



**DIESEL-ELECTRIC INDUSTRIAL (PTY) LTD**

Reg. No: **2002/001071/07**

in terms of

Section 51 of

**The Promotion of Access to Information Act 2/2000**

**(the "ACT")**

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Date Of Compilation: 06/11/2023 | Date Of Revision: 05/11/2024

**Diesel-Electric Industrial (Pty) Ltd**  
87 4th Ave, Geduld, Springs, 1559

Tel: 0118116635 | Email: [sales@de-industrial.com](mailto:sales@de-industrial.com) | Web: [www.de-industrial.com](http://www.de-industrial.com)

Trading Hours: Mon-Thur: 08:00 – 16:30, Fri.: 07:30 – 16:00, Closed on Weekend and Public Holidays

## Annexure A

### 1. Introduction

Welcome to Diesel-Electric Industrial (Pty) Ltd, your trusted partner for top-class industrial tooling solutions. Established in 1976, we've built our reputation by understanding the challenging demands of the industrial sector. It is our mission to consistently provide the finest products and services to meet these needs and exceed your expectations.

As the leading tool sales and service centre in the East Rand, we take pride in the growth we've achieved over the past few decades. This success was not an overnight feat, rather a result of our unwavering commitment to quality, efficiency, and reliability, focusing on the unique requirements of every client. Our all-encompassing knowledge of the industry, coupled with our technological advantages, places us at the forefront of industrial solutions.

Diesel-Electric Industrial isn't just a distributor — we're your partners in progress. We understand the importance of your mission and strive tirelessly to ensure that our product offerings and services align with your objectives. From light-duty to heavy-duty equipment, our expansive inventory is designed to cater to a diverse range of industrial applications. Our team comprises seasoned industry professionals who utilize their expertise to guide you towards the tooling solutions that are most suited to your operations.

We're not just about selling, we're about serving.

Our pre-sales and after-sales support are unwavering, assuring you of a seamless industrial tooling experience at all times. We invite you to explore our site and discover how Diesel-Electric Industrial can contribute to the efficiency and productivity of your industrial operations. Our commitment to serving our clients diligently isn't just a promise, it's the essence of who we are.

#### Values

- Positivity
- Integrity
- Teamwork
- Innovation
- Respect

### 2. Company Contact Details

Directors: Mr. W von Ey, Dan Sothoane, Angelina Sothoane  
Office Manager/CEO: Mr. D Sothoane  
Postal Address: PO BOX 1319, Geduld  
Street Address: 87 4th Ave, Geduld, Springs, 1559  
Telephone Number: 0118116635  
Email: dan.sothoane@kilton.co.za / sales@de-industrial.com

### 3. The PAIA Act (Section 51 (1) (B))

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- 3.1** The PAIA 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                 |

#### 4. **Applicable Legislation**

1. No 26 of 2005 Auditing Professions Act
2. No. 75 of 1997 Basic Conditions of Employment Act
3. No. 53 of 2003 Broad-Based Black Economic Empowerment Act
4. No. 71 of 2008 Companies Act5 No. 130 of 1993 Compensation for Occupational Injuries and Diseases Act
5. No. 89 of 1998 Competition Act
6. No 108 of 1996 Constitution of the Republic of South Africa
7. No. 68 of 2008 Consumer Protection Act
8. No 91 of 1964 Customs and Excise Act
9. No 36 of 2005 Electronic Communications Act
10. No. 25 of 2002 Electronic Communications and Transactions Act
11. No. 55 of 1998 Employment Equity Act
12. No. 38 of 2001 Financial Intelligence Centre Act
13. No. 15 of 1973 Hazardous Substances Act
14. No 68 of 1962 Identification Act
15. No. 58 of 1962 Income Tax Act
16. No. 24 of 1936 Insolvency Act
17. No 38 of 1997 Intellectual Property Laws Amendment Act
18. No. 66 of 1995 Labour Relations Act
19. No. 131 of 1998 Medical Schemes Act
20. No. 34 of 2005 National Credit Act
21. No. 107 of 1998 National Environment Management Act
22. No. 39 of 2004 National Environmental Management: Air Quality Act
23. No. 59 of 2008 National Environmental Management: Waste Act
24. No. 61 of 2003 National Health Act
25. No. 36 of 1998 National Water Act
26. No. 85 of 1993 Occupational Health and Safety Act
27. No. 24 of 1956 Pension Funds Act

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28. No. 4 of 2013 Protection of Personal Information Act
29. No. 68 of 1969 Prescription Act
30. No. 2 of 2000 Promotion of Access to Information Act
31. No. 26 of 2000 Protected Disclosures Act
32. No. 70 of 2002 Regulation of Interception of Communications and Provision of Communication – Related Information Act
33. No. 36 of 2004 Securities Services Act
34. No. 97 of 1998 Skills Development Act
35. No. 9 of 1999 Skills Development Levies Act
36. No. 4 of 2002 Unemployment Insurance Contributions Act
37. No. 89 of 1991 Value Added Tax Act

## 5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> </ul>	Freely available on web site www.de-industrial.com
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	Request in terms of PAIA. Not available.  Not available. Not available.
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information: <ul style="list-style-type: none"> <li>○ Product Brochures</li> <li>○ Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> <li>• Dealer Franchise Documents</li> </ul>	Limited Information available on web site.  Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

## 6. Personal information

A person (customer, employee or third party) has the right to request access in terms of section 23 of POPIA, any recorded piece of information relevant to a data subject, including but not limited to the following, which can be in either hard copy or electronic format:

- race, gender, sex, pregnancy, marital status, nationality, ethnicity, or social origin; colour; sexual orientation; age; physical or mental health and well-being
- belief, religion, conscience, culture, language and birth, education, medical information, financial information, criminal, or employment history

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- an identifying number or symbol
- disability, personal opinions, blood type, biometric information
- views or preferences of a person, correspondence of private or confidential nature, views, or opinions of another person
- name of a person if it appears with other personal information.
- consumer or purchasing pattern.
- e-mail address and physical address, location information or online identifier and telephone number and mobile number.

A special category of personal information - is religious or philosophical beliefs, race or ethnic origin, trade union membership, political opinions, health, sex life, criminal behaviour and biometric information. Where personal information is referenced, it will automatically include special personal information unless otherwise indicated.

## 7. Form of Request: PAIA Section 18 and 53 (1) (Also Applicable to POPI ACT Section 23)

To facilitate the processing of your request, kindly:

- 7.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) or [https://www.justice.gov.za/forms/paia/J750\\_paia\\_Form%20A.pdf](https://www.justice.gov.za/forms/paia/J750_paia_Form%20A.pdf)
- 7.2** Address your request to the Head of the Company/Information Officer
- 7.3** Provide sufficient details to enable the DE Management 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;
    - (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;
  - (d) 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.

## 8. Prescribed Fees

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

- 8.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2** 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);

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- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) or <https://www.justice.gov.za/paia/paia-faq.htm>

## 9. Decision on Request

The requester will be informed whether or not the application for access has been denied or granted. In the event that the application is refused, the requester will be given adequate reasons for the refusal and will be informed that the requester may lodge an application with a Court (if a PAIA request) or the Information Regulator (if a POPIA) against the refusal of the application, as well as the procedure (including the period) for lodging such application.

## Annexure B

### REQUEST FOR RECORDS OF PRIVATE BODY

A request for access to a record, made in terms of section 53(1) of the Act, must be made in the form of “Form C Eng / Afr” available here: [https://www.justice.gov.za/forms/paia/J752\\_paia\\_Form%20C.pdf](https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf)

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