

MANUAL FOR

COMPETITIVE DYNAMICS INTERNATIONAL (Holdings) (Pty) Ltd

Registration number: 2004/006232/07

A . CONTENTS:

B Company particulars

- B 1 Introduction to the company
- B2 Contact details
- B3 Section 10 guide on how to use the Act.
- B4 Company records available in terms of legislation
- B5 Access to the records held by the company
 - (i) Records that are automatically available.
 - (ii) Records that **may be** requested (Section 51(1)(e))
 - (iii) The request procedures
- B6 Other information relating to this company.
- B7 Availability of the manual i.e. where can it be found
- B8 Prescribed Fees and prescribed forms for private bodies who wish to access company information.

| | |
|--------------------------------------|--|
| Definitions: | The following words will bear the following meaning in this manual: |
| "The Act" | shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published. |
| "the/this Manual" | shall mean this manual together with all annexures thereto available at the offices of the company. |
| "the company" | shall mean the private company known as Competitive Dynamics International (Holdings) (Pty) Ltd |
| "SAHRC" | Shall mean the South African Human Rights Commission |
| "contact/ Information Officer" | A duly appointed person will serve as the information officer, to whom all requests for access to information should be addressed. |

B: COMPANY PARTICULARS:

B1 Introduction to the company: Competitive Dynamics International is focused on assisting organisations in improving their productivity and world class competitiveness. The drive for improved productivity is facilitated through our Mission-directed Work Team programme (MDW). The programme takes recognised world best workplace and leadership practices to the front line, creating a lean, efficient and team based organisation.

B2 Contact details:

Physical address: Royal & Ancient Building, Fourways Golf Park, Roos Street, Fourways
Postal address: P.O. Box 10066, Fourways East: 2055
Telephone: +27 11 465 0652
Facsimile: +27 11 465 2408
email : dynamics@cdi.biz
Information officer: Dr IA Matheson

B3 The section 10 guide on how to use the Act:

Please direct any queries to: PAIA Unit
The Research and Documentation Dept,
P.O. Box 2700, Houghton 2041
Tel: +27 11 484 8300 Fax: +27 11 480582
Website: www.sahrc.org.za Email: PAIA@sahrc.org.za

B4 COMPANY RECORDS:

Competitive Dynamics International (Holdings) (Pty) Ltd holds records and categories of records in accordance with the following legislation:

Basic Conditions of Employment Act, Act No 75 of 1997 (sec 31)
Companies Act, Act 61 of 1973
Income Tax Act no 58 of 1962 (section 75)
Unemployment Insurance Act, Act 4 of 2002
Skills development levy Act no 9 of 1999
Occupational Health and Safety Act No 85 of 1993 (section 97)
Vat Act no 89 of 1991 (section 65)
Labour Relations Act 65 of 1995
Insolvency Act 24 of 1936 (section 134 and 155)
Pension funds Act no 24 of 1956
Copyright Act no 98 of 1978
Regional Services Councils Act no 109 of 1985

B5 Access to records held by the company

(i) **Records that are automatically available**

Company brochures on products and services
List of employees and Directors

(ii) **Records that may be requested.**

Details relating to the operational, commercial,
And financial interests of the company
Human Resources records of existing and past
Employees
List of trademarks
Insurance policies
Client data base
Details of property owned by the company
Registration documents of the company
Auditor

(iii) **The request procedure.**

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act.

All requests should be made on the prescribed form and addressed to the contact person specified in B2, and submitted against the prescribed fee.

The requester must provide sufficient detail on the request form to enable the contact person to identify the record and the requester.

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. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the contact person of the company.

B6 **Other information as may be prescribed** (Section 51(1)(f))

Income tax number: Office of registration JOHANNESBURG

VAT number: Not available

SDL number: Not available

UIF number: Not available

PAYE number: Not available

B7 Availability of the manual

- A copy of the company's manual can be found on the premises of the company at: Royal & Ancient Building, Fourways Golf Park, Roos Street, Fourways
- At The South African Human rights commission, the contact details are specified in B3 of this manual.

B8 Prescribed Fees, and the prescribed request form:

The schedule prescribing the fees and the prescribed forms for requesting access to information, are not included in the manual. This schedule and the request forms are available from the SAHRC on www.sahrc.org.za or can be obtained from the website of the department of Justice and Constitutional Development (www.doj.gov.za)

NOTES FOR INFORMATION ONLY. NOT FOR INCLUSION IN MANUAL:

NB: Please note that the Government printers charge R275 per page to publish the manual.

Monies for payment to the Government Printers, must be payable before the manual will be printed;

The Person to contact is Mrs Jacobs: 012 334 4685,

The procedure for payment is as follows:

Group Services will email you a copy of the completed manual and advise you of the number of pages IN YOUR manual.

The client is required to deposit the required amount into the following account:

Name of Account Holder – Government Printers
Name of Bank: ABSA
Account Number: 1044 610074
Branch number: 323145

REFERENCE NUMBER: 00000001

A COPY OF THE DEPOSIT SLIP MUST BE FAXED TO THE
GOVERNMENT PRINTERS AT Fax number 012 323 8805
For attention: MRS Jacobs

A copy of the deposit slip must also be faxed to GROUP SERVICES FOR
ATTENTION PRU PEAKE 888 1853.

Once we have the deposit slip we will forward the manual to the
government printers for publishing, etc.

All submissions to the Government Printer must reach the printers by
14h00 on Fridays for publication in the next weeks Gazette.