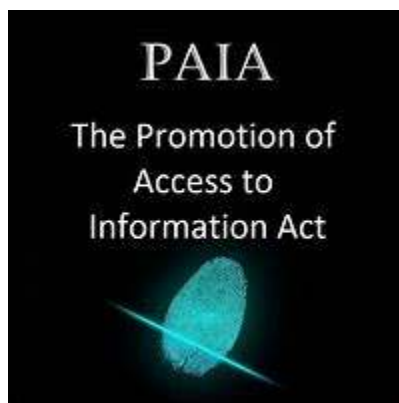




industro<sup>®</sup>  
clean

# PAIA Manual





## Introduction

Industroclean conducts business as manufacturer and distributor of cleaning chemicals, accessories, and machinery. It is a company primarily focused on the commercial cleaning market, including institutional and industrial customers. Industroclean provides a complete solution of professional and industrial cleaning products.

## Company contact details *Section 51 (1) (a)*

### Duly authorized persons

#### Directors:

Emma Corder

Mignon Corder

#### Address:

Postal: P.O. Box 50273, Randburg, 2025

Street: Corner Picaroon and Raft Street, Laser Park, Honeydew, 2170

Telephone number: 011 801 4600

E-mail: info@industroclean.co.za

## The PAIA Act *Section 51 (1) (b)*

- 1.1 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.
- 1.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures.
- 1.3 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 purpose of exercising Constitutional Rights. The Guide is available from the SAHRC.

## Applicable legislation *Section 51 (1) (c)*

No	Ref	Act
1	No 71 of 2008	Companies act
2	No 98 of 1978	Copyright act
3	No 55 of 1998	Employment equity act
4	No 95 of 1967	Income tax act
5	No 66 of 1995	Labour relations act
6	No 89 of 1991	Value added tax act
7	No 37 of 2002	Financial advisory and intermediary services act
8	No 75 of 1997	Basic conditions of employment act
9	No 69 of 1984	Close corporations act
10	No 25 of 2002	Electronic communications and transactions act
11	No 2 of 2000	Promotion of access to information act
12	No 30 of 1996	Unemployment insurance act

## Schedule of records *Section 51 (1) (d)*

Records	Subject	Availability
Finance	Audited financial statement	May not be disclosed
	Tax records (company & employees)	May not be disclosed
	Asset register	May not be disclosed
	Management accounts	May not be disclosed
	Employee records and records	May not be disclosed / limited
Legal	General contract documentation	May not be disclosed
	Company guidelines, policies, and procedures	May not be disclosed
	Statutory and environmental records	Limited disclosure
Marketing	Marketing information	May not be disclosed
	Product brochures	May be disclosed
	Field records	May not be disclosed / limited
	Performance records	May not be disclosed

	Product sales records	Limited disclosure
	Marketing and future product strategies	May not be disclosed
	Current product information	May be disclosed / limited
	Public corporate records	May be disclosed
	Media releases	May be disclosed
<b>Risk, collections, and insurance</b>	Customer information and database	May not be disclosed
	Dealer documents	May not be disclosed

## Form of request *Section 51 (1) (e)*

To facilitate the processing of your request, kindly:

- 2.1 Use the prescribed form, available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za).
- 2.2 Address your request to the Managing Director.
- 2.3 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) the postal address or e-mail address of the requester in the republic and 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.

## Prescribed fees *Section 51 (1) (f)*

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

- 3.1 A requester is required to pay the prescribed fees before a request will be processed.
- 3.2 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).
- 3.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 3.4 The fee structure is available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za)