
Registration Number of Company: 1990/027094/23

NAME OF COMPANY: CNC SUPPORT CC

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 23/06/2021
DATE OF REVISION:

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1. Introduction to your company and the type of business:

CNC SUPPORT CC

2. Contact Details

3. The ACT and Section 10 Guide please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation

5. Schedule of Records

6. Form of Request

7. Any other Information e.g. Prescribed Fees, organogram, etc.

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1. INTRODUCTION

CNC SUPPORT CC conducts business as a supplier of consumables and replacement parts for machine tools.

2. COMPANY CONTACT DETAILS

Member: Mr. M Sigg

Office Manager: Mr. M Sigg

Postal Address: P.O. Box 8084, EDEN GLEN 1610

Street Address: UNIT 13, SUNNY ROCK BUSINESS PARK, 3 SUNROCK CLOSE
GERMISTON 1401

Telephone Number: 011 822 2057

Email: info@cncsupport.co.za

3. THE ACT

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.

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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

| <u>No</u> | <u>Ref</u> | <u>Act</u> |
|------------------|-------------------|--|
| 1 | No 61 of 1973 | Companies Act |
| 2 | No 55 of 1998 | Employment Equity Act |
| 3 | No 95 of 1967 | Income Tax Act |
| 4 | No 66 of 1995 | Labour Relations Act |
| 5 | No 89 of 1991 | Value Added Tax Act |
| 6 | No 75 of 1997 | Basic Conditions of Employment Act |
| 7 | No 69 of 1984 | Close Corporations Act |
| 8 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 9 | No 2 of 2000 | Promotion of Access of Information Act |
| 10 | No 30 of 1996 | Unemployment Insurance Act |
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5. Schedule of Records

All records need to be requested using the appropriate form.

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6. FORM OF REQUEST

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.
- 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 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.

7. PRESCRIBED FEES

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.