

SUMITOMO RUBBER SOUTH AFRICA (PTY) LTD
REGISTRATION NUMBER: 1997/021619/07
("the Company")

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
("ACT")

1. **Introduction**
SUMITOMO RUBBER SOUTH AFRICA (PTY) LTD conducts business as a manufacturer, imported and supplier of tyres.

2. **Information required in terms of section 51 (1) (a) of the ACT:**

Chief Executive Officer: Mr. Riaz Haffejee

Company Secretary: Advocate Seama Govender

Directors:

- 1) Mr Carlo Baldocchi
- 2) Mr Khoobs Somur
- 3) Mr Ryutaro Ota
- 4) Ms Sherry Wessels
- 5) Ms Thembisa Dingaan
- 6) Mr Yasutaka II
- 7) Mr Takesuke Ikeuchi

Postal & street addresses:

P O Box 925	892 Umgeni Road
Durban	Durban
4000	4000

Tel no: 031-242 1111

Fax no: 031-242 1605

E-Mail address: legal@srigroup.co.za

3. **The ACT (Section 51 (1) (b))**

Approved By CEO: Riaz Haffejee



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.

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.

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 (Information on subjects and categories of records required in terms of section 51(1)(c) of the ACT)

Where applicable to our operations, the Company keeps records in accordance with the following legislation including but not limited to:

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad Based Black Economic Empowerment Act, No.53 of 2003
- Companies Act, No.71 of 2008 (as amended)
- Compensation for Occupational Injuries and Disease Act, No. 130 of 1993
- Competition Act, No. 89 of 1998
- Consumer Protection Act, No.68 of 2008
- Copyright Act No 98 Of 1978
- Customs and Excise Act, No. 91 of 1964
- Customs Control Act No. 31 of 2014
- Customs Duty Act No. 30 of 2014
- Employment Equity Act, No.55 of 1998
- Environment Conservation Act No. 73 of 1989
- Income Tax Act, No. 58 of 1962
- International Trade Administration Act No. 71 of 2002
- Labour Relations Act, No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Environmental Management: Air Quality Act No. 39 of 2004

Approved By CEO: Riaz Hatfejee



- National Environmental Management: Biodiversity Act No. 10 of 2004
- National Environmental Management: Waste Act No. 59 OF 2008
- National Regulator For Compulsory Specifications Act No. 5 of 2008
- Skills Development Levies Act, No. 97 of 1998
- Skills Development Act, No. 97 of 1998
- South African Revenue Services Act, No.34 of 1997
- Tax Administration Act no. 28 of 2011
- Unemployment Contributions Act, No.4 of 2002
- Unemployed Insurance Act, 30 of 1966
- Value Added Tax Act, No.89 of 1991.

5. SCHEDULE OF RECORDS (Information in terms of section 51(1)(d) of THE ACT)

The following are the subjects and categories of records held:

5.1. Web page:

The Company's website is accessible to anyone who has internet access and has the following categories:

- About the Company
- Dunlop Zone (dealers) information
- Tyre manufacturing and tyre ranges
- Advice and safety hints
- Current Issues
- Advertising information
- Promotion of Access to Information Act – Manual and Form C attachment

5.2. Other Records:

Companies Act:

- Documents of Incorporation
- Constitution of the Company
- Various registers, minute books and internal resolutions
- Company documents including the Memorandum of Incorporation, and any amendments thereto.

Financial Records:

- Accounting records
- Debtors and creditors information
- Fixed assets register(s)
- Inventories

Approved By CEO: Riaz Haffjee



- Invoices and vouchers

Taxation:

- VAT Registration certificate
- Company Tax records
- STC, PAYE and Capital Gains records

Intellectual Property:

- Records relating to trade marks, patents, designs, licenses
- Licensing agreements

Insurance:

- Records relating to insurance arrangements, policies and claims

Moveable and Immovable Property:

- Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property

Agreements:

- Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities and guarantees, acquisitions and disposals of assets and with service providers

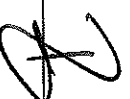
Human Resources:

- Employee Records
- Conditions of employment
- Payroll Records
- Registrations with Department of Labour
- Arrangements with service providers
- Dealings with Unions
- Labour related matters and benefit funds
- Disciplinary Records
- Training Records, manuals and reports

Operational Records:

- Technical, procurement, production and marketing information, quality and product claims
- Customer related records
- Management records
- Data bases, correspondence, policies & procedures

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- Banking records & legal proceedings
- **Computer and Communication Information:**
 - Procurement, maintenance and data communication arrangements.

6. FORM OF REQUEST (How to request a record from the company in terms of Section 51 (e)):-

The requester must complete the **Prescribed Form (Form C)** and submit this together with the request fee to the Company Secretary at the Company's address, fax number or electronic mail address.

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.

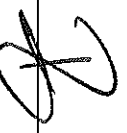
It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of the Prescribed Form (Form C) does not automatically allow the requester access to the requested record.

7. PRESCRIBED FEES (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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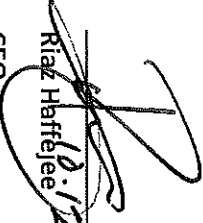
8. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of third parties who are natural persons (section 63).
- Information for the protection of commercial information of third parties and certain confidential information of third parties (sections 64 and 65).
- Information for the protection of the safety of individuals and the protection of property (section 66).
- Information privileged from production in legal proceedings (section 67).
- Commercial information of the Company (section 68).
- Research information of third parties, and protection of research information of the Company (section 69).

9. Availability of the manual:

The manual is also available for inspection at the offices of the Company; on the Company's website and copy is also available at the South African Human Rights Commission.


18.12.15
Riaz Haffejee
CEO

Approved By CEO: Riaz Haffejee



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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.

1. Description of record or relevant part of the record:

.....
.....
.....
.....
.....

2. Reference number, if available:

.....
.....
.....
.....
.....

3. 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:

.....
.....
.....
.....
.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access 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 a 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:			
copy of record*	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
view the images	copy of the images*	transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:			
listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:			
printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)	

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
Postage is payable.

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:

.....

.....

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

.....

.....

.....



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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.

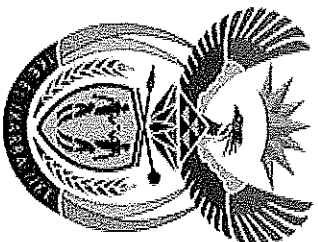
How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

RB



Government Gazette

REPUBLIC OF SOUTH AFRICA

Regulation Gazette No. 7024

Vol. 428 Pretoria 9 March 2001 No. 22125



AIDS HELPLINE: 0800-123-22 Prevention is the cure

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GOVERNMENT NOTICE
GOEWERMENTSKENNISGEWING

DEPARTMENT OF JUSTICE
DEPARTEMENT VAN JUSTISIE

No. R. 223

9 March 2001

PROMOTION OF ACCESS TO INFORMATION ACT, 2000
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO
INFORMATION

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

SCHEDULE

Definition

1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates -
"the Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

Form of request

2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

Fees for records of public body

3. (1) The fee for reproduction, referred to in section 15(3) of the Act, is as follows:

R

- | | | |
|-----|--|------|
| (a) | For every photocopy of an A4-size page or part thereof | 0,60 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |

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- (c) For a copy in a computer-readable form on -
- (i) stifty disc 5,00
 - (ii) compact disc 40,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 22,00
- (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 12,00
- (ii) For a copy of an audio record 17,00
- (2) The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R 35,00.
- (3) The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:
- R
- (a) For every photocopy of an A4-size page or part thereof 0,60
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,40
 - (c) For a copy in a computer-readable form on -
 - (i) stifty disc 5,00
 - (ii) compact disc 40,00
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof 22,00
 - (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 12,00
- (ii) For a copy of an audio record 17,00
- (f) To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.
- (4) The actual postal fee is payable when a copy of a record must be posted to a requester.

- (5) For purposes of section 22(2) of the Act the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.

Form of request

4. A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

Fees for records of private body

5. (1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:
- R
- (a) For every photocopy of an A4-size page or part thereof 1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75
 - (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 7,50
 - (ii) compact disc 70,00
 - (d) For a transcription of visual images, for an A4-size page or part thereof 40,00
 - (e) For a copy of visual images 60,00
 - (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
 - (ii) For a copy of an audio record 30,00
- (2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R 50,00.

(3) The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

- | | |
|--|-------|
| | R |
| (a) For every photocopy of an A4-size page or part thereof | 1.10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0.75 |
| (c) For a copy in a computer-readable form on - | |
| (i) stiffy disc | 7.50 |
| (ii) compact disc | 70.00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | 40.00 |
| (ii) For a copy of visual images | 60.00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | 20.00 |
| (ii) For a copy of an audio record | 30.00 |
| (f) To search for the record for disclosure, R 30,00 for each hour or part of an hour reasonably required for such search. | |
| (4) The actual postal fee is payable when a copy of a record must be posted to a requester. | |
| (5) For purposes of section 54(2) of the Act the following applies: | |
| (a) Six hours as the hours to be exceeded before a deposit is payable; and | |
| (b) one third of the access fee is payable as a deposit by the requester. | |

Notice of internal appeal

6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

Appeal fees

7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R 50,00.

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Value-added tax

8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

Commencement

9. These regulations shall come into operation on 9 March 2001.

ANNEXURE

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

FOR DEPARTMENTAL USE	
Request received by _____	Reference number: _____
rank, name and surname of information officer/deputy information officer) on _____	(state
_____ (date) at _____ (place).	
Request fee (if any): R	
Deposit (if any): R	
Access fee: R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer/Deputy Information Officer:

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B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. 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 therefor.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a 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: _____	Form in which record is required: _____
_____	_____
_____	_____
_____	_____

Mark the appropriate box with an "X".

NOTES:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a 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 -			
copy of record*		inspection of record	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)	

4. If record is held on computer or in an electronic or machine-readable form -				
printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)	YES	NO
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.				
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.				
In which language would you prefer the record? _____				

G. 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 thereof 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? _____

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

FORM B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 4]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

<p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p>
--

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: _____

2

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.*

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. 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 therefor.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a 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: _____	Form in which record is required: _____
_____	_____
_____	_____
_____	_____

Mark the appropriate box with an "X".

NOTES:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a 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 -						
copy of record*		inspection of record				
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)						
view the images		copy of the images*		transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound -						
listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)				
4. If record is held on computer or in an electronic or machine-readable form -						
printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.					YES	NO

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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