

Access to Information Policy

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 FOR:
Ropes and All cc trading as Stateline Braiding and Cordline**

(Registration number: 2009/016122/23)

INTRODUCTION

Ropes and All cc manufactures and sells braided military and security regalia and yachting, climbing and multi-purpose ropes. This manual has been prepared for the purposes of requesters who seek access to information in terms of the Promotion of Access to Information Act ("the Act"). The manual may be amended from time to time, thereafter the latest version of the manual shall be made available to the public. The requester is advised to contact the information officer whose details have been provided herein for assistance in regard to information requested in terms of the provisions of the Act.

PART I

CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of Body: Ropes and All cc
Registration No: 2009/016122/23
Physical Address: DaVinci Building, 23 Calder Road, Mayville, Durban
Postal Address: PO Box 30525, Mayville, Durban, 4058
Head of Body: KG Sobey
Information Officer: KG Sobey
Telephone No: 031 208 8238
Fax: 031 207 5799
Email: saza@iafrica.com
Website: www.stateline.co.za

PART II

GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission ("SAHRC") containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. Any queries can be directed to:

The South African Human Rights Commission - PAIA Unit
The Research and Documentation Department
Postal Address:
Private Bag 2700
Houghton, 2041
Telephone: +27 11 877-9600
Fax: +27 11 403-0684
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

PART III

CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT THE NECESSITY OF A REQUEST IN TERMS OF THE ACT (Section 51(1) (c) of the Act)

No notice in terms of section 52(2) of the Act has currently been published. Certain records are however freely available on Stateline's website.

PART IV

INFORMATION/DOCUMENTS HELD IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1) (d) of the Act)

Ropes and All cc keeps information/documents in accordance with the following legislation:

- Companies Act No. 61 of 1973
 - Income Tax Act No. 58 of 1962
 - Value-Added Tax Act No. 89 of 1991
 - Basic Conditions of Employment Act No. 75 of 1997
 - Compensation for Occupational Injuries and Diseases Act No.130 of 1993
 - Occupational Health and Safety Act No.15 of 1973
 - Labour Relations Act No. 30 of 1966
 - Unemployment Insurance Act No. 30 of 1966
 - Unemployment Contributions Act No. 4 of 2002
 - Skills Development Act No. 97 of 1998
 - Skills Development Levy Act No. 9 of 1999
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PART V

OTHER DOCUMENTS/INFORMATION HELD BY Ropes and All cc (Section 51(1)(e) of the Act)

Such information as is required for the day-to-day running of Ropes and All cc being company policies, commercial agreements, employee records, licences, permits, insurance policies, financial accounts and records, databases, correspondence, marketing records, internal correspondence, product records, trademark records, statutory compliance records, drawings, specifications, operational records and accounts, business unit accounts and records, supplier and third party records, customer records, records held by officials of the body, including company secretarial records.

Please Note: Access to records may be refused on the grounds set out in the Act.

PART VI

AVAILABILITY OF THE MANUAL (SECTION 51(3))

This manual is available for inspection at the offices of Ropes and All cc, daVinci Building, 23 Calder Road, Mayville, Durban, upon request, during office hours and free of charge. The manual has also been submitted to the South African Human Rights Commission.