

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000

27 JUNE 2006

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1. INTRODUCTION

Sanyati Holdings Limited is a broad-based South African Civil Engineering and Construction Holding Company providing a comprehensive range of Construction and related services. With nearly two decades of construction experience, the subsidiaries of Sanyati Holdings Limited: Sanyati Inland, Engineering Central, North and Coastal have all made a major contribution to the development of infrastructure throughout South Africa. Sanyati Holding's commitment to providing comprehensive high quality Construction Solutions and focusing on customer satisfaction is the key to its success.

SERVICES OFFERED

- Bulk Earthworks.
- Roads & Township Infrastructure Construction.
- Pipeline Construction.
- Asphalt & Chip Spray Surfacing.
- Concrete Structures.

- Project Management & Maintenance.
- Design & Development of Residential & Commercial Parks.
- Construction of Buildings.

1.1 Mission

To be recognised nationally as a financially sound medium to large size construction company with significant black ownership and competent Directors capable of procuring and delivering a full range of high quality engineering projects timeously and within budget.

2. STRUCTURE OF COMPANY



2.1 Functions and Operations of Units at Sanyati Holdings Limited

2.1.1 Board of Directors

There are two executive directors and four non executive directors

2.1.2 Estimating & Procurement

Each of the operating units within Sanyati is responsible for their own estimating and procurement. The estimators price and then submit all tenders . They are responsible for ensuring that the prices are the best quality at the best price, as well as ensuring that we are able to remain competitive in the tender process.

Our buyer is a key person in the running of the division, as he receives, collates and places the orders for all projects undertaken. He is also responsible for ensuring that goods ordered are either delivered to the sites directly, or transported timeously from Head Office.

2.1.3 Training & SMME Development

This division is responsible for all training programmes that are implemented by the company. It also ensures that all the requirements for Skills Development are met and adhered to.

This division is also responsible attending to any wages and labour issues that may arise. These issues include wage negotiations, disciplinary hearings, employment contracts and any other situations where it may be of benefit to the employee as well as the Company.

On all contracts, the use of local sub-contractors is actively promoted and, as far as possible, implemented. Mentorship and guidance is offered to assist the sub-contractors in maintaining good business practices and to grow their business using the opportunities that are afforded them.

2.1.4 Administration

The administration is ably run by the Financial Director and the Administration Manager. All company accounting requirements are carried out within this department. This includes, debtors and creditors, banking, cash book and general ledger, and all statutory returns such as JSB, VAT, PAYE and UIF.

3. LOCATION

Section 51(1) (a)

Offices of Sanyati Holdings Limited are at :-

Physical Address:

2nd Floor
Pin Oak House
Ballyoaks Office Park
35 Ballyclare Drive
Bryanston
2191

Postal Address:

P.O Box 98474
Sloane Park
2152

Telephone: 0861 726 4653

Facsimile:

E-mail: admin@sanyati.co.za

Website: www.sanyati.co.za

4. INFORMATION OFFICER

The Information officer for Sanyati Holdings Limited is :-

Mr. John Deeb Financial Director

Telephone: (031) 534 5011

Facsimile: 086 575 8856

E-mail: john.deeb@sanyati.co.za

5. GUIDE ON HOW TO USE THE ACT

Section 51 (1) (b)

Sanyati Holdings Limited does not currently have a hard copy of this guide, as produced by the South African Human Rights Commission. For a copy of the act or for any further information on how the requester can get access to the Guide please contact:

The Research & Documentation Department

South African Human Rights Commission.

Postal Address:

Private Bag 2700

HOUGHTON

2041

Telephone: 011 484 8300

Facsimile: 011 484 1360

Website: www.sahrc.org.za

6. OTHER LEGISLATION

Section 51 (1) (d)

Information is available in terms of the following legislation. However this list is not exhaustive and where an Act has mistakenly been omitted this should not be construed to mean Sanyati does not comply with such legislation.

- a) Basic Conditions of Employment No. 75 of 1997
- b) Companies Act No. 61 of 1973
- c) Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- d) Employment Equity Act No. 55 of 1998
- e) Income Tax Act No. 95 of 1967
- f) Labour Relations Act No. 66 1995
- g) Occupational Health & Safety Act No. 85 of 1993
- h) Skills Development Levies Act No. 9 of 1999
- i) Skills Development Act No. 97 of 1998
- j) Unemployment Contributions Act No. 4 of 2002
- k) Unemployment Insurance Act No. 63 Of 2001
- l) Value Added Tax Act No. 89 of 1991
- m) Construction Industry Development Board Act 38 of 2000
- n) Broad Based Black Empowerment Act 53 of 2003
- o) National Environmental Management Act 1998

7. RECORDS HELD BY THE ORGANISATION

7.1 Records Management System

Section 51(1) (e)

Information and services available to the General Public on our website include:

- a) Corporate information
- b) Financial results
- c) Share information
- d) Corporate social responsibility
- e) Prospectus
- f) Business plan

Each of the 4 (four) subsidiary companies of Sanyati Holdings Limited hold records related to that subsidiary. Where practicable, records are kept in electronic format. Where records cannot be transferred or cannot be converted to electronic form such documents are filed and stored in shelves managed by each subsidiary.

7.2 Categories of records held

7.2.1 CONSTRUCTION

- Requisitions
- Plans & drawings
- Building Specifications
- Certificates
- Safety files
- Costing Documentation
- Guarantees and Sureties
- Contract Insurance
- Tender Documents
- Certificates for payment

7.2.2 ESTIMATING AND PROCUREMENT

- Requisitions from site
- SABS Specifications
- Tender Documents
- Quotations from suppliers
- Pre-costing documentation

7.2.3 TRAINING AND SMME DEVELOPMENT

- SDF documents
- Training Manuals
- Minutes of Meetings – wage negotiations
- Learnership contracts
- Sub-Contractor contracts

7.2.4 ADMINISTRATION

- Financial Reports
- Financial and Management Reports
- Banking records

- Audited Financial Statements
- Income Tax Statements
- Files relating to the appointment of Staff
- Insurance
- Work reviews, bonus evaluations
- Leave forms
- Certificates for invoicing purposes
- Requisitions and Invoices
- All Debtor invoices and statements
- Copies of all returns submitted

8. ACCESSING RECORDS HELD BY SANYATI HOLDINGS LIMITED THROUGH PAIA

Section 53(1)

A request for access to information must be made to Sanyati's facsimile, email or postal address on the form that can be downloaded from our website on the PAIA page.

The process detailed below has been endorsed by the South African Human Rights Commission.

8.1 The Process

- a) The requester must use the prescribed form to make a request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.
- b) The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- c) 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.
- d) If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 Fees

Section 54 (1)

Fees in respect of requests for information from private Bodies

- a) The 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 fee.
- b) The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- c) The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- d) After the Information Officer has made a decision on the request, the requester must be notified in the required form.

e) 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.

8.3 Prescribed Fees

The fees (as per Part III of the Government Notice No. R187) are:

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c)¹ is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a) For every photocopy of an A4-size page or part thereof 1.10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form 0,75

(c) For a copy in a computer-readable form on-

(i) stiffy disc 7.50

(ii) compact disc 70.00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof 40.00

(ii) For a copy of visual images 60.00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20.00

(ii) For a copy of an audio record 30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00

¹ The Information Officer may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a) [of section 9 of Government Notice No. R. 187, charge the fee prescribed in Item 1 of Part III of Annexure A. (of Government Notice No. R.187.)

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)(a) For every photocopy of an A4-size page or part thereof 1.10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form 0.75

(c) For a copy in a computer-readable form on-

(i) stiffy disc 7.50

(ii) compact disc 70.00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof 40.00

(ii) For a copy of visual image 60.00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20.00

(ii) for a copy of an audio record 30.00

(f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) One third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

9. APPEALS

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, within 30 days of being informed of any decision of an Information Officer of Sanyati Holdings Limited on any request, for relief against the refusal of the request, and the procedure (including the period) for lodging the application.

10. SERVICES OF THE ORGANISATION

For more information on the services of Sanyati Holdings Limited please send your inquiries to :

Mr. John Deeb

Telephone: 031 534 5011

Facsimile: 086 575 8856

E-mail: john.deeb@sanyati.co.za

Address:

P O Box 98474
Sloane Park
2152

11. AVAILABILITY OF THE MANUAL

Sanyati Holdings Limited PAIA manual shall be made available to the public for inspection at our offices at 2nd Floor, Pin Oak House, Ballyoaks Office Park, 35 Ballyclare Drive, Bryanston, 2191. A copy of our manual will also be available from the South African Human Rights Commission
