

KAIROS INDUSTRIAL HOLDINGS LTD

Including all it's subsidiary companies

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF INFORMATION ACT, No. 2 of 2000 ("the ACT")

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also for foster a culture of transparency and accountability in our environment 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.

A copy of this manual is also available on our website www.kairos.co.za

PART 1

[INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT]

Name of body	: Kairos Industrial Holding Limited
Registration Number	: 1987/002927/06
Registered Address	: 1111 CHURCH STREET HATFIELD PRETORIA 0083
Postal Address	: PO BOX 11328 HATFIELD 0028
Telephone Number	: +27 12 3421980
Fax Number	: +27 12 3421976
Chief Executive	: Mr. WL Van Deventer
Designated Information Officer	: Mr. L Jonker
Email Address of Information Officer:	: ljonker@kairos.co.za
Website	: www.kairos.co.za

PART II

[INFORMATION REQUIRED UNDER SECTION 51 (1) (b) OF THE ACT]

Section 51(1)(b) of the ACT calls for a description of the guide referred to in section 10 of the ACT, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be complied by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the ACT. The regulations regarding the Promotion of Access to information published under Government Notice No. R187 of 15 February 2002 set forth how the Rights Human

PART III

(COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51(1)(c) OF THE ACT)

The following information is available without a request in terms of the ACT:

- Annual Financial Statements, including
- Chairman's report
- Directors report
- Auditors report

PART IV

[INFORMATION REQUIRED UNDER SECTION 51 (1) (d) OF THE ACT]

Records are kept in accordance with the following legislation:

Companies Act No. 61 of 1973
Income Tax Act No. 58 of 1962
Stock Exchanges Control Act No. 1 of 1985
Value-added Tax Act No. 89 of 1991

PART V

[INFORMATION REQUIRED UNDER SECTION 51 (1) (e) OF THE ACT]

The company has the following records, to which the right and manner of access will be provided in accordance with the ACT (subject to the restrictions and right of refusal to access provided for in the ACT). Information is presented by subject and categories of each subject held:

(a) **Company Secretarial Services and Administration**

Certificate of Incorporation;
Certificate of Change of Name
Memorandum and Articles of Association;
Certificate to Commence Business;
Board agendas
Minute of meetings;
Proxy Forms;
Registers required in terms of the Companies Act
Statutory returns
Directors' Attendance Register:
Annual Financial Statements including:
 Annual accounts;
 Chairman and Directors' report;
 Auditor's report.

(b) **Accounting and financial records**

Books of Account including journals and ledgers;
Supporting schedules to books of account
Delivery notes, orders, invoices, statements, receipts, vouchers
Agreements and correspondence
Banking details and bank account records
Statutory returns

(c) **Human Resources**

Agreements, forms and applications
Remuneration paid to directors.

(d) **Pension and retirement funding records.**

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

(e) **Other assets**

Share certificates;
Finance Agreements;
Deeds of Pledge.

(f) **Agreement and contracts**

Material agreements concerning provision of services or materials;
Joint venture agreements and other alliance agreements;
Agreements with shareholders, officers or directors;
Acquisition or disposal documentation;
Agreements with contractors and suppliers
Warranty agreements:
Sale agreements;
Purchase or lease agreements.

- (g) **Taxation**
Copies of all Income Tax Returns and other tax returns and documents;
- (h) **Legal**
Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
Settlement agreements;
- (i) **Insurance**
Insurance policies;
Claim records;
Details of insurance coverage, limits and insurers.
- (j) **Information technology**
Hardware;
Operating Systems;
Telephone Exchange Equipment;
Telephone Lines and Data Lines;
Software Packages;

PART VI

Procedure for requesting access to the above information:

If you wish to request access to any of the above categories of information, you are

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the ACT. Details of these fees are contained in the request form.

It is important to note that access is not automatic - you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.