

Sandown Motor Holdings (Pty) Ltd

MANUAL
in terms of
THE PROMOTION OF ACCESS TO INFORMATION ACT

2/2000
(the "ACT")

Compiled by Michael Broome June 2008

With acknowledgements to:
The South African Human Rights Commission
The Department of Justice and Constitutional Development

Sandown Motor Holdings (Pty) Ltd
Co Reg No. 1982/002346/07
An Authorised Financial Services Provider in terms of the FAIS Act, no. 37 of 2002. License no. 24398
Directors: H. Niefer (German); R. McAllister; B. Schwendtko (German); L. Ndlovu; B. Kerr

Block A, Library Office Park
14 Payne Road
Bryanston, P.O.Box 70157
Bryanston, 2021
Tel (011) 549-0200
Fax (011) 549-0220
www.sandown.co.za

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Note: The forms and fee structure are available on the Website of the COMPANY, at www.sandown.co.za

1 INTRODUCTION

The COMPANY markets passenger cars and commercial vehicles under the Mercedes-Benz, Mitsubishi, Chrysler, Jeep, Dodge, Freightliner, Western Star and smart brands.

2 COMPANY CONTACT DETAILS

2.1 Persons designated / duly authorized persons:

2.1.1 Attention: Michael. R. Broome.

2.1.2 Postal address: PO Box 70157
Bryanston
2021

2.1.3 Street address: Block A Library Office Park
14 Payne Rd
Bryanston

2.1.4 Telephone number (011) 549-0200

2.1.5 Fax numbers (011) 549-0222

2.1.6 Electronic Mail mikeb@sandown.co.za

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 7 and 8.
- 3.3 Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:
 - 3.3.1 Postal Address: Private Bag 2700, Houghton, 2041
 - 3.3.2 Telephone Number: +27-11-484 8300
 - 3.3.3 Facsimile Number: +27-11-484 0582
 - 3.3.4 Website www.sahrc.org.za

4 FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 4.1 Use the prescribed form, available on the Website of the COMPANY at the following address www.sandown.co.za
- 4.2 Address your request to the Finance Department.
- 4.3 Provide sufficient details to enable the COMPANY to identify:
 - 4.3.1 The record(s) requested;
 - 4.3.2 The requester (and if an agent is lodging the request, proof of capacity);
 - 4.3.3 The form of access required;
 - 4.3.3.1 The postal address or fax number of the requester in the Republic;
 - 4.3.3.2 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - 4.3.4 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.

5 PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 5.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 5.2 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);

- 5.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 5.4 Records may be withheld until the fees have been paid.
- 5.5 The Fee Structure is available on the website of the COMPANY, at the following address www.sandown.co.za

6 COMPANY RECORD CLASSIFICATION KEY

Classification No.	Access	Classification
1	May be disclosed	Public Access Document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information [s61]
5	May not be disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged documents [s67]
11	May not be refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be disclosed	Commercial information of Private Body [s68]
13	May not be disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]

7 SUMMARY OF RECORDS AVAILABILITY

Departmental Records	Subject	Classification No.
Communications / Public Affairs Division	Product Information	1
	Public Corporate Records	1
	Community Trust Records	1, 6, 7, 8
	Media Releases	1
Environmental Department	Environmental Policy	1
	Environmental Records	11,14
Human Resources Division	<ul style="list-style-type: none"> • Staff Records • Employment Contracts • Policies and Procedures • Health and Safety Records 	4, 5, 9 4, 5 4 4, 5, 8
Financial Division	<ul style="list-style-type: none"> • Audited Financial Statements • Tax Records (Company & Employees) • Motor Industry Development • Programme Records Asset Register 	12 12 12 12
Legal Department / Company Secretarial	<ul style="list-style-type: none"> • General Contract Documentation • Trade Marks • Statutory Records 	6 12 12
Marketing Division	<ul style="list-style-type: none"> • Market Information • Customer Information • Product Brochures • Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	12 13 14 12 12 12 12 6 7 12 13
Production/Logistics	Production Records	12
Production Engineering	<ul style="list-style-type: none"> • Vehicle and Components Specifications • Engineering Records 	3, 12, 13 12, 13
Quality	Quality Records	12