CENTURION



Section 51 Manual on the Promotion of Access to Information Act

Centurion Systems (Pty) Ltd
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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

CENTURION

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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 ISO9001-2015 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.co.za 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
Postal Address:	P O Box 506, CRAMERVIEW, 2060
Physical Address:	Unit 13, Northlands Production Park, Epsom Avenue, North Riding, 2162
Phone number:	011 699 2400
E-mail:	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

Website: 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 (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.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
   If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

_____
_____
_____
_____
(Address)

E-mail address: _____

Fax number: _____

*Mark with an **"X"***

☐ Request is made in my own name ☐ Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made *(when made on behalf of another person)*				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made *(if applicable):*				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD
*(Mark the applicable box with an "**X**")*

Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS *(Mark the applicable box with an "**X**")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive*(including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	

MANNER OF ACCESS *(Mark the applicable box with an "**X**")*	
Personal inspection of record at registered address of public/private body *(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	
Preferred language *(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)*	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED *If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.*	
Indicate which right is to be exercised or protected	

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

FEES	
a) A request fee must be paid before the request will be considered. *b) You will be notified of the amount of the access fee to be paid.* *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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	**Facsimile**	**Electronic communication** ***(Please specify)***

Signed at _____ this _____ day of _____ 20 _____

_____

Signature of Requester / person on whose behalf request is made

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FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

_____

Signature of Information Officer