

**SENNHEISER ELECTRONIC (SOUTH AFRICA) (PROPRIETARY)
LIMITED**

Registration No. 1986/001915/07: VAT Registration No. 4450110608

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

December, 2011

INDEX

- 1. Introduction to Sennheiser Electronic (South Africa) (Proprietary) Limited**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Legislation**
- 5. Access To Records and Availability**
- 6. Form of Request**
- 7. Prescribed Fees**

1. INTRODUCTION

Sennheiser Electronic (S A) (Pty) Ltd is the official distributor for the entire range of products manufactured by Sennheiser electronic GmbH & Co KG of Germany, a world leader in electro-acoustic equipment, which includes Georg Neumann GmbH of Berlin and Sennheiser Communications A/S, Denmark.

In addition, Sennheiser SA is also the sole official distributor for Rycote Microphone Windsheilds of England.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors: Jeffrey Woolf (Managing)

Christopher Marius Cornelius Alexander

Postal Address: P.O. Box 31077, BRAAMFONTEIN. 2017

Street Address: 2nd Floor, JCCI House, 27 Owl Street, AUCKLAND PARK. 2092

Telephone Number: 011 482 2501

Fax Number: 011 482 2982

e-mail: info@sennheiser.co.za

website: www.sennheiser.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of the COMPANY, 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.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website:

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	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 of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Media Releases	Freely available on web site www.sennheiser.co.za
Financial	<ul style="list-style-type: none">• Employee Records• VAT	
Marketing	<ul style="list-style-type: none">• Market Information	Limited Information available on web site.

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form C attached or available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

6.2 Address your request to the Managing Director.

6.3 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) (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;
- (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.

7. PRESCRIBED FEES

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

SIGNED: _____

J. WOOLF

DATE: _____