

Co Reg No. 2003/021199/07

11 Buckmann Boulevard,  
Hammarisdale, 3699, KwaZulu Natal

P O Box 32214, Mobeni,  
4110, South Africa

Telephone: 031 705 4294  
Email: info@mathegroup.com

# **MATHE GROUP (PTY) LTD**

## **SECTION 51 MANUAL**

**In terms of the Promotion of Access to Information Act, no.2 of  
2000  
("PAIA")**

**(PREPARED 4 APRIL 2016)**

## **PURPOSE AND SCOPE OF THIS MANUAL**

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1. The Promotion of Access to Information Act, no.2 of 2000 (“PAIA”) forms part of the regulatory framework for access to information held by and pertaining to public and private bodies.
2. Section 51 of PAIA prescribes that any Private Body that qualifies in terms of PAIA, is required to publish a manual regarding the rights and procedures to access information and records of that Private Body
3. This manual operates as such in respect of Mathe Group (Pty) Ltd, (“the Entity”) and any of its subsidiaries or joint ventures in which the Entity may participate from time-to-time.

## **DESIGNATED CONTACT PERSON AND ENTITY INFORMATION**

### **Section 51 (1) (a)**

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Mathe Group (Pty) Ltd (“the Entity”) is an innovative South African company, manufacturing high quality rubber granulate from post-consumer tyres. Their products are utilised in a variety of industries including but not limited to sports surfaces, acoustic underlays, moulded products and road surfacing. Their products are exported throughout Africa and the rest of the world. Mathe Group (Pty) Ltd is a registered recycler with REDISA (Recycling and Economic Development Initiative of South Africa). It qualifies as a Private Body in terms of PAIA.

1. Registered Name : Mathe Group (Pty) Ltd
2. Registration Number : 2003/021199/07

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3. Physical Address : 11 Buckman Avenue, Hammarisdale, KwaZulu-Natal, South Africa.
4. Postal Address : P.O Box 32214, Mobeni, 4060
5. Email Address : [Pravesh.mahadeo@vandyckcarpets.com](mailto:Pravesh.mahadeo@vandyckcarpets.com)
6. Telephone Number : (031) 705 7324
7. Facsimile Number : (031) 912 1220
8. Website : [www.mathegroup.com](http://www.mathegroup.com)
9. Head of Body : Vusumuzi Mathe
10. Information Officer : Pravesh Mahadeo  
("Information Officer")

## GUIDE IN TERMS OF SECTION 10 OF PAIA

### Section 51 (1) (b) of PAIA

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In terms of Section 10 of PAIA, the South African Human Rights Commission has prepared a guide to assist anyone who wishes to exercise any of the rights created in terms of PAIA.

A copy of this guide is available from the South African Human Rights Commission:

1. Postal Address: Private Bag X2700, Houghton, 2041
2. Physical Address: Braampark, Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg.
3. Telephone Number: 011 877 3600
4. Facsimile Number: 011 403 0668
5. Email Address: [info@sahrc.org.za](mailto:info@sahrc.org.za)
6. Website: [www.sahrc.org.za](http://www.sahrc.org.za)
7. URL where guide can be downloaded:  
<http://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

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## **RECORDS AUTOMATICALLY AVAILABLE**

### **Section 51(1)(c)**

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The Entity has not submitted any notices in terms of Section 52(2) of PAIA regarding categories of records which are freely available without request.

## **RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

### **Section 51 (1) (d)**

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- Basic Conditions of Employment Act, 1997
- Broad Based Black Economic Empowerment Act, 2003
- Companies Act, 1973
- Companies Act, 1998
- Companies Act, 2008
- Compensation for Occupational Injuries and Diseases Act, 1993
- Competition Act, 1998
- Consumer Affairs Act (Unfair Business Practices) Act, 1988
- Consumer Protection Act, 2008
- Copyright Act, 1978
- Customs and Excise Act, 1964
- Electronic Communications and Transactions Act, 2002
- Employment Equity Act, 1998
- Environment Conservation Act, 1989
- Financial Intelligence Centre Act, 2001
- Income Tax Act, 1962
- Labour Relations Act, 1995
- National Credit Act, 2005
- National Environmental Management Waste Act, 2008
- Occupational Health and Safety Act, 1993
- Pension Funds Act, 1986
- Regional Services Council Act, 1985

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- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Statistics Act, 1999
- Trade Marks Act, 1993
- Unemployment Insurance Act, 2001
- Unemployment Insurance Contributions Act, 2002
- Value-Added Tax Act, 1991

*\* Any references to the above legislation include all regulations promulgated in terms of the legislation, and any amendments to the legislation or replacement legislation.*

## **SUBJECTS AND CATEGORIES OF INFORMATION**

### **Section 51 (1) (e)**

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The documents listed below are those records that the Entity holds, which may be obtained in terms of a request under PAIA. Any request for the documents listed hereunder is subject to the Entity's right of refusal in terms of this manual and in terms of law.

The documents are classified and grouped according to subjects and categories.

## **CORPORATE GOVERNANCE**

- Incorporation and company secretarial documents
- Legal compliance documents
- Memorandum of Incorporation
- Minutes: Board of Directors meetings
- Minutes: Management meetings
- Minutes: Shareholder meetings

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- Policies and procedures
- REDISA certification documents
- Risk management reports
- Shareholders' Agreements

## **FINANCE**

- Accounting records
- Annual Financial Statements
- Asset register and inventory
- Banking records
- Business contracts
- Credit bureau records
- General correspondence
- Internal control reports
- Invoices, credit notes, statements
- Management Accounts
- Property leases
- Proposal and tender documents
- SA Reserve Bank returns and correspondence
- Statistics SA returns and correspondence
- Statutory records
- Stock records
- Tax returns and SARS correspondence

## **HUMAN RESOURCES**

- BEE statistics, certificates and audit reports
- Employment Equity reports
- Leave records
- Letters of employment
- Medical Aid records
- PAYE records and returns
- Payroll records

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- Personnel files and records
- Policies and procedures
- Retirement benefit records
- SDL records and returns
- SETA records and correspondence
- Staff attendance records
- Traineeship records
- Training material and statistics
- UIF records and returns
- Workmen's compensation records

## **INFORMATION TECHNOLOGY**

- Computer generated databases including SYSPRO and Excel
- Contracts and agreements
- Licences
- Policies and procedures
- Register of software and hardware

## **MARKETING AND BUSINESS GROWTH**

- Brand Management records
- Contracts and agreements
- Marketing brochures and advertising records
- Market research documents
- Marketing strategy records
- Mission statement
- New business development records
- Proposal and tender documents
- Vision statement

## **OPERATIONS**

- Correspondence with customers and suppliers
- Costing records
- Credit application forms

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- Customer account records
- Customer complaint records
- Customer database
- Distribution Agreements
- Exchange Control Regulations records and records relating to import and export of goods
- Patents and trademark records
- Product and service level specifications
- Price lists
- Research and development records
- Service level agreements
- Supplier price lists
- Waste disposal records

## **SAFETY COMPLIANCE**

- Commission for Occupational Injuries and Diseases records
- Correspondence in respect of safety issues
- Environmental Impact Assessments and records
- Occupational Health and Safety records
- Quality control test procedures, protocol and results
- Safety Manual
- Water licences
- Waste licences
- Work place incident reports

## **REQUEST FOR ACCESS TO RECORDS**

### **Section 51 (1) (e)**

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Any person who wishes to access the information or records of the Entity must complete the *Access Request Form* ("the Form") included as Annexure A hereto. The successful completion and submission of the Form does not guarantee access to the information or records. The decision as to whether access to the information or documents will be granted is within the discretion of the Entity, particularly with reference to Part 3, Chapter 4 of PAIA.



## **Completion of Access Request Form**

1. To request access to information all requesters are required to complete the Form in full, and to ensure that all additional documents specified in the Form are included in the submission.
2. Please use block letters (no cursive) when completing the Form.
3. If a section in the Form does not apply to your request please insert the letters "N/A". Do not leave any blanks.
4. If there is insufficient space on the Form, additional information may be included on a separate page with the submission. When submitting additional pages please mark them with the number of the question or section on the Form to which they relate.

## **Submission of Access Request Form**

1. The Form may be submitted by telefax, post, hand delivery, or email using the addresses and information on page 1 of this manual.
2. Please mark any submissions for the attention: Information Officer.
3. For the sake of expediency, it is recommended that any submissions be sent by email to the Information Officer, to the email address specified on page 1 of this manual.
4. An initial request fee of R57 (incl. VAT) is payable on submission. Please contact the Information Officer for details on how this can be securely paid.
5. The initial request fee does not apply to Personal Requesters in terms of Section 54 (1) of PAIA, being any person requesting access to records that contain that person's personal information.

## **Outcome of request**

1. Upon receipt of the Form, the Entity will acknowledge receipt.
2. The Entity will consider the request and will notify the requester in writing, whether access has been granted or refused, and if refused the reasons for such refusal.

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3. The Entity will also inform the requester of the outcome of the request in any other manner specified by the requester in the Form.
4. The Entity will despatch the written notification within 30 business days of the Entity having *received* the request.
5. Should the Entity decide to grant the requester access, the Entity will include in the notification details of when, where and how access is to be granted, and of any additional fees applicable.
6. The period in 3 above may be extended at the discretion of the Entity by 30 further business days. This would ordinarily occur where the information or documents are difficult to locate, stored off-site, or are voluminous.
7. The Entity will inform the requester if it intends to extend the period in 3 above.

## GROUNDINGS FOR REFUSAL TO PROVIDE ACCESS TO RECORDS

### Part 3, Chapter 4

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In terms of Chapter 4 of PAIA, the Entity may refuse to grant access to records for any of the following reasons:

1. **Section 63:** Mandatory protection of the privacy of a third party who is a natural person, if its disclosure would involve the unreasonable disclosure of personal information.
2. **Section 64:** Mandatory protection of the commercial information of a third party if its disclosure contains trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party or information disclosed in confidence by a third party if the disclosure thereof could reasonably result in that third party at a disadvantage in contractual negotiations or in commercial competition.
3. **Section 65:** Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.

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4. **Section 66:** Mandatory protection of the safety of individuals and the protection of property
5. **Section 67:** Mandatory protection of records which could be regarded as privileged in legal proceedings.
6. **Section 68:** The commercial information of the Entity which may include trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of the Entity, or information, the disclosure thereof could reasonably put the Entity at a disadvantage in contractual negotiations or in commercial competition.
7. **Section 69:** Mandatory protection of research information of a third party or the Entity.

The Entity's right to refuse access to information or records, is not limited to the circumstances above.

## APPROVAL OF MANUAL

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This manual has been prepared in accordance with Section 51 of PAIA and is hereby approved.

  
\_\_\_\_\_  
**PRAVESH MAHADEO**

21 April 2016  
\_\_\_\_\_  
**DATE**

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## ANNEXURE A: REQUEST TO ACCESS FORM

### A. PARTICULARS OF ENTITY TO WHOM REQUEST IS BEING MADE

Name of Entity : Mathe Group (Pty) Ltd  
Contact Person : Pravesh Mahadeo  
Postal Address : P.O Box 32214, Mobeni,, 4060  
[for submissions by post]  
Physical Address : 2096 Prince Mcwayizeni Drive, Reunion, Durban,  
  
[for submissions by hand] KwaZulu- Natal, South Africa.  
Facsimile Number : (031) 912 1220  
[for submissions by fax]  
E-mail Address : [Pravesh.mahadeo@vandyckcarpets.com](mailto:Pravesh.mahadeo@vandyckcarpets.com)  
[for submissions by email]

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### B. PARTICULARS OF PERSON REQUESTING ACCESS

Full names : \_\_\_\_\_  
Identity Number : \_\_\_\_\_  
Postal Address : \_\_\_\_\_ Code: \_\_\_\_\_  
Telephone Number : (     ) \_\_\_\_\_  
Cellphone Number : \_\_\_\_\_  
Facsimile Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_  
Preferred contact  
method for notification  
of outcome of request :  E-mail  Facsimile  Post  Telephone   
Cell phone

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

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**Details of person on whose behalf request is made:**

[To be completed only when request is made on behalf of another person or entity]

**Full names** : \_\_\_\_\_  
**Identity Number** : \_\_\_\_\_

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**C. PARTICULARS OF RECORD**

**Description of Record or part thereof:**

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**Date of record (if known):**

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**Reference Number (if known):**

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**Fee Exemption – state reason for exemption from paying fees:**

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**D. FORM OF ACCESS TO RECORD**

Whilst the Entity will use its best efforts to provide you with access in the form requested, the Entity reserves the right to refuse access in the form requested, and may offer access in an alternative form to that requested.

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The fees payable are those prescribed in terms of PAIA.

Please select your preferred form of access to the records by marking with an X:

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

A4 photocopy @ R1,25 per page  Inspection of Record

**2. If the record is a visual image such as a photograph, video, slide, computer-generated image, sketch etc:**

A4 copy @ R68,40 per page  Inspection of Images  
 Transcription of images (A4 size) @ R45,60 per record transcription\*

**3. If the record is recorded words which can be reproduced in sound:**

Transcription of soundtrack (written or printed document)\*  
 Listen to the soundtrack

**4. If the record is stored on a computer or in an electronic machine-readable form:**

A4 copy @ R0,85 per page  Copy in computer readable form on a compact disc @ R90.97\*  
 A4 copy of information derived from record @R0.97 per page plus R34,20 per hour or part thereof where the document is required for such search and preparation\*

*\* 50% deposit may be required in terms of Section 54(2) of PAIA*

**If transcription requested, do you require the copy or transcription to be posted to you (postage fee applies)?**  YES  NO

**Request for access in specialised form**

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

**Disability:**

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**Form in which record is required:**

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**E. DETAILS OF RIGHT BEING EXERCISED OR PROTECTED**

We require the reasons for the request, and details of what rights are being exercised or protected with the information, and why the requested information or documents are necessary to exercise or protect those rights:

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[PLEASE USE ADDITIONAL PAGES, AND SIGN THOSE, IF THE ABOVE SPACE IN INSUFFICIENT]

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SIGNED AT .....ON THIS ..... DAY OF  
.....20....

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**SIGNATURE OF REQUESTER  
OR PERSON ON WHOSE BEHALF REQUEST IS BEING MADE**