



**FARMSECURE™**  
SUSTAINABILITY AND PROFITABILITY IN AGRICULTURE

**FARMSECURE HOLDINGS (PROPRIETARY) LIMITED**

**Registration no. 2008/027456/07**

**MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**Act 2 of 2000**

**(the "ACT")**

**December 2011**

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## **1. INTRODUCTION**

Farmsecure is an innovative participator throughout the agricultural value chain whose agricultural operations are optimized from farm to shelf.

FARMSECURE HOLDINGS (PROPRIETARY) LIMITED, Registration no. 2008/027456/07, is a Private Holding Company and includes all current and future subsidiaries.

## **2. COMPANY CONTACT DETAILS**

### **Persons designated/duly authorised persons:**

Directors: EL Yazbek • JW Yazbek • DS Lubbe • PJ Maass • PF De Klerk • MJ Ernest (British) • AH Butt (Kenya) • SN Merali (Kenya)

Company Secretary: GS Swanepoel

Postal Address: PO Box 4138 • Tyger Valley 7536 • South Africa

Street Address: 3rd Floor Avanti South Block, Tygerfalls, Carl Cronje Drive, Tyger Valley, Cape Town, 7530

Telephone Number: +27 (0) 21 974 1900

Fax Number: +27 (0) 21 974 1972

## **3. THE ACT**

3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27 11 484 8300
Fax Number:	+27 11 484 0582
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

**4. APPLICABLE LEGISLATION**

No	Ref	Act
1	No 71 of 2008	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 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 68 of 2008	Consumer Protection Act
12	No 85 of 1993	Occupational Health and Safety Act
13	No 107 of 1998	National Environmental Management Act
14	No 68 of 1969	Prescription Act
15	No 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
16	No 26 of 2000	Protected Disclosures Act

**5. ACCESS TO RECORDS AND AVAILABILITY**

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	Freely available on website <a href="http://www.farmsecure.co.za">www.farmsecure.co.za</a>
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	Proprietary (Pty) Ltd - Not required to disclose. Not available.
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:                             <ul style="list-style-type: none"> <li>○ Product Brochures</li> <li>○ Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> <li>• Dealer Franchise Documents</li> </ul>	Limited Information available on website. (see above)

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)

6.2 Address your request to the Company Secretary.

6.3 Provide sufficient details to enable the COMPANY 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 <http://www.sahrc.org.za>, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>