

Isowall Group

Members of the Isowall Group:

Name of Company: ISOWALL SOUTHERN AFRICA (PTY) LTD
Registration Number of Company: 1982/010393/07

Name of Company: ISOWALL MANUFACTURING (PTY) LTD
Registration Number of Company: 1969/001129/07

Name of Company: ISOPROJECTS (PTY) LTD
Registration Number of Company: 1989/007015/07

Name of Company: ISOPARKIT (PTY) LTD
Registration Number of Company: 1981/012204/07

Name of Company: ISOLITE CORNICE MOULDING (PTY) LTD
Registration Number of Company: 2000/017772/07

Name of Company: ISOLITE CAPE (PTY) LTD
Registration Number of Company: 1994/038335/07

Name of Company: VDT INVESTMENTS (PTY) LTD
Registration Number of Company: 1950/037303/07

Name of Company: EXPECTRA 89 (PTY) LTD
Registration Number of Company: 2001/003962/07

Name of Company: TURNKEY INFRASTRUCTURE SOLUTIONS (PTY) LTD
Registration Number of Company: 1982/000544/07

Name of Company: NETTERVILLE PROPERTIES (PTY) LTD
Registration Number of Company: 2001/01857/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

1. **Introduction to the ISOWALL GROUP and its type of business**
2. **Contact Details** (Section 51 (1) (a))
3. **The ACT and Section 10 Guide** (Section 51(1) (b))
4. **Applicable Legislation** (Section 51 (1) (c))
5. **Schedule of Records** (Section 51 (1) (d))
6. **Form of Request** (Section 51 (1) (e))
7. **Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, etc.**

1. INTRODUCTION

The Isowall Group is a group of companies operating in various centres including Pretoria, Cape Town, East London and Port Elizabeth.

The Group's primary focus is twofold:

1. The manufacture of expanded polystyrene in block and shape form primarily for insulation, construction and packaging and related products.
2. The manufacture and installation of structural insulated sandwich panel using a continuous laminating process.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Queries for the Isowall Group can be addressed to Mr Peter Robert van Duyn (Managing Director or a Director for each of the companies within the Group).

Postal Address: P.O. Box 912581, Silverton, Pretoria, Gauteng, South Africa, 0127

Street Address: 326 Derdepoort Road, Silverton, Pretoria, Gauteng, South Africa, 0083

Telephone Number: 012 804 3564

Fax Number: 012 804 6395

Email: info@isowall.co.za

3. THE ACT (Section 51(1) (b))

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 Act.

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

No automatically available records are available.

4. APPLICABLE LEGISLATION (Section 51 (1) (c))

Records are kept in accordance with legislation as is applicable to the Group, which includes but is not limited to the following legislation:

No	Ref	Act
1	No 71 of 2009	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 85 of 1983	Occupational Health and Safety Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 97 of 1998	Skills Development Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 58 of 1962	Income Tax Act
10	No 4 of 2002	Unemployment Insurance Contribution Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 63 of 2001	Unemployment Insurance Act
13	No 53 of 2003	Broad Based Black Economic Empowerment Act

5. Schedule of Records (Section 51 (1) (d))

The Group’s website address is www.isowall.co.za and is accessible to anyone who has access to the internet. Subsidiary website addresses are www.isolite.co.za and www.turnkeyinfrastructuresolutions.co.za.

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> Public Product Information Public Corporate Records 	see website re information see website re information
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register & Management Accounts 	Proprietary (Pty Ltd) Not available Not available

Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Performance Records • Product Sales Records • Marketing Strategies • Customer Database 	<p>See website re information</p> <p>See website re information</p> <p>See website re information</p> <p>Not available</p> <p>Not available</p> <p>Not available</p> <p>Not available</p> <p>Not available</p>
-----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. **FORM OF REQUEST** (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Head of the Company (CEO).

6.3 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;
- (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** (Section 51 (1) (f))

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 and prescribed Form C is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.