



## MANUAL for Surge Technology (Pty) Ltd (SURGETEK)

In terms of the

### PROMOTION OF ACCESS TO INFORMATION ACT

No 2 of 2000

(hereinafter referred to as "the Act")

## Introduction

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

## Part 1 Company and Contact Details

### Name of Company

Surge Technology (Pty) Ltd

### Nature of Business

Distributor of lightning/surge protection, electrical safety, test & measurement equipment

### Head of Company

Premesh Narismulu

### Postal Address

P. O. Box 3109  
Randburg  
2125

### Street Address

14 Arbeid Avenue  
Strydom Park  
Randburg



**Telephone Number**

(011) 792 1303

**Telefax Number**

(011) 793 6928

**Email Address**

info@surgetek.co.za

**Information Officer**

Alicia Nydoo

**Postal Address**

P.O. Box 3109  
Randburg  
2125

**Telephone**

(011) 792 1303

**Telefax Number**

(011) 793 6928

**Email Address**

alicia@surgetek.co.za

**Public information on the company is available on the company's web site**

([www.surgetek.co.za](http://www.surgetek.co.za)).

**Part 2 Guide to the Manual and its Access.**

The SAHRC guide contains information as to what may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquires relating to that guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360 or email [hkhumalo@sahrc.org.za](mailto:hkhumalo@sahrc.org.za). Further information may be accessed from the web site [www.sahrc.org.za](http://www.sahrc.org.za)

**Part 3 : Records.**

Records Available (only on request to access) in terms of the Act).

**1. Personnel Records**

- As provided by employees.
- As provided by individuals other than employees.
- Conditions of employment and employee-related contractual records

## **2. Records relating to Customers**

### **3. Records relating to SURGETEK.**

- Financial
- Operational
- Promotional material
- Internal Correspondence
- Statistical
- Statutory records

The relevant records of a public nature provided in terms of the following Acts are held in the Company's Head office:

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Income Tax Act No. 58 of 1962.
- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Levies Act. No. 9 of 1999.
- Unemployment Insurance Act. No. 36 of 2001.
- Value Added Tax Act No. 89 of 199

#### **Part 4 : Information Request Procedure.**

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the CEO of SURGETEK or the Information Officer of SURGETEK. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. The CEO/Information Officer will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to undertaking the search, reproduction and preparation of any document.

Records which could be deemed confidential on the part of a third party will need the permission of the third party concerned before SURGETEK will permit access to view.

#### **Part 5 : Manual Availability.**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of SURGETEK. Copies may also be obtained from the Information Officer of SURGETEK.

In respect of hard copies' postage will be for the account of the requester.