



energy consultants

Nuclear Consultants International (Pty) Ltd

Reg No. 2002/026901/07

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

1. INTRODUCTION

Nuclear Consultants International (Pty) Ltd (“NCI”) is a specialist consulting engineering company which operates primarily in the nuclear and conventional power fields.

2. CONTACT DETAILS AND AVAILABILITY OF THIS MANUAL

A copy of this manual is available on our website (www.nci-sa.co.za) or by sending a request for a copy to the Managing Director by email. The manual may also be obtained from our head office for inspection by appointment at the Company’s premises.

The company details are as follows:

| | |
|-------------------|---|
| Physical address | Atlantic House on 5 th Number 2, Fifth Avenue Melkbosstrand Cape Town 7441 |
| Postal address | PO Box 301, Melkbosstrand, 7437 |
| Managing Director | Mr NG Rowe |
| Telephone | +27 (0) 21 553 8840 |
| Fax | +27 (0) 21 553 8841 |
| Email | info@nci-sa.co.za |

3. SECTION 10 GUIDE

- 3.1** The Act grants a requester access to records of a private body, 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 of the Manual.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

| | |
|------------------|--|
| Postal Address | Private Bag 2700, Houghton, 2041 |
| Telephone Number | +27-11-877 3600 |
| Fax Number | +27-11-403 0625 |
| Website | www.sahrc.org.za |

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION – SECTION 51(1)(d)

4.1 Applicable Legislation

- Basic Conditions of Employment Act, No. 75 of 1977
- Companies Act, No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Employment Equity Act, No. 55 of 1998
- Income Tax Act, No. 68 of 1962
- Labour Relations Act, No. 66 of 1978
- Occupational Health and Safety Act, No. 85 of 1993
- Unemployment Insurance Act, No. 30 of 1966
- Value Added Tax Act, No. 89 of 1991

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5. SUBJECTS AND CATEGORIES OF RECORDS HELD – SECTION 51(1)(e)

5.1 General Company Documentation

- Company Registration documents
- Company Policies and Procedures
- Company Quality Manual

5.2 Employment Records

- Employment contracts
- Disciplinary records
- Salaries and wages records
- Disciplinary code
- Leave records
- Banking details
- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- UIF records

5.3 General records

- Financial and accounting records
- Insurance records
- Tax compliance documents
- Bank statements
- Invoices, Statements and Related Payment Supporting Documents

The above information will only be made available subject to the provisions of the Act

6. AVAILABILITY OF THE MANUAL AND REQUEST FOR ACCESS

6.1 Form of Request (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za and included below (Form C).

6.1.2 Address your request to the Managing Director.

6.1.3 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;

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- (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 www.sahrc.org.za.

Please find attached the prescribed Form C, downloadable from the SAHRC website

FORM C

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

[Regulation 10]

A. Particulars of private body

The Managing Director:
Nuclear Consultants International (Pty) Ltd
Atlantic House on 5th
Number 2, Fifth Avenue,
Melkbosstrand,
Cape Town,
7441

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

| |
|--|
| This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person. |
|--|

Full names and surname:

Identity number:

D. Particulars of record

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

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

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E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

F. Form of access to record

| |
|--|
| <p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p> |
|--|

| | |
|---|----------------------------------|
| Disability: | Form in which record is required |
| <p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p> | |

| | | | |
|--|--|--------------------------|---|
| 1. If the record is in written or printed form: | | | |
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> | inspection of record |
| 2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc) | | | |
| <input type="checkbox"/> | view the images | <input type="checkbox"/> | copy of the images" |
| <input type="checkbox"/> | | <input type="checkbox"/> | transcription of the images* |
| 3. If record consists of recorded words or information which can be reproduced in sound: | | | |
| <input type="checkbox"/> | listen to the soundtrack audio cassette | <input type="checkbox"/> | transcription of soundtrack* written or printed document |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | |
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record" |
| <input type="checkbox"/> | | <input type="checkbox"/> | copy in computer readable form* (stiffy or compact disc) |
| <p>*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.</p> | | | <p>YES NO</p> |

G Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. 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?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE