



**PROMOTION OF ACCESS TO INFORMATION MANUAL
AND
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

Compiled in compliance with Section 14 of the Promotion of Access to Information Act No 2 of 2000

This Manual Applies to:

**ABB South Africa (Pty) Ltd
Registration number: (1965/002429/07)**

**ABB Holdings (Pty) Ltd
Registration Number: (1954/000097/07)**

**ABB Investments (Pty) Ltd
Registration Number : (2014/154456/07)**

**Industrial Connections of South Africa
Registration Number: (2017/307253/07)**

POPI – REQUEST FORMS

This Manual also includes information on the submission of objections to the processing of personal information and request to delete or destroy personal information or records thereof in terms of the Protection of Personal Information 4 of 2014 ("POPI")

For ease of refence: Website: [Home | Information Regulator SA \(justice.gov.za\)](http://justice.gov.za)



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1. INTRODUCTION TO ABB SOUTH AFRICA (PTY) LTD AND RELATED ABB COMPANIES

ABB is a leading global technology company that energizes the transformation of society and industry to achieve a more productive, sustainable future. By connecting software to its electrification, robotics, automation and motion portfolio, ABB pushes the boundaries of technology to drive performance to new levels. With a history of excellence stretching back more than 130 years, ABB's success is driven by about 110,000 talented employees in over 100 countries.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1 Contact Details Section 51(1) (a)

Name of the Body: ABB South Africa
Contact Person: Natalie Venter
Address: ABB Campus, 2 Lake Road
Longmeadow Business Park (North)
Modderfontein
1644

Postal Address: Private Bag X10004
Edenvale
1610

Telephone number: +2710 202 5000

email: natalie.venter@za.abb.com

Web: [ABB International Website – www.abb.com](http://www.abb.com)
[ABB South Africa Website – www.abb.co.za](http://www.abb.co.za)

2.2 CONTACT DETAILS OF INFORMATION OFFICER

Name of the IO : Natalie Venter

Address: ABB Campus, 2 Lake Road
Longmeadow Business Park (North)
Modderfontein
1644

Postal Address: Private Bag X10004
Edenvale
1610

Telephone number: +27 (0)10 202 5000



email: natalie.venter@za.abb.com

Website: ABB International Website, ABB South Africa Website

Description of the Functions

To promote transparency, accountability and effective governance of all public and private bodies, by empowering and educating everyone to understand their rights in terms of PAIA.

2.3 DESCRIPTION OF THE GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(B)

A guide has been compiled in terms of Section 10 PAIA by the South African Human Rights Commission (“SAHRC”). It contains information required by a person wishing to exercise any rights, contemplated by PAIA, it is available in all of the official languages.

The guide is available for inspection at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St Andrews Street Park Town and it is on its website at www.sahrc.org.za

2.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

Administrative Adjudication of Road Traffic Offences Act No. 46 of 1998

Apportionment of Damages Act No. 34 of 1956 (as amended)

Arbitration Act No. 42 of 1965 (as amended)

Basic Conditions of Employment Act No. 75 of 1997 (as amended)

Bills of Exchange Act No. 34 of 1964 (as amended)

Broad-Based Black Economic Empowerment Act No. 53 of 2003 (as amended)

Companies Act No. 71 of 2008 (as amended)

Competition Act 89 of 1998

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (as amended)

Constitution of the Republic of South Africa Act No. 108 of 1996

Copyright Act No. 98 of 1978 (as amended)

Cross-Border Road Transport Act No. 4 of 1998 (as amended)



Cybercrimes Act 19 of 2020

Designs Act No. 195 of 1993 (as amended)

Electronic Communications and Transactions Act No. 25 of 2002 (as amended)

Employment Equity Act no. 55 of 1998 (as amended)

Firearms Control Act No. 60 of 2000 (as amended)

Foreign Corrupt Practices Act of 1977 (US Legislation)

General Data Protection Regulation (“GDPR”), 2016/679 (as amended by Corrigendum to GDPR, 2016/679 (2018) (EU legislation)

Hazardous Substances Act No. 15 of 1973 (as amended)

Income Tax Act 58 of 1962

International Organization for Standardization (OHSAS) 18001: Occupational Health and Safety Management Systems

Labour Relations Act No. 66 of 1995 (as amended)

Merchandise Marks Act No. 17 of 1941 (as amended)

Mine Health and Safety Act No. 29 of 1996 (as amended)

National Credit Act No. 34 of 2005 (as amended) (to extent applicable in respect of ancillary agreements)

National Environmental Management Act No. 107 of 1998 (as amended)

National Environmental Management: Air Quality Act No. 39 of 2004 (as amended)

National Environmental Management: Waste Act No. 59 of 2006 (as amended), including Extended Producer Responsibility regulations of 2020

National Forests Act No. 84 of 1998 (as amended)

National Minimum Wage Act No. 9 of 2018 (as amended)

National Road Traffic Act No. 83 of 1996 (as amended)

National Water Act No. 36 of 1998 (as amended)

Occupational Health and Safety Act No. 85 of 1993 (as amended)

Patents Act No. 57 of 1978 (as amended)

Pension Funds Act No. 24 of 1956 (as amended)

Prescription Act No. 68 of 1969

Prevention and Combating of Corrupt Activities Act 12 of 2004 (as amended)



Prevention and Combating of Torture of Persons Act No. 13 of 2013 (as amended)
Prevention and Combating of Trafficking in Persons Act No. 7 of 2013 (as amended)
Prevention of Organised Crime Act No. 121 of 1998 (as amended)
Promotion of Access to Information Act No. 2 of 2000 (as amended)
Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000 (as amended)
Protection of Personal Information Act No. 4 of 2013 (“POPIA”)
Preferential Procurement Policy Framework Act No. 5 of 2000
Prescribed Rate of Interest Act No. 55 of 1975
Protected Disclosures Act No. 26 of 2000 (as amended)
Protection from Harassment Act No. 17 of 2011 (as amended)
Regulation of Interception of Communications and Provision of Communication-Related Information Act No. 70 of 2002 (“RICA”) (as amended)
Road Accident Fund Act No. 56 of 1996 (as amended)
Sarbanes-Oxley Act, 2002 (US legislation)
Skills Development Act No. 97 of 1998 (as amended)
Tobacco Products Control Act no. 83 of 1993 (as amended)
Trade Marks Act No. 194 of 1993 (as amended)
Trust Property Control Act No. 57 of 1988 (as amended)
Unemployment Insurance Act No. 63 of 2001 (as amended)
Unemployment Insurance Contributions Act No. 4 of 2002 (as amended)
Value-Added Tax Act 89 of 1991

The above list is not exhaustive and all mandatory legal requirements by law will be adhered to.

2.5 DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body
- The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address
- The form must:



Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requestor, indicate which form of access is required, specify a postal address or fax number of the requestor in the Republic,

Identify the right that the requestors seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right

If in addition to a written reply, the requestor wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,

If the request is made on behalf of another person, to submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the head of the private body

THE DESCRIPTION OF SUBJECTS OF RECORDS HELD BY THE BODY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [SECTION 51(1)(E)]

The body has the following records:

Company Secretarial

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Powers of attorney
- Share certificates

Movable and Immovable Property

- Title deeds
- Lease agreements
- Hire agreements
- Hire-purchase agreements
- Credit sale agreements
- Ordinary and conditional sale agreements

Intellectual Property

- Trade mark
- Patents
- Copyright
- Designs
- Know-How
- Licencing agreements

Insurance



- Directors Officers and Company liability Insurance
- Marine Cargo Insurance
- Travel Insurance
- Global Insurance
- Local Insurance
- Compulsory Insurance

Taxation

- SARS Tax Clearance Certificate (TCC)
- Tax related documentation

Human Resources

- Policies and procedures
- Employee information
- Personnel files
- Agreements
- Forms and applications
- Standard letters and notices
- Workplace and Union agreements and records
- Benefit arrangements rules and records
- Pension and Provident Funds information
- Disciplinary records
- Benefits and compensation information

Finance

- Financial statements
- Reports and returns
- Banking details and bank account records
- Debtors/creditors statements and invoices
- Ledgers and journals

Operations

- Permits, licences, consents, approvals, authorizations, applications and registrations with governmental bodies
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Security documents

Information technology

- System documentation and manuals
- Project, disaster recovery and implementation plans

Administration

- Intranet
- Correspondence with internal and external parties

Contracts

- Customer contracts
- Supplier contracts
- Employee contracts
- Confidentiality and/or Non-Disclosure Agreements

2.6 PRESCRIBED FEES FOR PRIVATE BODIES.

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c)

is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is	50,00.

4. The access fees payable by a requester referred to in regulation 11(3)
are as follows:

(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	30,00
 (2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
 (3) The actual postage is payable when a copy of a record must be posted to a requester.	

2.7 Payment Method

Every requester which is not a personal requester must pay the required requested fee. The requestor must deposit the request fee into ABB's bank account (details of which will be given to



the requestor by ABB). The proof of the deposit slip must be forwarded to ABB's Information Officer before any request can be processed.

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 Head: Natalie Venter

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 ONLY if a request for information is made on behalf of another 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

E. Fees

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(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 for exemption from payment of fees:

.....

F. Form of access to record

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.

Disability:..... Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.*
- (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.*
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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, sketchers, 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					
<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)		
*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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				



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**