

Manual


in terms of Section 51 of the
Promotion of Access to Information Act

Introduction

The Directors have compiled this manual, to comply with the provisions of the Act, and to foster a culture of transparency and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information, which we possess. On request, you will also be shown the correct procedure to follow should you require access to any of this information.

Information on the Company

Full Name/s	:	Eveready (Pty) Ltd
Registration Number	:	2002/009654/07
Registered Address	:	Eveready Road, Struandale, Port Elizabeth, 6001
Postal Address	:	P O Box 3191, North End, Port Elizabeth, 6056
Telephone Number	:	041 – 401 2500
Fax Number	:	041 – 394 5123
Head/CEO	:	Avijit Das
Information Officer	:	Robert Bruce Simon
Email Address	:	Rob.simon@eveready.co.za
Website	:	N/a
Controlling Body	:	N/a
Date	:	27/02/2003
Prepared by	:	 Moores Rowland

Details available in terms of the Promotion of Access to Information Act.

STATUTORY COMPANY INFORMATION

- Certificate of Incorporation; Memorandum and Articles of Association; Certificate to Commence Business; Minute Books, CM25 and CM26, Resolutions passed at general/class meetings; Proxy Forms; Proxy Forms used at Court convened meetings; A Register of Allotments – after a person ceased to be a member; Register of Members; Index of Members; Register of Mortgages and Debentures and Fixed Assets; Register of Directors' shareholdings; Register of Directors and Certain Officers; Directors' Attendance Register; A Branch Register;
- Annual Financial Statements including Annual accounts; Directors' reports; Auditor's report; Books of Account regarding information required by the Companies Act, 1973; Supporting schedules to books of account and ancillary books of account;

ACCOUNTING RECORDS

- Books of Account including journals and ledgers; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

STATUTORY EMPLOYEE RECORDS

- Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Date of birth of each employee; Wages register; Attendance register; Employment equity plan; Salary and wages register; Collective agreements; Determinations made in terms of the Wage Act; Records of strikes, lockouts or protest action. Industrial training records; Staff records

OTHER EMPLOYEE RECORDS

- Employee contracts; Incentive schemes; Staff loan schemes; Study assistance schemes; Maternity leave policy; Relocation policy; Housing scheme; Disability scheme; Funeral insurance scheme; Group personal accident; Group life; Micro loan scheme; Employee stock purchase plan; Code of conduct.

PENSION AND RETIREMENT FUNDING RECORDS

- Pension Fund Rules; Pension Fund account records; Minutes of Meetings of trustees and members; Actuarial Valuation Reports; Contribution Reports; Annual accounts.

ENVIRONMENTAL HEALTH AND SAFETY

- Noise exposure records; Water quality monitoring program records; Waste water assessment and monitoring records; Records of waste water discharges; Records of waste water storage and waste water disposal; Employee medical surveillance records in respect to hazardous chemicals and substances; Records of investigations and tests in respect to hazardous chemicals and substances; Records of risk assessments and monitoring results in respect to hazardous biological agents; Records of assessment and air monitoring and asbestos inventory; Medical surveillance records related to asbestos work; Records of type of work carried out with asbestos; Records of training given to employees in respect of exposure to asbestos; Records of assessment and air monitoring for lead exposure; Medical surveillance records in respect of lead exposure; Records of type of work carried out with lead; Records of work with lead prior to employment; Dates of medical surveillance reports in respect of lead; Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees; Records of training of employees in respect of lead exposure; Medical surveillance records in respect of mine employees; Records of working hours and remuneration in respect of mine employees; Safety management systems, data and audits; Industrial hygiene programs, data and audits; Employee public health emergency action plans; Permits, licenses, approvals and registrations for operations of sites and business; Emergency response plans; Environmental impact assessments; Environmental management programs and systems; Details of aqueous discharges; Details of solid waste discharges; Details of air emission discharges.

FIXED PROPERTY

- Title Deeds; Leases; Building plans; Mortgage Bonds or other encumbrances to fixed property.

MOVABLE PROPERTY

- Asset register; Finance and Lease Agreements; Notarial Bonds; Deeds of Pledge.

INTELLECTUAL PROPERTY

- Patents, patent applications and inventions; Trademarks, trade names and protected names; Copyrights; Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements; Litigation and other disputes involving intellectual property.

AGREEMENTS AND CONTRACTS

- Material agreements concerning provision of services or materials; Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements; Agreements with shareholders, officers or directors; Acquisition or disposal documentation; Agreements with contractors and suppliers; Agreements with customers; Warranty agreements; Sale agreements; Distributor, dealer or agency agreements; Restraint agreements; Agreements with governmental agencies; Purchase or lease agreements.

TAXATION

- Copies of all Income Tax Returns and other tax returns and documents;

LEGAL

- Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation; Settlement agreements; Material licences, permits and authorizations;

INSURANCE

- Insurance policies; Claim records; Details of insurance coverages, limits and insurers.

TRANSPORTATION

- Transportation rights; Permits; Transportation System Delivery Plan; Transportation, Warehouse and Storage Contracts.

INFORMATION TECHNOLOGY

- Hardware; Operating Systems; Telephone Exchange Equipment; Telephone Lines, Leased Lines and Data Lines; LAN Installations; Software Packages; Disaster Recovery; Internal Systems Support and Programming / Development; Capacity and Utilization of Current Systems; Development or Investment Plans; Agreements; Licenses; Audits.

SALES AND MARKETING

- Products; Markets; Customers; Brochures, Newsletters and Advertising Materials; Sales; Public Relations Policies and Procedures; Domestic and Export Orders

Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No.75 of 1997
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Credit Agreements Act No.75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Long-term Insurance Act No. 52 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Short-term Insurance Act No. 53 of 1998
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Machinery and Occupational Safety Act No. 6 of 1983