



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO. 2 OF 2000**

PRIVATE BODY MANUAL

1. CONTACT DETAILS OF PRIVATE BODY

- 1.1 Name of Body: Ford Motor Company of Southern Africa
(Manufacturing) (Pty) Ltd ("FMCSA")
- 1.2 Physical Address: Simon Vermooten Road, Silverton, Pretoria
- 1.3 Postal Address: P O Box 411, Pretoria, 0001
- 1.4 Telephone: 2712 842 2911
- 1.5 Facsimile: 2712 842 3022
- 1.6 Head of Body: Jeffery Nemeth
- 1.7 Designated Information Officer: Shibishi Maruatona
Legal Affairs Director
Telephone: 2712 842 2377
Facsimile: 2712 842 3022
Email: legalsa@ford.com
- 1.8 Who we are: FMCSA conducts business as a manufacturer,
importer and exporter of motor vehicles and
automotive components and accessories.

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act 2 of 2000 ("**Act**"), the South African Human Rights Commission has published a guide containing information relating to:
- 2.1.1 obtaining access to a record of a private body and the assistance that is available from the South African Human Rights Commission in this regard;
- 2.1.2 lodging a court application against a decision by the head of a private body;

- 2.1.3 the fees that are payable for accessing a record; and
- 2.1.4 the voluntary disclosure of information by private bodies.

2.2 The contact details of the South African Human Rights Commission are as follows:

South African Human Rights Commission: PAIA Unit

Physical Address: Braampark Forum 3
33 Hoofd Street
Braamfontein

Telephone: 011 877 3600

Facsimile: 011 403 0668

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

3. SECTION 52(2) NOTICE

No notice has been published in terms of section 52(2) of the Act.

4. COMPANY RECORDS

4.1 Company Records Classification Key:

Classification Number	Access	Classification
1	May be disclosed	Public access document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information [s61]
5	May not be disclosed	Unreasonable disclosure of personal information of natural person [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be disclosed	Likely to harm FMCSA or third party in contract or other negotiations [s64(c)]
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged document [s67]
11	May not be refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]

12	May not be disclosed	Commercial information of private body [s68]
13	May not be disclosed	Likely to prejudice research and development information of the FMCSA or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]

4.2 Summary Records Availability:

Departmental Records	Subject	Classification Number
Communications and Corporate Affairs Division	Current Product Information	3
	Public Corporate Records	1
	Media Releases	1
Environmental Division	Environmental Policy	1
	Environmental Records	11, 14
Human Resources Division	Employee Records	4, 5, 8, 9
	Employment Contracts	4, 5, 8
	Personnel Guidelines, Policies and Procedures	12
	Employee Medical Records	4, 5, 8, 9
Financial Division	Financial Statements	12
	Financial and Tax Records (Company & Employees)	12, 8
	Motor Industry Development Programme Records	12
	Asset Register	12
	Management Accounts	12
Legal / Company Secretarial Division	General Contract Documentation	6, 12, 10
	Company Guidelines, Policies and	12

	Procedures	
	Trade Marks	3
	Statutory Records	12
Marketing and Sales Division	Market Information	12, 13
	Product Brochures	1
	Owner Manuals	1
	Performance Records	12
	Product Sales Records	1
	Marketing and Product Strategies	12
	Customer Information and Customer Database	12, 5, 9
	Dealer Franchise Documents	6, 7, 12, 13
Production / Logistics	Production Records	12
Product Engineering	Vehicle and Components Specifications	3, 12, 13
	Engineering Records	12, 13
Quality	Quality Records	12

5. THE REQUEST PROCEDURE

5.1 Forms and fees

5.1.1 A request for information must be made in the prescribed form, must be addressed to the Information Officer and must be submitted with the prescribed fee.

5.1.2 The prescribed request form and details regarding the prescribed fees are available from the South African Human Rights Commission, whose contact details are set out. The prescribed request form and prescribed fees details are also available at the website of Department of Justice and Constitutional Development (www.doj.gov.za).

5.2 Form of request

5.2.1 The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, facsimile number or electronic mail address of the Information Officer.

5.2.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should

also indicate which form of access is required. The requester should indicate if it requires notice of the decision of the Information Officer in any manner, other than in writing.

- 5.2.3 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
 - 5.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- 5.3 Fees
- 5.3.1 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
 - 5.3.2 The Information Officer must by notice require the requester to pay the prescribed fee, if any, before further processing the request.
 - 5.3.3 The requester may lodge an application with a court against the payment of the prescribed request fee.
 - 5.3.4 After the Information Officer has made a decision on the request, the requester must be notified in the required form.
 - 5.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure.

6. **OTHER INFORMATION REQUIRED BY LEGISLATION**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. **AVAILABILITY OF THE MANUAL**

- 7.1 This manual is available for inspection by the general public upon request, during office hours and free of charge at FMCSA's physical address as well as on FMCSA's website, www.ford.co.za.