

ZYLEM CC

Company registration Number 2008/074179/23



MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

This manual was first compiled in November 2011; first update June 7 2016; this update July 4 2019. The latest version will be published on our web site:

www.zylemsa.co.za

INDEX

1. ABOUT ZYLEM CC

2. Contact Details

3. The ACT

4. Applicable Legislation

5. Access To Records and Availability

6. Form of Request

7. Prescribed Fees

1. ABOUT ZYLEM CC

Zylem CC was established in 1991 by Justin Platt. An important relationship was established with Van Rijn Holland in 1992, with Zylem handling all technical aspects of Van Rijn's potato breeding and production in South Africa. This relationship now continues with Stet B.V also of Holland.

Zylem primarily offers agricultural technical services, mostly in crop production, with a client base consisting in the main of large, extensive farming organisations with a desire to be at the forefront of their particular field. It is also able to facilitate the supply of certain agricultural inputs.

As the Southern African representative of Nutri-Tech Solutions (Australia), Zylem advises growers on effective use of NTS's range of plant and animal health products, many of which are imported or manufactured here under licence and sold throughout South Africa by Zylem's distributor network.

Justin Platt is one of a handful of Southern African-registered consultants for the internationally respected Brookside Laboratories Incorporated (BLI), Ohio, USA. BLI offers an outstanding service to growers and consultants for highly efficient and professional testing of soils, leaf matter, fertilisers and water.

Zylem's technical services can be broken up into the following areas:

- ***Intellectual Property***
- ***Consulting Services***
- ***Trading***

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Members:

Mr Peter Justin Platt (Managing)

Mrs Gillian Ada Moodie Platt (Manager – Finance and Administration)

Junior Technical Manager Ms Nosipho Mbele

Secretary/Bookkeeper Mrs Brenda Geraldine Coleman

Admin and Logistics Clerk Mrs Estelle Cecilia Schoeman

Grounds, workshop and field trials assistant:

Mr Thulani Johannes Phakathi

Grounds assistant:

Mr Sihle Beatus Phakathi

Housekeeping:

Mrs Thembeni Doris Khanyile

Mrs Mirriam Khonzeni Phakathi

Auditors:

Messrs G C Ford & Co

295A Greyling St, Pietermaritzburg, 3201, KZN, South Africa

Tel: +27 33 342 2833

Contact: Mr Joe Buchanan

ZYLEM ADDRESS, TELEPHONE NUMBERS, EMAIL AND WEB ADDRESS

Postal Address: P.O. Box 13736, Cascades, 3202, KwaZulu-Natal, South Africa

Physical Address: Unit 20, 3 on Crescent, Cascades Crescent, Pietermaritzburg, SA,
3201

Telephone Number: +27 (0) 33 347 2893

Fax Number: +27 (0) 86 682 3677

Email: admin@zylemsa.co.za

Web address www.zylemsa.co.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

Records Subject

Availability

Financial	<ul style="list-style-type: none">• Annual Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	admin@zylemsa.co.za GC Ford & Co – Tel 033 342 2833
Marketing	<ul style="list-style-type: none">• Product information• Distributors• Strategic partnerships• Services• Newsletters• Updates	Available on web site www.zylemsa.co.za

OTHER INFORMATION AVAILABLE ON
REQUEST

admin@zylemsa.co.za

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed **FORM C**, which is attached to the end of this document, and is also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to: The Manager – Finance and Administration, Zylem CC.
email admin@zylemsa.co.za

P O Box 13736
Cascades

3202

6.3 Provide sufficient details to enable **Zylem CC** 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) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|-----------------------------------------------------------------------------------------------------|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 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. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

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

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (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 for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)	
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE