

Aquasol Agrocom S.A. (Pty.) Ltd. t/a Aquasol Nutri

Reg. Nr. 1995/013195/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Aquasol Nutri specializes in water soluble fertilizers and we are a recognized role player in the fertilizer industry. We are importers, formulators, producers and distributors of a wide range of products that can supply in all the basic needs of plant nutrition. Our head office is in Potchefstroom with a satellite office in George. Our manufacturing and/or storage facilities are situated in Cape Town, Durban, Port Elizabeth, Paarl and Johannesburg.

2. COMPANY CONTACT DETAILS

Directors: Mr. JF Potgieter (Managing)

Mr. RI Thompson

Mr. DJ Conradie

CEO: Mr. JF Potgieter

Postal Address: P.O. BOX 617, POTCHEFSTROOM, 2520

Street Address: AQUASOL HOUSE, 7 FICK STREET, POTCHEFSTROOM, 2531

Telephone Number: +2718 294 8901

Fax Number: +2718 294 8903

Email: info@aquasolnutri.com

DATE OF COMPILATION: 17/03/2014

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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.

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

No	Ref	Act
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
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 63 of 2001	Unemployment Insurance Act
12	No 36 of 1947	Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act
13	No 194 of 1993	Trade Marks Act
14	No 34 of 2005	The National Credit Act
15	No 99 of 1978	Protection of Businesses Act
16	No 85 of 1993	Occupational Health and Safety Act

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5. SCHEDULE OF RECORDS

<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 www.aquasolnutri.com
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Not available.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">◦ Product Brochures◦ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents	Request in terms of PAIA.

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 (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.

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.
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