

Agrinet Limited trading as Agrinet

Agrinet is a public company holding equity in amongst:

Valley Irrigation of Southern Africa Pty Ltd

Agrinet is a wholesale distributor of agricultural requisites and related products to retailers and industrial end-users in Sub-Saharan Africa. Agrinet's direct involvement with more than 500 agricultural retail outlets in South Africa, establishes the company as the largest supplier of irrigation products and general agricultural requisites on a wholesale level in the region.

Agrinet operates from its head office in Centurion, Gauteng and has warehouses in Samrand [Centurion] and Bellville in the Western Cape.

Agrinet's Core focus areas are:

- To maintain of a well defined and market driven product range,
- Realizing optimum stock and service levels from warehousing these products,
- To be able to receive and process thousands of orders per day with maximum speed and efficiency,
- Providing an effective and reliable network of distribution to almost all towns and cities in South Africa as well as to customers in neighbouring countries
- To play a leading role in optimizing the flow of business and information in the chain of supply between the manufacturer and the agricultural retailer.

Availability of the Manual

A copy of the manual and the relevant forms are available to the public for inspection at:

1. The Human Rights Commission ("HRC")
2. Every office of Agrinet
3. <http://www.agrinet.co.za>

Contact Person

Section 51(1)(a)

The delegated responsibility for administration of, and compliance with the Act within Agrinet has been delegated to the following contact person:

HFW Brase
PO Box 165, Centurion, 0046
Sterling Ave, Samrand, 0157
Telephone: +27 (12) 657-2000
Fax: +27 (12) 657-2123
E-mail: heinb@agrinet.co.za
Web site: <http://www.agrinet.co.za>

New contact details to SAHRC on 25/01/2007

Human Rights Commission (HRC) Guide

Section 51(1)(b)

The South African Human Rights Commission is responsible for the compilation of a guide that will facilitate ease of use of the Act for requesters. This Guide will be available from the South African Human Rights Commission, by no later than August 2003.

Please direct any queries to:

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
E-mail: PAIA@sahrc.org.za
Web site: <http://www.sahrc.org.za>

Automatically available Records

Section 51(1)(c)

<i>Records available free of charge</i>	<i>Manner of access</i>
Products related information	Records may be obtained from the following web site: http://www.agrinet.co.za
<i>Records available for purchase</i>	<i>Manner of access</i>
Various reports	Information relating to records available for purchase can be obtained on the following web site: http://www.agrinet.co.za

Records held in accordance with Legislation

Section 51(1)(d)

Please note that while Agrinet Ltd has made every effort to identify all pertinent legislation, we cannot guarantee that all legislation has been included.

Records are held in accordance with the following legislation:

1. Basic Conditions of Employment Act, No. 75 of 1997;
2. Companies Act, No. 71 of 2008;
3. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
4. Consumer Protection Act, No 68 of 2008;
5. Credit Agreements Act, No.75 of 1980;
6. Currency and Exchanges Act, No. 9 of 1933;
7. Debtors Collectors Act, No. 114 of 1998;
8. Employment Equity Act, No. 55 of 1998;
9. Financial Intelligence Centre Act, No 38 of 2001;
10. Income Tax Act, No. 58 of 1962;
11. Labour Relations Act, No 66 of 1995;
12. National Credit Act, No 34 of 2005;
13. Occupational Health and Safety Act, No. 85 of 1993;
14. Prevention and combatting of corrupt activities Act, No 12 of 2004;
15. Promotion of Access to Information Act, No. 2 of 2000;
16. Road Transportation Act, No. 74 of 1977;
17. Regional Services Councils Act, No. 109 of 1985;
18. Sale and Service Matters Act, No. 25 of 1964;
19. Skills Development Act, No. 97 of 1998;
20. Skills Development Levies Act, No. 9 of 1999;
21. Unemployment Contributions Act, No. 4 of 2002
22. Unemployment Insurance Act, No. 63 of 2001;
23. Value-added Tax Act, No. 89 of 1991, and other statutes.

Section 51(1)(e)

Sales Division

Record Subject

The Sales division is responsible for the marketing and sales of Agrinet's products, locally sourced and imported from various countries.

Record Categories

1. General Correspondence
2. Import and Sales Statistics
3. Market Representation
4. Product Price Lists
5. Sales and Marketing Plans
6. Tender Records

After Sales Division

Record Subject

The After Sales division is responsible for the provision and distribution of spare parts, repairs and technical support for all Agrinet products.

Record Categories

1. General Correspondence
2. Import and Sales Statistics
3. Parts Price Lists
4. Sales and Marketing Plans
5. Technical Records

Product and Sales Promotion Division

Record Subject

The Product and Sales Promotion division is responsible for the promotion and advertising of our company and its products.

Record Categories

1. Advertising Records
2. General Correspondence
3. General Product Information (SABS, Natis)
4. Product Strategies
5. Product Training Records

Administration and Finance Division

Record Subject

The Administration and Finance division is responsible for the company's total finance and administration functions, which include budgets and cost control, cost accounting, and office administration.

Record Categories

1. Accounting Records
2. Annual Financial Statements
3. Company Accounting Policies
4. Company Tax Records and Returns
5. Contracts and Agreements
6. Debtors and Creditors Records
7. Fixed Asset Records
8. General and Operational Information
9. Insurance Records
10. Management Reports
11. VAT Records

Human Resources Division

Record Subject

The Human Resource (HR) division is responsible for the management, recruitment, selection, development, retention and deployment of employees. This division also administrates salary and wages, medical and pension funds.

Record Categories

1. Employee Contracts
2. Employee Records
3. Employment Equity Plans
4. General Human Resources Records
5. Health and Safety Records
6. HR Policies and Procedures
7. Leave Records
8. Payroll Records
9. Recruitment and Selection Records
10. Training Records

Information Technology Division

Record Subject

The Information Technology (IT) division is responsible for hardware, software and network support.

Record Categories

1. General Correspondence
2. Infrastructure Records
3. IT Policies and Procedures
4. Licensing Agreements

Access Request Procedure

Section 51(1)(e)

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order to facilitate a timely response to access requests, all requesters should take note of the following when completing the [Access Request Form](#):

1. The Access Request Form must be completed in English.
2. Type or print in BLOCK LETTERS an answer to every question.
3. If a question does not apply, state "N/A" in response to that question.
4. If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
5. If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
6. When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed [Access Request Form](#) must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

An initial, **non-refundable R57.00 request fee** is payable on submission.

This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from Agrinet Ltd contact person and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the [Prescribed Fees](#). The access fee must be paid prior to access being given to the requested record.

Notification

Requests will be evaluated and the requester notified

within 30 days of receipt of the completed [Access Request Form](#).

5 FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **non-refundable request fee of R57.00** has been paid.
- (b) 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 the record.
- (c) You will be notified of the required amount to be paid as the **access fee**.
- (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: _____

6a FORM OF ACCESS TO RECORD

Form in which record is required

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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 the record consists of recorded information that can be reproduced in sound:

- Listen to the soundtrack (audio cassette) Transcription of soundtrack* (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

- Printed copy of record* Printed copy of information derived from the record* Copy in computer readable form* (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
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

6b In the event of disability

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability: _____	Form in which record is required: _____
_____	_____
_____	_____
_____	_____

7 PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

1. **Indicate the right to be exercised or protected:** _____

2. **Explain why the record requested is required for the exercise or protection of the aforementioned right:** _____

8 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? _____

9

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

YOU MUST:	SEND WITH THIS APPLICATION:
1. Complete all necessary spaces.	1. R57.00 request fee (if not a personal requester).
2. Sign the access request form.	2. Any additional folios completed.
3. Sign additional folios completed.	

Section 51(1)(e)

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

1 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- | | | |
|-----|--|---------|
| (a) | For every photocopy of an A4-size page or part thereof | R 1.25 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form | R 0.85 |
| (c) | For a copy in a computer-readable form on | |
| | (i) stiffy disc | R 8.55 |
| | (ii) compact disc | R 79.80 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R 45.60 |
| | (ii) For a copy of visual images | R 68.40 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R 22.80 |
| | (ii) For a copy of an audio record | R 34.20 |
| (f) | To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation | |

(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

2 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- (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.

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

3 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

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

Additional Prescribed Information

Section 51(1)(f)

Prescribed Information

The Minister of Justice has prescribed no additional information.