



SUZUKI AUTO SOUTH AFRICA (PTY) LIMITED
(Registration Number: 2007/003067/07)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")



PROMOTION OF ACCESS TO INFORMATION MANUAL - SECTION
51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA (PTY) LTD

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1. INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No.2 of 2000 (PAIA) ("The Act") became operative. The Act gives effect to Section 32 (2) of the Constitution, which provides for the right of access to information held by a Private Body and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body.

The purpose of this manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of the COMPANY.

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.

2. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on the COMPANY's website at www.suzukiauto.co.za or on request from the designated contact person referred to in this manual.

3. CONTACT PERSON

The responsibility of, and compliance with the act, has been delegated by the Managing Director of the COMPANY to the Information Officer. Requests pertaining to the provisions of the Act should be directed as follows:

Contact Person: Mmapuleng Makume

Physical Address: 17 Enterprise Close
Linbro Business Park
Marlboro

Postal Address: P.O. Box 1995
Kelvin
2054

Phone Number: (011) 574-1900



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Fax Number: (011) 608-2489

E-mail : mmapulengm@suzukiauto.co.za

4. THE ACT

The ACT grants a requester access to records of the COMPANY, 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, tariffs and procedures to obtain information are dealt with in section 8 to 11 of this manual.

5. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) GUIDE ON THE ACT

A Guide to the Act has been compiled in terms of Section 10 by the SAHRC. It contains information required by a person wishing to exercise any right, in terms of the Act.

The Guide is available for inspection, inter alia, as follows:

The Human Rights Commission
PAIA Unit
29 Princess of Wales Terrace
Cnr. York & St. Andrews Street
Parktown

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

6. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.



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7. OTHER APPLICABLE LEGISLATION

Records are kept in accordance with such other legislation as applicable to the COMPANY, which includes, but is not limited to:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Customs and Excise Act 91 of 1954
- Employment Equity Act 55 of 1998
- Estate Duty Act 45 of 1955
- Financial Markets Control Act 59 of 1989
- Financial Services Board Act 97 of 1990
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- Machinery and Occupational Safety Act 6 of 1993
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Prevention of Organized Crime Act 121 of 1998
- Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002
- Securities Exchanges Control Act 1 of 1985
- Skills Development Levies Act 9 of 1999
- Tax on Retirement Fund Act 38 of 1996
- The Financial Institutions (Protection of Funds) Act 28 of 2001
- The Friendly Societies Act 25 of 1956
- Transfer Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Value-Added Tax Act 89 of 1991

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8. COMPANY RECORDS CLASSIFICATION KEY

Classification No.	Access	Classification
1	May be disclosed	Public Access Document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal Information that belongs to the requester of that information [s61]
5	May not be disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be disclosed	Likely to harm the COMPANY or third party in contract or other negotiations [s64(c)]
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged document [s67]
11	May not be refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be disclosed	Commercial information of Private Body [s68]
13	May not be disclosed	Likely to prejudice research and development information of the COMPANY or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]



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9. SUMMARY OF RECORDS HELD BY THE COMPANY AND THE AVAILABILITY THEREOF

The following categories of records are held by Suzuki Auto South Africa (Pty) Ltd:

Departmental Records	Subject	Classification No.
Communications/Public Affairs Division	General Product Information	1
	Public Corporate Records	1
	Media Releases	1
Legal / COMPANY Secretarial	Trade Marks	1
	Statutory Records	12
	General Contract Documentation	6, 8, 12
Financial Department	Annual Financial Statements	12
	Tax Records (COMPANY & Employees)	12
	Asset Register	12
	Management Accounts	12
	General and other Accounting Records	12
Human Resources Department	Employment Contracts	4, 5
	General employee information such as:	4, 5, 9
	Letters of Employment	
	Leave Records	
	Performance Management Records	
	Retirement Benefit and Medical Aid Records	
	Policies and Procedures	3, 12
Health & Safety records	4, 5, 8	
Sales and Marketing Departments	Market Information	12, 13
	Customer Information	5, 6, 12
	Product Brochures	1
	Owner Manuals	4
	Customer Database	12
	Field Records	4, 12
	Performance Records	12



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Departmental Records	Subject	Classification No.
	Product Sales Records	1
	Marketing Strategies	12
	Dealership Agreement and other related documents	6, 7, 8, 12, 13
Production / Logistics	Production Records	12
	Vehicle and Components Specifications	3, 12, 13
	Engineering Records	3, 12, 13
	Quality Records	12

Note: This section of the Manual sets out the subject and categories of records held by the COMPANY. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

10. FORM OF REQUEST

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the websites of the Department of Justice and Constitutional Development, at www.doj.gov.za or the South African Human Rights Commission at www.sahrc.org.za.

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) the postal address or fax number of the requester in the Republic;
- (e) if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
- (f) the right which reliance is placed.

11. PRESCRIBED FEES

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

- 10.1 A requestor is required to pay the prescribed fee of R50.00 (fifty Rand) before a request will be processed.
- 10.2 If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 10.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 10.4 Records may be withheld until the fees have been paid.
- 10.5 The Fee Structure is available on the websites of the Department of Justice and Constitutional Development, at www.doj.gov.za or the South African Human Rights Commission at www.sahrc.org.za.

12. NOTIFICATION

The COMPANY will within 30 days of receipt of the request decide whether to grant or decline the request and give notice to that effect.

The 30 day period within which the COMPANY has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days, if the request is for a large volume of information, the COMPANY will notify the requester in writing should an extension be sought.