



Agro-Industrial Manufacturing Cluster
Eastern Cape

Manual for
EASTERN CAPE AIM CLUSTER MANAGEMENT
ORGANISATION NPC (2015/060220/08)
Trading As
Agro-Industrial Manufacturing
Cluster Eastern Cape

in terms of the
Promotion of Access to Information Act,
Act 2 of 2000
(Hereinafter referred to as "the Act")

Revision Date: 02 December 2015

Cluster Coordinator:



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1. Introduction

The Eastern Cape Agro-Industrial Manufacturing (AIM) Cluster is a network for manufacturers in the Province to grow their businesses through coordinated development and unlocking synergies.

Members involved in the cluster include manufacturers, specialised suppliers and service providers to manufacturers, as well as training organisations and key government representatives.

Although members are all independent businesses and organisations, they share the common goal of improving the economic performance of manufacturing in the Eastern Cape and growing the manufacturing sector, and they find that participation in the AIM Cluster provides opportunities to increase the productivity and competitiveness of their individual businesses, and so of the manufacturing sector as a whole.

Cluster members also benefit through shared initiatives, including finding and gaining access to new markets for existing and new products, development of the supply chain, specialised training and efficiency programs, and channels of communication to key government representatives in the Province.

2. Contact Details

Name of Organisation:	Eastern Cape AIM Cluster Management Organisation NPC
Head of the Organisation:	Dr Anthony Albers
Postal Address:	P O Box 13882 Humewood 6013
Street Address:	11 Raleigh Street Richmond Hill Port Elizabeth
Telephone Number:	+27 41 582 5289
Fax Number:	+27 41 582 3068
e-mail Address	info@aimclusterec.co.za

3. Guide on how to use the Act

A Guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:



***The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department***

Postal Address: Private Bag 2700
Houghton
2041

Telephone Number: +27 11 877 3600

e-mail Address section51.PAIA@sahrc.org.za

Website: www.sahrc.org.za

4. Records available without request for access in terms of the Act (Notice in terms of Section 52(2) of the Act)

Eastern Cape AIM Cluster Management Organisation NPC will provide customers and suppliers copies of financial records pertaining to their accounts on request free of charge. No notice by Eastern Cape AIM Cluster Management Organisation NPC in terms of Section 52(2) of the Act has been published to date.

5. Records available in terms of other legislation

Records are kept in accordance with other legislation, such as:

- Income Tax Act 58 of 1962
- Unemployment Insurance Act 30 of 1966
- Companies Act 61 of 1973
- Value Added Tax Act 89 of 1991
- Occupational Health & Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Trade Marks Act 194 of 1993
- Labour Relations Act 66 of 1995
- Intellectual Property Laws Amendments Act 38 of 1997
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Act 97 of 1998
- National Environmental Management Act 107 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Electronic Communications and Transactions Act 25 of 2002



6. Records available on request for access in terms of the Act

The records held by Eastern Cape AIM Cluster Management Organisation NPC fall into three broad categories:

Personnel Records

These include any personal records provided to Eastern Cape AIM Cluster Management Organisation NPC by their personnel, any records a third party has provided to Eastern Cape AIM Cluster Management Organisation NPC about any of their personnel, contracts and conditions of employment, internal evaluation records, and salary records.

Customer-related records

These include any customer-related records provided to Eastern Cape AIM Cluster Management Organisation NPC by a customer, and records generated by or within Eastern Cape AIM Cluster Management Organisation NPC pertaining to a customer, including transactional records.

Business related records

These include financial records, contracts, minutes of meetings, operational records, operational instructions and manuals, marketing records, product records, research records.

Other Parties

Eastern Cape AIM Cluster Management Organisation NPC may retain records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. These may include financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the other party.

Any and all records pertaining to the aforesaid shall always only be made available to a requestor subject to all the provisions of the Act, including the grounds for refusal of access to records detailed in Sections 63 - 69 of the Act.

7. Information Request Procedure

The prescribed forms for making a request for information, and the access fees payable by the requestor, are available on the website of the South African Human Rights Commission (www.sahrc.org.za) and of the Department of Justice and Constitutional Development (www.doj.gov.za).

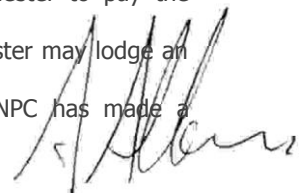
Form of Request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Eastern Cape AIM Cluster Management Organisation NPC, to the address, fax number or electronic mail address of the NPC.
- The requester must provide sufficient detail on the request form to enable the head of Eastern Cape AIM Cluster Management Organisation NPC to identify the record and the requester. The requester should also indicate which form of access is required, if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 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.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Eastern Cape AIM Cluster Management Organisation NPC.

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of Eastern Cape AIM Cluster Management Organisation NPC must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of Eastern Cape AIM Cluster Management Organisation NPC has made a decision on the request, the requester must be notified in the required 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 for disclosure.

8. Manual Availability

This manual is available for inspection free of charge at the offices of Eastern Cape AIM Cluster Management Organisation NPC, and on the Company's website at www.aimclusterec.co.za. A copy of the manual is available with the South African Human Rights Commission.

A handwritten signature in black ink, appearing to be 'A. Allen', located in the bottom right corner of the page.