



## **Section 51 Manual on the Promotion of Access to Information Act**

**OWNERSHIP:**

This manual is owned by **Centurion Systems (Pty) Ltd**

**Registration Number of Company:** 200103005607

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

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## INTRODUCTION:

**Centurion Systems** manufactures a diverse and award-winning range of products to control the access of people and vehicles into and out of residential, commercial and industrial properties. Their products are developed in South Africa in accordance with the ISO9001-2008 quality assurance system. Investing considerably in research and development, the company employs a large team of talented engineers that are constantly researching new technologies and innovations, ensuring that they continue to lead the way in security, reliability and performance.

The company has offices throughout South Africa and two international subsidiaries, namely **Centurion Systems West Africa Limited**, in Nigeria, and **CENTSYS Pacific** in Sydney Australia. Exporting to over fifty countries around the world, **Centurion Systems** has built a respected reputation of manufacturing reliable and innovative access automation products.

On the 30th of June 2016, the acquisition of **Centurion Systems** by multinational access automation brand **FAAC** was formalised. **FAAC** is a well-established name in the access automation arena, with 32 fully-fledged branches worldwide, an extensive distribution network and a storied history spanning five decades.

The acquisition marked the joining of forces of two world-renowned brands, the melding of capabilities and the optimisation of client support.

This document serves as the company's information manual and provides reference to the records held by the company and the process to request access to such records.

## SCOPE OF MANUAL:

**Nature of business:** Consumer Goods Manufacturing

The scope of the manual is limited to the records held by **Centurion Systems (Pty) Ltd.**

## AVAILABILITY OF THE MANUAL:

A copy of this manual is available to the public for inspection on the company's website at [www.centurionsystems.com](http://www.centurionsystems.com) or on request from the designated contact person referred to in this manual.

## CONTACT PERSON:

The responsibility of administration of, and compliance with the Act has been delegated to the Information Officer. Requests pursuant to the provisions of the Act should be directed as follows:

**Directors:****Italian:**

Mr. Andrea Moschetti  
Mr. Giovanni D'Ábramo  
Mrs. Katia Marinangeli

**South African:**

Mr. Morgan Commerford  
Mr. Rakesh Ramdeyal

**Human Resources  
Contact Person:**

Angela Munger

P O Box 506, CRAMERVIEW, 2060

**Postal Address:**

Unit 13, Northlands Production Park, Epsom Avenue, NORTHRIDING,  
2162

**Physical Address:**

**Phone number:** 011 699 2400

**Fax number:** 011 704 3412

**E-mail:** [angela.munger@centurionsystems.co.za](mailto:angela.munger@centurionsystems.co.za)

## HRC GUIDE:

The guidance document on the application of the Promotion of Access to Information Act has been compiled by the South African Human Rights Commission. The guidance document has been developed in order to assist people to access records and to exercise their right to information.

The guide is available in English only. A copy of the guide may be obtained by contacting the South African Human Rights Commission at:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2014

## **HRC GUIDE:**

**Telephone:** 011 877 3600  
**Fax number:** 011 403 0625  
**E-mail:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

## **PRESCRIBED FEES:**

Please note that this fee is not applicable to personal requesters referring to any person seeking to access records that contain their personal information.

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 request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record/s and will be calculated based on the Prescribed Fees which is available from the SAHRC website [www.sahrc.org.za](http://www.sahrc.org.za) (Section 51 (1) (f)) Form C;

Payment details can be obtained from the Information Officer as indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order. Proof of payment must be supplied;

A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

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).

## **PRESCRIBED FEES:**

If a deposit has been paid in respect of a request for access which is refused then the Information Officer must refund the deposit to the requestor.

## **AUTOMATIC DISCLOSURE:**

Public product information  
Media releases  
Marketing and promotional material

## **LEGISLATIVE RECORDS:**

- ✓ Basic Conditions of Employment Act, 1997
- ✓ Companies Act, 1973
- ✓ Companies Act, 2008
- ✓ Compensation for Occupational Injuries and Diseases Act, 1993
- ✓ Consumer Protection Act, 2008
- ✓ Employment Equity Act, 1998
- ✓ Income Tax Act, 1962
- ✓ Labour Relations Act, 1995
- ✓ Promotion of Access of Information Act, 2002
- ✓ Skills Development Act, 1998
- ✓ Skills Development Levies Act, 1999

## LEGISLATIVE RECORDS:

- ✓ Unemployment Insurance Act, 2001
- ✓ Value Added Tax Act, 1991
- ✓ Unemployment Insurance Contributions Act, 2002
- ✓ Value-Added Tax Act, 1991

## ACCESS REQUEST PROCEDURE:

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application to access a record is subject to certain limitations if the requested record falls within a certain category as specified with Part 3 and Chapter 4 of the Act.

Completion of Access Request Form:

In order to facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- ✓ The Access Request Form must be completed.
- ✓ Proof of identity is required to authenticate the identity of the requester. Therefore in addition to the Access Form, requestors will be required to supply a copy of their identification document.
- ✓ Complete the form in BLOCK LETTERS and answer every question.
- ✓ If a question does not apply state N/A in response to that question.
- ✓ If there is nothing to disclose in reply to a particular question state "Nil" in response to that question.
- ✓ If there is insufficient space on a printed form, additional information may be provided on an attached folio.
- ✓ When the use of an attached folio is required, precede each answer with the applicable title.



## **ACCESS REQUEST PROCEDURE:**

The complete Access Request Form together with a copy of the identity document must be submitted either via post, e-mail or fax and must be addressed to the Information Officer.

### **Access Request Procedure:**

The company will within 30 days of receipt of the request decide whether to grant or decline the request and give notice with reasons to that effect. If the request is for a large volume of information and the information cannot be reasonably obtained within the original 30 day period, the company will notify the requester in writing should an extension be sought.

### **Grounds for Refusal of Access to Records:**

The main grounds for refusal of a request for information are:

- ✓ Mandatory protection of the privacy of a third party who is natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- ✓ Mandatory protection of the commercial information of a third party, if the record contains
  - Trade secrets of that party.
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
  - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
  - Mandatory protection of the safety of individuals and the protection of property.
  - Mandatory protection of records which could be regarded as privileged in legal proceedings.
  - The commercial activities of the company which may include:
    - Trade secrets of the company.
    - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the company.

## ACCESS REQUEST FORM:

### FORM C

Request for access to record of private body

(Section 53(1) of the Promotion of Access of Information Act, 2000 (Act No 2 of 2000)  
[Regulation 10]

Particulars of private body

Requests can be submitted either via post, e-mail or fax and should be addressed to the relevant contact person as indicated on page 4 of the manual.

Form in which record is required

Mark the appropriate box with an X

#### NOTES

- a) Compliance with your request in the specified form may depend on the form in which the record is available.
- b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether 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.

#### a) Particulars of person requesting access to information

[Proof of the capacity in which the request is made, if applicable, must be attached]

Full names & surname:	
Identification number:	
Telephone number:	
Fax number:	
E-mail address:	
Postal address:	

## ACCESS REQUEST FORM:

### b) Particulars of person on whose behalf the request is made

[ONLY complete this section if a request for information is made on behalf of another person]

Full names & surname:	
Identification number:	

### c) Particulars of requested information

[Provide full particulars of the information to which access is requested, including the reference number if that is known to you, to enable the record to be located. If the provided space is inadequate, please continue on a separate page and attach it to this form. Please sign all additional pages]

Full description of record or relevant part of the record:	
Reference No:	

### d) Format in which information is required

[Indicate the format in which information is required. Please note that the request for access in the specified format may depend on the format in which the record is available. Access in the requested format may be refused under certain circumstances]

Specify Format:	

## ACCESS REQUEST FORM:

### e) Right to be exercised or protected

[Indicate the right that is to be exercised and/or protected and why the information is required to protect and/or to exercise this right]

Specify right & reason:	

### f) Notification

[You will be notified by e-mail and/or post whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars]

Alternative method of notification:	

### g) Prescribed Fees

#### NOTES

- 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.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

## ACCESS REQUEST FORM:

Reason for exemption from payment of fees:	

Signed at: \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature of requestor/person  
 on whose behalf request is made