



# Government Gazette Staatskoerant

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**M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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PAIE MANUAL 02/YM/avt  
11 February, 2003



## NAMPAK LIMITED

Manual prepared in terms of Section 51 of the Promotion of Access to Information Act, no 2 of 2000 ("the Act").

1. Nampak Limited, company registration number 1963/008070/06, is a public company listed of the JSE Securities Exchange South Africa, with its registered address at Nampak Centre, 114 Dennis Road, Atholl Gardens, Sandton, 2196
  
2. This manual is prepared and published on behalf of the following companies in the Nampak group of companies:
  - Nampak Limited
  - Nampak Cartons & Labels Limited
  - Nampak Corrugated PMB (Pty) Limited
  - Nampak Metal Packaging Limited
  - Nampak Products Limited
  - Nampak Tissue (Pty) Limited
  - Burcap Plastics (Pty) Limited
  - Elopak South Africa (Pty) Limited
  - Kohler Flexible Packaging (Pinetown) (Pty) Limited
  - Kohler Packaging Limited
  - Malbak Limited
  - Metal Box South Africa Limited
  - NamITech Holdings Limited
  - NamITech Limited
  - NamITprepaidz (Pty) Limited
  - Printpak Limited
  - Sancell South Africa (Pty) Limited
  
3. All requests for information in terms of this manual should be addressed to:

The Group Manager  
Business Research & Property  
Attention:  
Mr Graham Hayward  
P O Box 784324  
SANDTON, 2146

or

Nampak Centre  
114 Dennis Road  
Atholl Gardens  
SANDTON  
2196

Phone no 011/719-6300

- Fax no 011/444-6598

e-mail address: [haywardg@nampak.co.za](mailto:haywardg@nampak.co.za)

4. In terms of Section 10 of the Act the Human Rights Commission must publish by August 2003 a guide containing information on how to exercise any right contemplated in the Act. The guide will be available from:

The South African Human Rights Commission

PAIA Unit

The Research & Documentation Department

Private Bag 2700

HOUGHTON

2041

Telephone 011/484-8300

Fax no 011/484-0582

e-mail address: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

5. Records are kept in terms of the following legislation:

- The Companies Act, 61 of 1973
- The Income Tax Act, 58 of 1962
- The Value-added Tax Act, 89 of 1991
- The Occupational Health & Safety Act, 85 of 1993

- The Employment Equity Act, 55 of 1998
  - The Labour Relations Act, 66 of 1995
  - The Basic Conditions of Employment Act, 75 of 1997
  - Unemployment Insurance Act, 63 of 2001
  - Skills Development Levies Act, 9 of 1999
  - Compensation for Occupational Injuries & Diseases Act, 130 of 1993
  - Customs & Exercise Act, 91 of 1964
  - National Water Act, 36 of 1999.
6. No notice has been published to date in terms of Section 52(2) of the Act.
7. Details of the subjects on which records are held and the categories of records held on each subject are the following:
- 7.1. A description of the subjects of the records held by the body and the categories in which these subjects are classed:
- 7.1.1. Company Secretarial
- Company documents including the Memorandum and Articles of Association
  - Registers
  - Minute books
  - Statutory returns
  - Powers of attorney
  - Share certificates
- 7.1.2. Agreements
- Agreements with customers, suppliers, service providers and other parties
- 7.1.3. Moveable and immoveable property
- Title deeds
  - Lease agreements
  - Hire agreements
  - Hire-purchase agreements
  - Credit sale agreements
  - Ordinary and conditional sale agreements
- 7.1.4. Intellectual property
- Trade marks

- Patents
- Designs
- Know-How
- Licensing agreements

7.1.5. Insurance

- Policies
- Insurance claim files

7.1.6. Taxation

- Income tax files

7.1.7. Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Agreements
- Forms and applications
- Training records
- Workplace and Union agreements and records
- Benefit arrangements rules and records

7.1.8. Finance and accounting

- Accounting records
- Financial statements
- Reports and returns
- Banking details and bank statements
- Debtors/creditors statements and invoices
- Annual financial statements

7.1.9. Operations

- Permits, licences, consents, approvals, authorizations, applications and registrations
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Security documents

7.1.10. Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans

7.1.11. Administration

- Intranet
- Correspondence with internal and external parties

7.2. Other information as may be prescribed:

Not applicable.

8. Requesting procedures

A person who wants access to the records of any of the identified entities must complete the necessary request form.

The request form can be accessed on [www.nampak.co.za](http://www.nampak.co.za) or [www.sahrc.org.za](http://www.sahrc.org.za). If a person needs assistance to obtain the form or on any other matter, please contact Mr G Hayward at the telephone number provided in clause 1.

The completed request form must be sent to the address or fax number provided in clause 1 and marked for the attention of Mr G Hayward.

Mr Hayward will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies can be accessed on [www.nampak.co.za](http://www.nampak.co.za).

All the pertinent sections must be completed fully, failing which the process will be delayed while Mr Hayward requests such additional information.

NOTE: Access to certain records may be denied on the grounds set out in the Act.

9. Availability of the manual

Copies of this manual are available for inspection, free of charge, at the offices of Nampak Limited; copies are also available from the South African Human Rights Commission; from the Government Printer and on our website ([www.nampak.co.za](http://www.nampak.co.za)).

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