
Company Registration Number: 1999/013283/07

Separation Scientific SA (Pty) Ltd

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

Act 2 of 2000

(as amended)

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1. Introduction

On 9 March 2001, the Promotion of Access to Information Act, No. 2 of 2000 (PAIA) came into operation, giving effect to the Section 32(2) Constitutional right of access to information. In terms of Section 51(1) of the Promotion of Access to Information Act (PAIA), all heads of private bodies are required to compile a manual that provides information regarding the subjects and categories of records held by such private bodies. This document serves as the Company's information manual and provides reference to the records held by the Company and the process to request access to such records.

2. Nature of Business

Separation Scientific SA (Pty) Ltd (Sep Sci) is a local, privately owned company that distributes laboratory equipment, consumables and technical services to the Industrial Sciences, Clinical Diagnostics and Life Sciences sector. The organisation was established in 1987 and operates in sub- equatorial Africa. The Head Office and main distribution centre is located in Johannesburg with representation in Cape Town, Durban, and Port Elizabeth. The broad product portfolio of instrumentation and consumables is designed to support all medical, academic, industrial, biotechnology and research centres.

3. Company Contact Details [Section 51(1)(a)]

Company Name: Separation Scientific SA (Pty) Ltd

Postal Address: P.O. Box 4328, Honeydew, 2040

Street Address: 1480 Cranberry Street, Honeydew, 2170

Telephone Number: 011 794 4117

Fax Number: 011 794 2160

Website: <https://www.sepsci.co.za>

Information Officer/CEO: Mr. GJ Northfield
Email: greg@sepsci.co.za

Deputy Information Officer: Mr. R Pieroni
Email: roger@sepsci.co.za

Deputy Information Officer: Mr. DB Burger
Email: donovan@sepsci.co.za

Deputy Information Officer: Dr. IM Potgieter
Email: izak@sepsci.co.za

4. Guide on how to use PAIA and how to obtain access to the Guide [Section 51(1)(b)]

The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA. The Guide is available in each of the official languages and in braille.

Any enquiries regarding this guide and its contents should be directed to:

The Information Regulator (South Africa):

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone Number: +27 10 023 5200

Website: <https://www.justice.gov.za/inforeg>

A copy of the Guide is also available for public inspection during normal office hours, in English and Afrikaans, from the Information Officer at our office in Honeydew, Johannesburg.

5. Records Available without a Request to Access in Terms of the Act [Section 51(1)(c)]

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of PAIA. Information that is obtainable via the Sep Sci website about Sep Sci is automatically available and need not be formally requested in terms of this manual.

The following categories of records are automatically available for inspection, downloading, purchase or photocopying from our website:

- brochures
- press releases
- publication; and
- various other marketing and promotional material.

6. Records available in Terms of other Legislation [Section 51(1)(d)]

Sep Sci is subject to all laws of the Republic of South Africa. The list of Acts shown below may not be exhaustive; accordingly, the entity may be subject to further Acts; alternatively, there may be Acts listed which are not applicable to the entity.

- Allied Health Professions Act 63 of 1982
- Auditing Profession Act 26 of 2005
- Basic Conditions of Employment Act 75 of 1997
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Businesses Act 71 of 1991
- Close Corporations Act 69 of 1984



- Companies Act 61 of 1973 (Chapter XIV only)
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Counterfeit Goods Act 37 of 1997
- Customs and Excise Act 91 of 1964
- Disaster Management Act 57 of 2002
- Disaster Management Tax Relief Act 13 of 2020
- Disaster Management Tax Relief Administration Act 14 of 2020
- Electronic Communications Act 36 of 2005
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Exchange Control Amnesty and Amendment of Taxation Laws Act 12 of 2003
- Export Credit and Foreign Investments Insurance Act 78 of 1957
- Financial Intelligence Centre Act 38 of 2001
- Financial Services Board Act 97 of 1990
- Health Professions Act 56 of 1974
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- International Trade Administration Act 71 of 2002
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Labour Relations Act 66 of 1995
- Merchandise Marks Act 17 of 1941
- Merchant Shipping (Civil Liability Convention) Act 25 of 2013
- Merchant Shipping (International Oil Pollution Compensation Fund) Act 24 of 2013
- Merchant Shipping (International Oil Pollution Compensation Fund) Administration Act 35 of 2013
- Merchant Shipping (International Oil Pollution Compensation Fund) Contributions Act 36 of 2013
- Merchant Shipping (Safe Containers Convention) Act 10 of 2011
- Money Bills Amendment Procedure and Related Matters Act 9 of 2009
- National Credit Act 34 of 2005
- National Economic, Development and Labour Council Act 35 of 1994
- National Empowerment Fund Act 105 of 1998
- National Minimum Wage Act 9 of 2018
- National Road Traffic Act 93 of 1996
- Occupational Health and Safety Act 85 of 1993
- Preferential Procurement Policy Framework Act 5 of 2000
- Prescribed Rate of Interest Act 55 of 1975
- Prevention and Combating of Corrupt Activities Act 12 of 2004



- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protection from Harassment Act 17 of 2011
- Protection of Businesses Act 99 of 1978
- Protection of Investment Act 22 of 2015
- Protection of Personal Information Act 4 of 2013
- Public Audit Act 25 of 2004
- Public Holidays Act 36 of 1994
- Rates and Monetary Amounts and Amendment of Revenue Laws (Administration) Act 14 of 2016
- Reform of Customary Law of Succession and Regulation of Related Matters Act 11 of 2009
- Rental Housing Act 50 of 1999
- Road Accident Fund (Transitional Provisions) Act 15 Of 2012
- Road Accident Fund Act 56 of 1996
- Second-Hand Goods Act 6 of 2009
- Securities Transfer Tax Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- Security by Means of Movable Property Act 57 of 1993
- Sexual Offences Act 23 of 1957
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- South African Revenue Service Act 34 of 1997
- Special Economic Zones Act 16 of 2014
- Standards Act 8 of 2008
- Tax Administration Act 28 of 2011
- Technology Innovation Agency Act 26 of 2008
- Trademarks Act 194 of 1993
- Transfer of Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value-Added Tax Act 89 of 1991
- Voluntary Disclosure Programme and Taxation Laws Second Amendment Act 8 of 2010

7. Categories of Records held by Sep Sci

This manual sets out a description of the subjects on which Sep Sci holds records, and categories of records held on each subject (refer to Appendix A). These include operational records utilised in the day to day running and administration of the business. Access to the listed records /information per Appendix A does not guarantee access requests will be approved / granted.

8. Processing of Personal Information

8.1 Purpose of Processing Personal Information

We process personal information to:

- 8.1.1 Provide our goods or supply our services
- 8.1.2 Better understand our data subjects' needs and requirements when doing so
- 8.1.3 Keep our data subjects' records up-to-date
- 8.1.4 Support engagement with our customers
- 8.1.5 Process customer requests or complaints
- 8.1.6 Manage customer credit in general
- 8.1.7 Enforce debts
- 8.1.8 Manage our dealer relationships
- 8.1.9 Manage our supplier contracts in general
- 8.1.10 Market goods and services to existing customers
- 8.1.11 Market goods and services to prospects
- 8.1.12 Manage our employees in general

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

We process many different categories of personal information, such as:

- 8.2.1 Contact details, including phone numbers, physical and postal addresses, email addresses, etc.
- 8.2.2 Personal details, including names, age, tax reference number, ID number, health information, biometric information, bank account numbers, qualification and contact numbers.
- 8.2.3 Market intelligence information
- 8.2.4 Credit information
- 8.2.5 Debt and debtor information

8.3 The recipients or categories of recipients to whom the personal information may be supplied

We give the following entities/people personal information that we process in the ordinary course of business to fulfil our obligations to our suppliers/customers/employees:

- 8.3.1 Statutory authorities
- 8.3.2 Employees of the company
- 8.3.3 Suppliers, contractors
- 8.3.4 Customers
- 8.3.5 Tax authorities
- 8.3.6 Medical schemes
- 8.3.7 Financial institutions
- 8.3.8 Employee provident fund
- 8.3.9 Industry bodies
- 8.3.10 Law enforcement
- 8.3.11 Agents/distributors/other resellers
- 8.3.12 Operators/other responsible parties/co-responsible parties

8.4 Planned transborder flows of personal information

We may send personal information outside South Africa to various countries. We will only transfer data to other countries who have similar privacy laws to South Africa's or recipients who can guarantee the protection of personal information to the same standard we must protect it.

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

We secure our data by maintaining reasonable measures to protect personal information from loss, misuse and unauthorized access, disclosure, alteration and destruction. We also take reasonable steps to keep personal information accurate, current, complete and reliable for its intended use.

9. Detail to Facilitate a Request for Access to a Record [Section 51(1)(e)] and [Section 51(1)(f)]

9.1 Access to Records Held by The Company

Records held by the Company may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of the Company and in this regard, the Act distinguishes between two types of requesters:

9.2 Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of the Act and applicable law, the Company will provide the requested information, or give access to any record about the requester's personal information. The prescribed fee for reproduction of the information requested (as contemplated in Annexure B of the Regulations relating to the Promotion of Access to Information, as published in Government Notice R.757 in GG No 45057 on 27 August 2021) will be charged by the Company.

9.3 Other Requester

This requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, the Company is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of the Act. The prescribed request fee and fee for reproduction of the information requested (as contemplated in Annexure B of the Regulations relating to the Promotion of Access to Information, as published in Government Notice R.757 in GG No 45057 on 27 August 2021) will be charged by the Company.

9.4 Request Procedure

The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record. The requester must complete the prescribed form ("Form 2") enclosed herewith and submit to the Information Officer at the postal or physical address, fax number or electronic mail address as stated above. The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –

- The record or records requested,
- The identity of the requester,
- Which form of access is required, if the request is granted,
- The postal address or fax number of the requester.

The requester must state that they require the information to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Sep Sci will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.

The requester shall be informed whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

9.5 Decision

Sep Sci will, within 30 days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect. The 30-day period within which Sep Sci must decide whether to grant or refuse a request, may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information held at another office (other than the head office) and the information cannot reasonably be obtained within the original 30-day period. The Information Officer will notify the requester in writing should an extension be necessary.

9.6 Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee (as contemplated in Annexure B of the Regulations relating to the Promotion of Access to Information, as published in Government Notice R.757 in GG No 45057 on 27 August 2021) has been paid.

You will be notified of the amount required to be paid as the request fee.

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.

9.7. Remedies available when Sep Sci refuses a Request

9.7.1 Internal Remedies

Sep Sci does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

9.7.2 External Remedies

A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a Court for relief. Likewise, a third party

dissatisfied with the Information Officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court, or another court of similar status.

10. Availability of The Manual

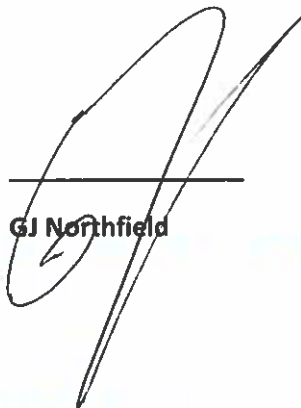
This manual will be updated as required or when the relevant legislation changes. The latest copy of this manual is available on Sep Sci's website, <https://sepsci.co.za>. It is also available for inspection during normal business hours at the head office of Sep Sci. Alternatively, this manual can be requested from the Information Officer.

11. Updating of the Manual

The Information Officer will, if necessary, update and publish this Manual annually.

12. Approval

SIGNED ON BEHALF OF THE COMPANY ON THIS 24th DAY OF JANUARY 2023.



GJ Northfield

13. Prescribed Form to be completed by a Requester

FORM 2

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000) (Regulation 7)

FORM 2 REQUEST FOR ACCESS TO RECORD

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				

Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			

b

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

Indicate which right is to be exercised or protected

Explain why the record requested is required for the exercise or protection of the aforementioned right:

FEES

- a) *A request fee must be paid before the request will be considered.*
- b) *You will be notified of the amount of the access fee to be paid.*
- 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

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:

<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer



14. Appendix A: Record Categories

Business Information	
Documents of Incorporation	Memorandum of Incorporation
Minutes of Board of Directors Meetings	Appointment of Directors/Auditors
Records held in compliance to specific legislation, regulations, and codes	
Finance and Accounting	
Annual Financial Statements	Tax Records (company and individual employees
Accounting Records	Banking Records Banking Statements
Paid Cheques	Electronic Bank Records
Tax Returns	Debtors/Creditors statements and invoices
Asset Register	Rental Agreements
Credit application information	
Income Tax Records	
Pay as You Earn (PAYE) Records	Documents Issued to Employees for Income Tax
Payments to SARS on Behalf of Employees	Statutory Records
Human Resources	
Employment Contracts	Employment Equity Plan (if applicable)
Medical Aid Records	Leave Records



Salary Records	Disciplinary Records
Training Records	Bank and Address Particulars
Life Cover and Provident fund: tax reference number and ID numbers of nominated beneficiaries	
Health and Safety	
Safety Organizational Structures	Accident Investigation Reports
Procurement	
Standard Ts & Cs for supply of services and products	Contractor, Client and supplier agreements
List of suppliers and products	
Sales Department	
Customer Details	Information and records provided by third parties
Marketing	
Advertising and marketing material	Customer survey results
Compliance	
QMS policies/procedures/working instructions	QMS audit reports
Information Technology	
PC/ laptop/mobile device usage policy documents	Information technology policies/standards/ procedures

