

## PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

### PRIVATE BODY MANUAL

#### 1. CONTACT DETAILS OF PRIVATE BODY

- 1.1 Name of Body: Moore Process Controls (Pty) Ltd  
(Company Registration Number: 1998/001400/07)
- 1.2 Physical Address: Moore House  
8 & 9 Monza Close  
Kyalami Business Park  
Midrand  
1684
- 1.3 Postal Address: P O Box 6442  
Halfway House  
1685
- 1.4 Telephone: (011) 466-1673
- 1.5 Facsimile: (011) 466-1618
- 1.6 E-mail: [Info@moore.co.za](mailto:Info@moore.co.za)
- 1.7 Head of Body: Kevin Hore
- 1.8 Who we are: Procurement and distribution of industrial instrumentation and process control systems, and related engineering services as well as process control system optimization.

#### 2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act 2 of 2000, the South African Human Rights Commission has published a guide containing information relating to:
- 2.1.1 obtaining access to a record of a private body and the assistance that is available from the South African Human Rights Commission in this regard;
  - 2.1.2 lodging a court application against a decision by the head of a private body;

- 2.1.3 the fees that are payable for accessing a record; and
- 2.1.4 the voluntary disclosure of information by private bodies,
- 2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department  
Postal Address: Private Bag 2700, Houghton, 2041  
Telephone: +27 11 484 8300  
Facsimile: +27 11 484 0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

### **3. SECTION 52(2) NOTICE**

No notice has been published.

### **4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION**

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation, as amended:

- 4.1.1 Basic Conditions of Employment Act 75 of 1997
- 4.1.2 Broad Based Black Economic Empowerment Act 53 of 2003
- 4.1.3 Companies Act 61 of 1973 75 of 2008
- 4.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 4.1.5 Competition Act 89 of 1998
- 4.1.6 Drugs Control Amendment Act 65 of 1964
- 4.1.7 Electronic Communications and Transactions Act 25 of 2002
- 4.1.8 Employment Equity Act 55 of 1998
- 4.1.9 Occupational Health and Safety Act 85 of 1993
- 4.1.10 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 4.1.11 Skills Development Act 97 of 1998
- 4.1.12 Skills Development Levies Act 9 of 1999
- 4.1.13 Unemployment Insurance Act 63 of 2001
- 4.1.14 Unemployment Insurance Contributions Act 4 of 2002
- 4.1.15 Value Added Tax Act 89 of 1991.

## 5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

The subjects and categories of official and/or confidential information on which the private body holds records are as follows:

- 5.1 Financial records, including:
  - 5.1.1 statutory books of account;
  - 5.1.2 budget reports;
  - 5.1.3 bank reports;
  - 5.1.4 audited financial statements;
  - 5.1.5 audit reports; and
  - 5.1.6 insurance records.
  
- 5.2 Operational Information, including:
  - 5.2.1 budget reports;
  - 5.2.2 monthly reports; and
  - 5.2.3 minutes of management meetings.
  
- 5.3 Business Strategy Information, including
  - 5.3.1 business plan;
  - 5.3.2 budget reports;
  - 5.3.3 minutes of board meetings;
  - 5.3.4 monthly reports; and
  - 5.3.5 annual reports.
  
- 5.4 Assets, including:
  - 5.4.1 asset register;
  - 5.4.2 bank account reconciliations;
  - 5.4.3 debtors' information; and
  - 5.4.4 share certificates.
  
- 5.5 Liabilities, including:
  - 5.5.1 general ledger; and
  - 5.5.2 loan agreements.
  
- 5.6 Marketing, including:
  - 5.6.1 business plan; and
  - 5.6.2 communication plans.

- 5.7 Information Technology, including:
  - 5.7.1 asset register;
  - 5.7.2 IT usage register;
  - 5.7.3 software licenses;
  - 5.7.4 repair and maintenance records;
  - 5.7.5 software programmes; and
  - 5.7.6 software records.
  
- 5.8 Human Resources, including:
  - 5.8.1 HR policies and procedures;
  - 5.8.2 employment equity reports;
  - 5.8.3 skills development reports;
  - 5.8.4 contracts of employment;
  - 5.8.5 payroll data; and
  - 5.8.6 employee records.
  
- 5.9 Management, including:
  - 5.9.1 records of management meetings.
  
- 5.10 Client care, including:
  - 5.10.1 client contracts;
  - 5.10.2 client review records;
  - 5.10.3 status reports; and
  - 5.10.4 call reports.
  
- 5.11 Contractual relationships, including:
  - 5.11.1 contracts with clients;
  - 5.11.2 leases;
  - 5.11.3 HP agreements; and
  - 5.11.4 shareholders' agreements.
  
- 5.12 Quality, including:
  - 5.12.1 ISO / OHSAS accreditation and manuals.

5.13 Company organisational structure, including:

5.13.1 organogram; and

5.13.2 shareholders' agreements.

5.14 Company secretarial, including:

5.14.1 statutory documents;

5.14.2 board resolutions;

5.14.3 share certificates;

5.14.4 minute book;

5.14.5 company registers; and

5.14.6 audited results.

## **6. THE REQUEST PROCEDURE**

6.1 Forms and fees

6.1.1 A request for information must be made in the prescribed form, a copy of which is annexed hereto as Appendix 1, must be addressed to the head of the private body and must be submitted with the prescribed fee.

6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Commission, whose contact details are set out above.

6.2 Form of request

6.2.1 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, facsimile number or electronic mail address of the body concerned.

6.2.2 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 indicate if it requires notice of the decision of the head of the private body in any manner, other than in writing.

6.2.3 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.

6.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

6.3 Fees

6.3.1 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.

- 6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.
- 6.3.3 The requester may lodge an application to the high court relating to the payment of the request fee.
- 6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure.

## **7. OTHER INFORMATION REQUIRED BY LEGISLATION**

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

## **8. AVAILABILITY OF THE MANUAL**

- 8.1 This manual is available for inspection at the private body's physical address, free of charge.
- 8.2 A copy of this manual can be obtained from the South African Human Rights Commission.
- 8.3 The request forms and fee structure can be obtained via the South African Human Rights Commission's website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator: [www.doj.gov.za](http://www.doj.gov.za) .
- 8.4 This manual will be published electronically in the Government Gazette.

## APPENDIX 1

### FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act 2 of 2000

#### A. PARTICULARS OF PRIVATE BODY

**Name of Private Body:** Moore Process Controls (Pty) Ltd  
Registration No 1998/001400/07

**The Head:** Kevin Hore

**Physical Address:** 6 & 8 Monza Close  
Kyalami Business Park  
Midrand  
1684

**Postal Address:** P O Box 6442  
Halfway House  
1685

**Telephone:** (011) 466-1673

**Telefacsimile:** (011) 466-1618

**E-Mail:** [info@moore.co.za](mailto:info@moore.co.za)

#### B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The full 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.***

Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_  
Reference number, if available: \_\_\_\_\_  
\_\_\_\_\_  
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 for exemption.

**Reason for exemption from payment of fees:**

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**F. FORM OF ACCESS TO RECORD**

If you are prevented by an impediment or 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: <hr/> <hr/> <hr/>	Form in which record is required: <hr/> <hr/> <hr/>
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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 case you will be informed if access will be granted in another form.

(c) The fee payable for 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:**

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
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<p align="center"><b>2. If record consists of visual images</b></p> <p align="center">(this includes photographs, slides video recordings, computer-generated images, sketches, etc.):</p>					
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*
<p align="center"><b>3. If record consists of recorded words or information which can be reproduced in sound:</b></p>					
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)			<input type="checkbox"/>	Transcription of soundtrack (written or printed document)*
<p align="center"><b>4. If record is held on computer or in an electronic or machine-readable form:</b></p>					
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b></p>				<input type="checkbox"/>	<input type="checkbox"/>

## 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:

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

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## 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?**

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS  
MADE