

MANUAL

Of

COCA-COLA SABCO (PTY) LTD

(Registration Number: 1995/010764/07)

And all its South African subsidiaries

Coca-Cola Fortune (Pty) Ltd

Registration Number: 1989/003502/07

Coca-Cola Bottling East London (Pty) Ltd

Registration Number: 1988/007138/07

Coca-Cola Bottling Mpumalanga (Pty) Ltd

Registration Number: 1995/013868/07

Burmax Investments (Pty) Ltd

Registration Number: 1981/444996/07

Vinto Properties (Pty) Ltd

Registration Number: 1948/030466/07

Vinto Beverages (Pty) Ltd

Registration Number: 1990/002466/07

(a Private Body)

(hereinafter “the Company”)

1. INTRODUCTION

1.1 The Promotion of Access to Information Act, No. 2 of 2000 (hereinafter “the Act”) requires every Private Body (as defined in the Act) to

1.1.1 compile a manual (hereinafter “the Manual”) containing the information referred to in Section 51(1) of the Act; and

1.1.2 make the Manual available as prescribed in the Act.

1.2 This Manual is compiled to give effect to the Company’s obligations in terms of Part 3 of the Act.

2. CONTACT DETAILS [SECTION 51(1)(a)]

Details required in terms of section 51(1)(a)

Name of Body: Coca-Cola SABCO

Head of the Body: Ian Garnett

Postal Address: P O Box 3509
North End
6056

Street Address: 159 Harrower Road
North End
Port Elizabeth
6001

Phone Number: +27 41 395 4104

Fax Number: +27 41 374 3204

Electronic Mail Address: paia@za.ccsabco.com

Website: www.cocacolasabco.com

3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(b)]

The Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Consumer Affairs (Unfair Business Practices) Amendment Act No. 21 of 2001
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Consumer Protection Act No. 68 of 2008
- Electronic Communications and Transactions Act No. 25 of 2002

5. ACCESS TO THE RECORDS HELD BY THE COMPANY [Sections 51(1)(c) and 51(1)(e)]

- 5.1 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

Not Applicable

- 5.2 Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

Note: This section of the Manual sets out the subject and categories of records held by the Company. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

Labour Relations Act No. 66 of 1995, as amended

- Code of Conduct
- Disciplinary Procedure
- Grievance Procedure
- Collective Agreements
- Employment Equity Act No. 55 of 1998
- Employment Equity Plan

Basic Conditions of Employment Act No. 75 of 1997, as amended

- Regulation of working time
- Ordinary hours of working time
- Meal intervals and rest periods
- Particulars of employment
- Written particulars of employment
- Conflict of interest
- Medical examinations
- Transferability and termination of employment
- Leave
- Annual leave
- Cumulative leave

- Special leave
- Study leave
- Maternity leave
- Leave without pay
- Sick leave
- Family responsibility leave

Human Resources

- Manual on discipline and conditions of employment
- Disciplinary records and documentation pertaining to disciplinary proceedings
- Performance assessments and performance records
- Payroll records
- Leave, sick leave, maternity and special leave records
- Returns to Unemployment Insurance Fund
- SETA records
- Employment equity report
- Training schedules and material
- List of employees
- Recruitment policy
- Code of business ethics
- Certificates of service

Employee Benefits

- Details of Pension/Provident Funds of which various employees of the Company are members
- Rules and regulations relating to such Funds
- Membership
- Pre-benefit medical disclosure
- Contributions
- Investment options
- Retirement dates
- Retirement benefits
- Death benefits
- Disablement benefits

- Resignation before retirement
- Absence from work

Financial Records

- Accounting records, books and documents of the Company
- Annual financial reports of the Company
- Auditors reports in respect of audits conducted on the Company
- VAT returns
- Income tax returns and assessments
- Other documents and agreements relating to the taxation and other financial records of the Company

Marketing Material

- Price lists
- Advertising material

Insurance

- Insurance policies taken out for the benefit of the Company

Production Records

Fixed Assets

- Title Deeds in respect of immovable properties owned by the Company
- Agreements for the sale or lease of immovable properties owned by the Company
- Agreements of lease of movable property by the Company
- Installment sale agreements and other Credit agreements
- Agreements recording security interests in favour of third parties over certain movable assets of the Company

Computer Systems and Programmes

- Agreements relating to computer systems and computer programmes

Commercial Agreements

- Loans from third parties

- Loans to third parties
- Security agreements, guarantees and indemnities
- Agency, license, management and distribution agreements
- Standard conditions of contract
- Agreements between the shareholders of the Company
- Agreements with suppliers
- Agreements with customers
- Documents recording other interests and investments of the Company

Legal Proceedings

- Records relating to the legal proceedings in which the Company is involved from time to time

Scientific and Technical Information

- Scientific and/or technical information in the possession of the Company from time to time

Trade Secrets

Environment Conservation Act No. 73 of 1989

- Records and applications pursuant to that Act

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

- Records maintained in terms of the above Act

Companies Act No. 71 of 2008

- Records and applications pursuant to that Act.

Standards Act No. 29 of 1993

- Applications for accreditation in terms of the above Act.

Customs and Excise Act No. 91 of 1964, as amended

- Records and application pursuant to the above Act.

Correspondence and Internal reports

- Records in hard copy and electronic format with respect to all of the subjects referred to in the clauses above.
- The above-mentioned records are of a confidential nature and only accessible to authorised people.

5.3 The Request Procedures

5.3.1 Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)]. The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

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 [s 53(2)(d)].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Form C for the request for access to record of private body is included as an addendum to this manual and is also available at the South African Human Rights Commission offices or website www.sahrc.org.za

5.3.2 Fees:

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:

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)]. After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

6. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

7. AVAILABILITY OF THE MANUAL [Section 51(3)]

The Manual is also available for inspection from:

The Offices of the Company located at 159 Harrower road, Port Elizabeth

The South African Human Rights Commission

In the Government Gazette

On the following website: <http://www.cocacolasabco.com>

FORM C

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:

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 for 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:			
	copy of record*		inspection of record
2. If record consists of visual images			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record"	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.	YES	NO
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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