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A. INTRODUCTION TO CERES FRUIT PROCESSORS (PTY) LTD

Ceres Fruit Processors (Pty) Ltd is a fruit juice concentrate and puree producer. The main products produced by the company are Apple- and Pear Concentrate; Apple Cloudy; Strawberry Puree; Guava Puree; Peach Puree; Apricot Puree and Blackberry Puree.

Ceres Fruit Processors (Pty) Ltd is subsidiary of the following company:

- Ceres Fruit Concentrates (Pty) Ltd. Reg. Nr. 1994/008807/06

B. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER

Mr. Anton Enslin Reinecke
 Vos Street, Ceres, 6835
 PO Box 366 Ceres, 6835
 Telephone: (023) 316 8000
 Email: areinecke@cfp.co.za

C. CONTACT DETAILS OF THE INFORMATION OFFICER

Mrs. Marcia Links Clark
 Vos Street, Ceres, 6835
 P O Box 366 Ceres, 6835
 Telephone: (023) 316 8000
 Email: privacy@cfp.co.za

D. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE


In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

- **Address:** Private Bag 2700, Houghton 2041
- **Telephone:** (011) 484 8300
- **Facsimile:** (011) 484 0582
- **Website:** www.sahrc.org.za
- **E-mail:** PAIA@sahrc.org.za

E. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Any records that are required to be made available in terms of the Acts listed below, and amended from time to time, shall be made available for inspection by interested parties:

- Companies Act No. 61 of 1973
- Income Tax Act No. 95 of 1967
- Basic Conditions of Employment Act, 1997
- Compensation for Occupational Injuries and Diseases Act, 1993
- Employment Equity Act, 1998
- Labour Relations Act, 1995
- Occupational Health and Safety Act, 1993

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- Skills Development Act, 1998
- Unemployment Insurance Act, 2001
- Value Added Tax Act, 1991

F. ACCESS TO RECORDS HELD BY CERES FRUIT PROCESSORS (PTY) LTD

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours, can be made by interested parties to view the available records.

Interested parties are requested to contact the Information Officer in order to make such an appointment.

G. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

The following records are available without a request to access in terms of the Act:


- Records covered under the Companies Act
- The CFP webpage is accessible to anyone who has access to the Internet.

Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

H. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

a) Administration

- Certificate to Commence Business
- Acts and Articles of Association
- Shareholders Agreements
- Minutes of meetings of:
 - Directors
 - Shareholders
- Share certificates
- Registers of:
 - Directors
 - Directors interests
 - Shareholders
 - Share transfers and allotments
 - Directors attendance
 - Shareholders attendance
 - Land and buildings
 - Fixed assets
- Statutory Records & returns
- Contractual and legal agreements
- Intellectual property: trademarks certificates
- Licenses
- Copyrights & designs
- Health, safety and environmental records
- Title deeds
- Leases

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(b) Finances

- VAT records
- Income Tax records
- General Ledger records
- Bank accounts records
- Annual Financial Statements
- Management Accounts

(c) Human Resources

- HR policies and procedures
- Employment equity plan
- Skills development plan and report
- Employee Records
- Benefits
- IR disciplinary and grievance procedures and hearings, including CCMA Records
- Union negotiation Records
- Incentive scheme rules
- Pension and provident fund rules

(d) Information Technology

- Licenses
- IT policies and procedures

(e) Sales and Marketing

- Customer records
- Credit application forms
- Statements of accounts
- Terms and conditions
- Marketing material and media releases

(f) General


- Correspondence
- Contracts
- Audit Reports
- Company policies and procedures
- Insurance information and claim records

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before Ceres Fruit Processors (Pty) Ltd will allow access to view.

I. THE REQUEST PROCEDURES

Form of Request

To request a document not in terms of the Act, the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

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To request a document in terms of the Act, the request must use the prescribed form to make the request. This must be made to the Head of Ceres Fruit Processors (Pty) Ltd or the Information Officer of Ceres Fruit Processors (Pty) Ltd. This request must be made to the electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the body concerned 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.

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 then submit proof of the capacity in which the requester is making the request to the satisfaction of the body concerned.

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 as follows:

- The body concerned 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
- The fee that the requester must pay to Ceres Fruit Concentrates (Pty) Ltd is R50 (Fifty Rand). The requester may lodge an application to the court against the tender or payment of the request fee
- After the body concerned 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.

J. AVAILABILITY OF THE MANUAL OF CERES FRUIT PROCESSORS (PTY) LTD


The manual is available for inspection at the offices of Ceres Fruit Processors (Pty) Ltd being Vos Street, Ceres, 6835, free of charge. A copy is also available at the South African Human Rights Commission.

K. PRESCRIBED FEES

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

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 | R1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0,75 |
| (c) | For a copy in a computer-readable form on - | |
| | (i) stiffy disc | R7,50 |
| | (ii) compact disc | R70,00 |


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- | | | | |
|-----|------|--|--------|
| (d) | (i) | For a transcription of visual images,
for an A4-size page or part thereof | R40,00 |
| | (ii) | For a copy of visual images | R60,00 |
| (e) | (i) | For a transcription of an audio record,
for an A4-size page or part thereof | R20,00 |
| | (ii) | For a copy of an audio record | R30,00 |

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

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 | R1,10 |
| | (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0,75 |
| | (c) | For a copy in a computer-readable form on - | |
| | (i) | stiffy disc | R7,50 |
| | (ii) | compact disc | R70,00 |
| | (d) | (i) For a transcription of visual images,
for an A4-size page or part thereof | R40,00 |
| | | (ii) For a copy of visual images | R60,00 |
| | (e) | (i) For a transcription of an audio record,
for an A4-size page or part thereof | R20,00 |
| | | (ii) For a copy of an audio record | R30,00 |
| | (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. | | |

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L. PRESCRIBED FORMS

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 ONLY if a request for information is made on behalf of another 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: _____

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2. Reference number, if available: _____

3. Any further particulars of record: _____


E. Fees

- | | |
|-----|---|
| (a) | <i>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.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i> |
| (c) | <i>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.</i> |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i> |

Reason for exemption from payment of fees:

F. Form of access to record

<i>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.</i>			
Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	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.			<input type="checkbox"/> YES <input type="checkbox"/> NO

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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 of _____ 20_____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE