4466

E-mail address: nica@oebearings.co.za

Section 2:

GUIDE ON HOW TO USE THE ACT

The Human Rights Commission has compiled a guide, in terms of section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and acts as to it and to any amended versions thereof can be found on the website of the South African Human Rights Commission at www.sahrc.org.za, or a hard copy can be obtained directly from the South African Human Rights Commission.

The Human Rights Commission's contact details are as follows -

Physical Address: The South African Human Rights Commission
 2nd Floor Braampark Forum 3
 33 Hoofd Street
 Braamfontein
 Johannesburg

Telephone: (011) 877 3750

E-mail address: info@sahrc.org.za

Website: www.sahrc.org.za

Section 3:

CATEGORIES OF RECORDS AVAILABLE

The following categories of records are automatically available without a person having to request access in terms of this Act -

1. Statutory Records

The Memorandum of Incorporation
Certificate to Commence Business
Register of Directors
Declarations of Directors Interest
Form CoR 9.1 – Application to reserve name
Form CoR 11.1 – Application to reserve a shortened or translated version of the name
Form CoR 10.1 – Application for defensive name
Form CoR 22 – Notice of location of company records
Form CoR 21 – Notice of change of registered address
Form CoR 15.2 – Amendment of Memorandum of Incorporation
Form CoR 39 – Notice of change of company directors
Form CoR 44 – Notice of change of company officials
Form CoR 25 – Notice of change of financial year end

2. Human Resources

Standard terms and conditions of employment applicable to all staff.

3. Employee Benefits

Pension funds, retirement funds and medical aid schemes to be listed here.

As the above are separate entities, information pertaining to these entities must be requested directly from those funds themselves.

4. Auditors

The Company's auditors are CHF & Co.

Section 4:

RECORDS AVAILABE IN ACCORDANCE WITH LEGISLATION

Records are available, where applicable, in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory).

Section 5:

DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS

Any request for access to records should be submitted on the prescribed form A (a copy of which is attached hereto) which should be sent to the information officer and/or deputy information officer, whose name and address details appear in Section 1 hereof.

The Company has in its possession the following categories of records on the subject matters referred to hereunder -

MARKETING MANAGER'S DEPARTMENT

- General correspondence
- Internet reports and communications
- Policy documents
- Strategy documents

FINANCIAL CONTROLLERS DEPARTMENT

The Financial Controllers department maintains financial and management accounts for the Company and its operating divisions. The Accounting department records comprise the following main categories -

- Accounting records
- General correspondence
- Management reports
- VAT records
- PAYE records
- Consolidation records
- Internal reports and communications
- Technical records
- Departmental administration records
- Risk management records
- General administration records
- Audit reports and supporting working papers
- Financial reports

COMPANY SECRETARY

The Company Secretarial functions are provided by Caitlin James, who can be contacted at caitlin@oebearings.co.za. The Company Secretary records held by them comprise of the following main categories -

- Property records

- Intellectual property rights records (trademarks, patents, registered designs and copyright)
- General correspondence
- Investment records
- Share registration records
- Statutory records
- Minute books
- Internal reports and communications

INTERNAL AUDIT

The Company's internal audit function is being exercised by Monique van Rooyen. This department's purpose is to provide independent assurance that risks are being appropriately managed. Internal Audit Records pertaining to the Company comprise the following main categories -

- Risk management records
- General correspondence
- Audit practice records
- General administration records
- Audit reports and supporting working papers

HUMAN RESOURCE (HR) DEPARTMENT

The Human Resource Department's primary objective is to develop and implement a competitive human resource strategy that will support the Company and its operating divisions. The Human Resource records comprise the following main categories -

- General correspondence
- Employee records
- General HR policies and procedures
- Training records
- Pension records
- Employee benefit records
- Labour relations records
- Statutory records
- Employment equity records
- Contracts
- Payroll records

LEGAL DEPARTMENT

The Legal Department provided assistance with all corporate legal matters material to the Company and its operating divisions. Legal department records comprise the following categories -

- Working files
- General correspondence
- Agreements and licenses

- Statutory records
- Litigation records
- Legal records
- Legal opinions
- Internal reports and communications

MANUFACTURING DEPARTMENT

The Manufacturing Department provides manufacturing services to the Company by manufacturing, servicing and repairing the products designed and developed by the Company. The Manufacturing Department records comprising the following categories -

- General correspondence
- Manufacturing product specifications
- Product bills of materials
- Manufacturing procedures
- Financial records and budgets
- Internal records and communication

ENGINEERING DEPARTMENT

The Engineering Department provides research and development services to the Company and its operating divisions. Engineering department records comprise the following categories -

- General correspondence
- Product specifications
- Product designs and diagrams
- Product bills and materials
- Research records, documentation and diagrams
- Product software
- Internal reports and communication

REPAIR SERVICE DEPARTMENT

The Repair Service Department provides manufacturing services to the Company by servicing and repairing the products designed and developed by the Company. The Repair Service department records comprising the following categories -

- General correspondence
- Product repair specifications
- Product repair bills of materials
- Repair procedures
- Financial records and budgets
- Internal reports and communication
- Company customer records
- Product repair statistics

Section 6:

ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES

A request for access to records must be made in the prescribed Form A (a copy of which is attached) which should be sent to the address, fax number or electronic mail address.

Please note that an initial, non-refundable request fee of R57,00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful, an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record.

Request for information will be evaluated and the applicant will be notified within 30 (thirty) days after receipt of the request in the prescribed format of the following -

Notification of extension period (if required)

Applicants must take note that in terms of the Act the 30 (thirty) days period mentioned above may be extended for a further period of not more than 30 (thirty) days under certain circumstances (details will be provided together with the notification of such extension).

The access fee and/or deposit

The applicant will be informed of the access fee (if any) which is payable for having access to the records. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

Decision on request

The applicant will be informed whether or not the application for access has been denied or granted. In the event that it is granted the information referred to above pertaining to the access fee, any deposit payable and any other relevant matters will be advised. In the event that the applicant is refused, the applicant will be given adequate reasons for the refusal and will be informed that the applicant may lodge an application with a Court against the refusal of the application, as well as the procedure (including the period) for lodging such application.

Grounds for refusal

The Company may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Company may refuse include -

- Protecting personal information that the Company holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Company holds about a third party or the Company (for example, trade secrets, financial, commercial, scientific or technical

information that may harm the commercial or financial interests of the Company or the third party);

- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Company;
- Disclosure of the record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the Company.

Records that cannot be found or do not exist

If the Company has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Third party information

If access is requested to a record that contains information about a third party, the Company is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reason for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

FORM A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

A. PARTICULARS OF PRIVATE BODY

The Head:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The particulars of the person who requests access to the record must be given below*
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given*
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. PARTICULARS OF RECORD

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request** fee has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) if you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption of payment for the fee: _____

F. FORM OF ACCESS TO THE RECORD:

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability _____	Form in which record is required _____
_____	_____
_____	_____

Mark the appropriate box with an "X"

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for the access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

copy of record*		Inspection of record	
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2. If the record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images		Copy the images*		Transcription of the images*	
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3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
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4. If the record is held on computer or in an electronic or machine-readable form:

Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (stiffy or compact disc)	
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* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	Yes	No
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Postage is payable.		
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G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED:

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise of protection of the
 aforementioned right: _____

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS:

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20__

Signature of requester/person on whose behalf request is made