



KILOTON HYDRAULICS PNEUMATICS TOOLS & ABRASIVES (PTY) LTD

Reg. No: 2001/000836/07

in terms of

Section 51 of

The Promotion of Access to Information Act 2/2000

(the "ACT")

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Annexure A

1. Introduction

Kiloton originally started out as Diesel-Electric Vereeniging, which was founded by Wolfgang von Ey (Snr) in 1971. In the years that followed, two divisions were created: the Automotive and the Industrial division. In 2000, the group obtained the distribution rights for Enerpac Hydraulic products and Kiloton was established as a tooling specialist to the industrial sector.

Our Mission

Kiloton is a name that is synonymous with quality, reliability, dependability and peace of mind. We strive to have an intimate understanding of our customers' project objectives in order to respond with the appropriate tooling and equipment solutions at the right time, place and price.

Vision

Building a sustainable business that ensures the needs of our customers are met by people who are passionate about meeting those needs.

Values

- Positivity
- Integrity
- Teamwork
- Innovation
- Respect

Kiloton Hydraulics Pneumatics Tools & Abrasives (Pty) Ltd is the preferred industrial service partner when it comes to supplying the manufacturing, mining and construction industries in **Sub-Saharan Africa** with **high-pressure hydraulics, pneumatic's, hand and power tools** as well as **abrasive equipment solutions** either directly or through distributor collaborations.

As an official importer of Enerpac and a major distributor of Bosch, Chicago Pneumatic, Pferd, Somta, Ruwag and Harden you can be rest assured that only quality branded products are being supplied to you, our customer.

Our **cradle-to-grave service** allows us not only to supply you with a product but to offer you the necessary backup needed to ensure a longer tool life. Thus, maximizing efficiency and minimizing your downtime.

Our **well-equipped** Hydraulic and Tool Service Centre offers **Enerpac Hydraulic and Power Tool Repairs** as well as **Chicago Pneumatic Air Tool** repairs. All our repairs are done using only original supplier repair parts to ensure a longer tool life. In addition to our workshop, we also offer on-site support to our customers. We are able to provide our customers with the necessary support on all **Enerpac Hydraulic Tools**, on site. Our **On-Site Enerpac Field Service Vehicles** are available **24/7** to assist with on-site repairs, product demonstrations, load testing and many more services.

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2. Company Contact Details

Directors: Mr. W von Ey, Dan Sothoane, Angelina Sothoane
Office Manager/CEO: Mr. D Sothoane
Postal Address: P.O. Box 773 Vereeniging 1930
Street Address: 64 General Smuts Road, Duncanville, Vereeniging, 1930
Telephone Number: 0861 707 707
Email: dan.sothoane@kiloton.co.za / sales@kiloton.co.za

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

- 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

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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
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

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> • Public Product Information 	Freely available on web site www.kiloton.co.za / www.onlinetoolshop.kiloton.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Request in terms of PAIA. Not available. Not available. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database 	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

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- Dealer Franchise Documents

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
- 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 or 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

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- 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);
- 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 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

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