

**MANUAL for Daikin Air Conditioning South Africa (Pty) Limited
(Registration Number 1998/000635/07)**

**In terms of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000
(hereinafter referred to as the "ACT")**

1. INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

2. COMPANY AND CONTACT DETAILS

Name of company: Daikin Air Conditioning South Africa (Pty) Ltd
Nature of business: Distribution of air-conditioning equipment
Managing Director: Mr. P. B. Meinking
Information Officer: Mr. T. Robertson
Street Address: 8 Drill Avenue, Montague Gardens, 7441
Postal Address: P.O. Box 1147, Milnerton, 7435
Telephone: +27 21 551 7776
Fax: +27 21 552 6844
E-mail: paia@daikin.co.za

Note: Public information on the company is available on the company's web site (www.daikin.co.za).

3. GUIDE TO THE MANUAL AND IT'S ACCESS

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003. Therefore any enquiries relating to this guide should be directed towards the CEO of the South African Human Rights Commission: PAIA Unit, The Research and Documentation Department, Private Bag 2700, HOUGHTON, 2041.
Telephone: +27 11 484 8300, Fax: +27 11 484 0582, Website: www.sahrc.org.za,
E-mail: PAIA@sahrc.org.za

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

At this stage no notice(s) has / have been published.

5. RECORDS THAT ARE HELD IN THE COMPANY'S HEAD OFFICE

Documents/information held by Daikin Air conditioning South Africa (Pty) Ltd in terms of the act: -

1. Accounting & Financial Records – List available
2. Contracts & Agreements – List available
3. Human Resources – List available
4. Insurance - List available
5. Information Technology – List available
6. Sales & Marketing – List available
7. Taxation details - List available

8. Statutory records kept in accordance with other present legislation include the following: -

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 95 of 1967
- Value-Added Tax Act, Act No. 89 of 1991
- Labour Relations Act No. 66 of 1995
- Unemployment Insurance Act, Act No. 63 of 2001
- Promotion of Access to Information Act No 2 of 2000
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No. 55 of 1998
- Regional Services Council Act No 109 of 1985
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Levies Act, Act No. 9 of 1999

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

6. INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the M.D. of Daikin Airconditioning South Africa (Pty) Ltd. or the Information Officer of the company. The requester must provide sufficient detail to enable the company to identify the record and the requester. A certified copy of the requester's ID must accompany the prescribed form. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. In terms of section 63 of the Act, the head of Daikin Airconditioning South Africa (Pty) Ltd. must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Daikin Airconditioning South Africa (Pty) Ltd. must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Daikin Airconditioning South Africa (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Daikin Airconditioning South Africa (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Daikin Airconditioning South Africa (Pty) Ltd. will permit access to view.

In accordance with the above mandatory refusal grounds, the M.D./Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees. The requester must pay a fee in advance for requesting and accessing the information. Additional fees may be payable for searching and compiling information as well as copy charges.

7. AVAILABILITY OF THE MANUAL

1. This manual is available on the companies website.
2. Copies of the manual may be obtained from the information officer, subject to the prescribed fees.
3. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

Compiled by the Company Secretary, 21 February 2003, With Acknowledgements to:

1. The South African Human Rights Commission, 2. The Department of Justice and Constitutional Development, 3. Deloitte & Touché – Cape Town, 4. Blaauberg & West Coast Chamber of Trade & Industry, 5. SANCOB