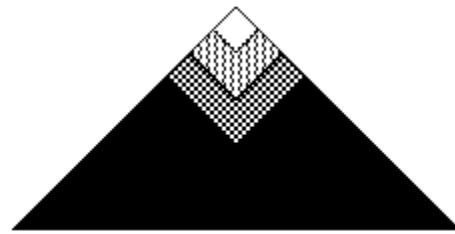


**Alpine Gulf Equipment (Pty) Ltd  
Manual**



***Alpine Aluminium Cases***

**Act 2 of 2000,  
The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of  
Access to Information Act No. 2 of 2000

**Effective Date: 31<sup>st</sup> July 2005**

## **Company Overview**

Alpine Gulf Equipment manufactures protective cases, containers and enclosures from Aluminium and Steel for a wide variety of industry sectors. It operates from Jet Park in Boksburg.

### **1. Part I: Particulars of the Private Body -**

(Information required under section 51(1)(a) of the Act):

- a. Name of the Body  
Alpine Gulf Equipment (Pty) Ltd
- b. Head of the Body (Information Officer)  
Peter Brooks
- c. Postal Address  
P.O. Box 3,  
Bergvlei, 2012
- d. Street Address  
679 Pretoria Main Road  
Wynberg,  
Johannesburg, 2090
- e. Telephone Number  
011 887-2828
- f. Fax Number  
011 786-8509
- g. Web address  
[www.alpinecases.co.za](http://www.alpinecases.co.za)
- h. Contact Details of Information Officer
  - i. e-mail: [paia@alpinecases.co.za](mailto:paia@alpinecases.co.za)
  - ii. Phone: 011 887-2828
  - iii. Fax: 011 786-8509

**2. Part II - Description and Access to the Guide –**

(Information required under section 51(1)(b) of the Act):

- a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- b. A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act. Any queries should be directed to:  
The South African Human Rights Commission  
PAIA Unit, Research and Documentation  
Private Bag 2700, Houghton, 2041  
Tel: 011 484-8300 Fax: 011 484-0582
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15<sup>th</sup> February 2002 set forth how the Human Right Commission should make the guide available.

**3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records**

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Records that are available without formal request: The only documentation available in this category would be Product and Sales publicity material. This material, plus various other categories of information relating to the company, is available on the Alpine Gulf Equipment Website – [www.alpinecases.co.za](http://www.alpinecases.co.za)
- b. Records available in terms of any other legislation (Section 51(1) (d))

Alpine Gulf Equipment keeps certain information and records as a matter of a standard practice, and in accordance with a number of acts relevant to the industry in which it operates. Including but not limited to:

The Companies act No 61 of 1973  
The Income Tax Act No 95 of 1967  
Occupational Health and Safety Act No 85 of 1993  
Unemployment Insurance Act 63 of 2001  
Unemployment Contributions Act No 4 of 2002  
Value Added Tax Act No 89 of 1991  
The Labour Relations Act 66 of 1995

**4. Part IV - Records available in accordance with any other legislation –**

(Information required under section 51(1)(d) of the Act):

Access to the records held by this private body. Section 51 (1) (c) and (e)

Records that can be formally requested:

## Manual - Promotion of Access to Information

### **Records in accordance with the Companies Act**

Certificate of incorporation  
Memorandum and articles of association  
Certificate to commence business  
Register of directors  
Register shareholders

### **Records in accordance with other legislation:**

Employee contributions to UIF  
Employee register with MIBFA, (Metal Industries Bargaining Council)  
Records of monthly returns to council  
List of employee names and occupations  
Disciplinary code  
Tax returns of employees  
Attendance records / clock cards

### **Other:**

Records in terms of intellectual property, Patents, Trademarks  
Tax and Vat records  
General information as is required for the day-to-day running of Alpine Gulf Equipment (Pty) Ltd

## **5. Part V - Access to Information**

(Information required under section 51(1)(e) of the Act):

### 5.1 Methods of Access to Manual

- a. Human Rights Commission – a copy will be made available to the Commission
- b. Alpine Gulf Equipment Webpage - [www.alpinecases.co.za](http://www.alpinecases.co.za)
  - i. The Alpine Gulf Equipment Webpage is accessible to anyone who has access to the Internet.

### 5.2 Description of Records

The Alpine Gulf Equipment Web Page consists of the following categories:

- Company Background
- Product Information
- Product Images
- Services Offered

### Other Record Categories –

- ii. Commercial and Legal

## Manual - Promotion of Access to Information

1. Contracts and Agreements
  2. Company Confidential – Historical significance
  3. Meeting Minutes
  4. Shareholders
  5. Property Leases and Agreements
  6. Trademark
  7. Resolutions – Directors
  8. Correspondence
- iii. Financial
1. Financial Year-end Results
  2. Financial Analysis and Reports
  3. Tax and Levies
- iv. Human Resources
1. Employees Personnel Information
  2. Employees History (skills and experience)
  3. Educational Background
  4. Salaries and Wages
  5. Contracts and Agreements
- v. Marketing
1. Advertising
  2. Contracts with Suppliers
  3. Product Ranges and Pricing

### **The request procedure:**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the designated person, at the contact address given above. [s.53 (1)]
- The requester must provide sufficient detail on the request form to enable the designated person to identify the record, and the requester. The requester should also indicate which form of access is required. The requester should also if any other manner is to be used to inform the requester and state the necessary particulars to be so informed. [s.52(2)(a),(b),(c)]
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right. [s.53(2)(d)]
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request, to the satisfaction of the designated person of this private body. [s.53(2)(f)]

The prescribed forms are available at [www.sahrc.org.za](http://www.sahrc.org.za)

**Fees:**

## Manual - Promotion of Access to Information

A requester who seeks access to a record containing personal information about the requester (i.e.: himself / herself) is not required to pay the request fee. Every other requester who is not a personal requester must pay the required fee. The fees payable are as prescribed in the Act

- The designated person of this body will advise the requester by notice requiring the requester to pay the prescribed fee before processing the request. [s54(1)]
- The fee that a requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s.54(3)(b)]
- After the designated person has made a decision on the request, the requester will be notified in the prescribed form
- If the request is granted, then a further access fee must be paid for the search, reproduction, preparation, and for any time that has exceeded the prescribed hours to search and prepare the record of disclosure. [s.54(6)]

Other information as may be prescribed [(Section 51(1) (f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard, and is therefore not applicable to this private body.

### Availability of this manual

This manual is available for inspection upon request at our premises stated above during normal office hours. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. The Manual is also published on Alpine Gulf Equipment (Pty) Ltd's web site – [www.alpinecases.co.za](http://www.alpinecases.co.za)