

CFW Industries (Pty) Ltd



Cape Town Office

Tel: +27 (0)21 931 8331
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3 Parin Road, Parow Industria,
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Johannesburg Office

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Email: jhbsales@cfw.co.za
4 Chilworth Road, Founders Hill, Founders View North
Business Park, Modderfontein, Gauteng, South Africa

PO Box 1542, Parow 7499, South Africa
industries@cfw.co.za www.cfw.co.za



CFW GROUP OF COMPANIES:

CFW INDUSTRIES (PTY) LTD – Holding company
CFW FANS (PTY) LTD
CFW ENVIRONMENTAL PROJECTS (PTY) LTD
CFW PRODCETS (PTY) LTD

MANUAL

in terms of

Section 51 of the

PROMOTION OF ACCESS TO INFORMATION ACT

2/2000

(the “ACT”)

GUIDANCE NOTE:

DATE OF COMPILATION: 4 February 2021

**DATE OF WHEN LAST THE MANUAL WAS
UPDATED: 4 February 2021**

**THIS MANUAL IS ON OUR WEBSITE –
www.cfwfans.co.za**

DATE OF COMPILATION: 04/03/2021
DATE OF REVISION: 04/03/2021

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SABS
ISO 9001

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1. Introduction to your company and the type of business:
2. Contact Details (**Section 51 (1) (a)**)
3. The ACT and Section 10 Guide (**Section 51(1) (b)**) please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation (**Section 51 (1) (c)**)
5. Schedule of Records (**Section 51 (1) (d)**)
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SABS
I S O 9 0 0 1

1. INTRODUCTION:

CFW Fans has built a reputation for quality products and superb service over more than fifty years, reflecting our commitment to delivering durable products with high engineering standards. The expertise built up over this time has given us technical design and manufacturing skills to offer effective products with greater long-term benefits than cheaper alternatives.

CFW's solid approach to business and commitment to partnering with our clients makes us the right choice for any company that requires an air technology solution that will last: Please refer to attached brochure or visit the website: www.cfwfans.co.za.

Our vision & mission statement:

CFW aims to be recognized as the best provider of *overall value* and service in the design & manufacture of quality industrial fans to all market sectors.

CFW is committed to providing quality products and excellent service to satisfy customers' requirements, timeously, at competitive prices, through continued market research and product development, thus maintaining sustainability in the global arena.

To accomplish this, we seek to develop staff, the group's most valued asset, through training and by creating an environment in which every person can reach their true potential.

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The means through which we provide value to our clients include:

- Professional design expertise.
- Maintaining a multi-disciplined resource base.
- Developing our own technology and maintaining our own manufacturing and design facilities, which enables us to offer superior backup and support to our customers.
- Creating optimum solutions to suit the customer's application.
- Designing and manufacturing products according to international best practice.
- Providing a quality product guarantee.
- Offering a range of support services such as fan systems energy optimization and OEM after-sales support.
- Maintaining an SABS ISO 9001 certified quality management system.

2. CONTACT DETAILS - (Section 51 (1) (a))

Persons designated/duly authorised persons:

Non-Executive Directors: Mr. JT Raad, Mr. N Raad & Mr. A Raad

Executive Directors: Mr. EJ Raad & Mr. RJ Raad

Executive Director/
Shareholder: Mr. Eduard Jazzar Raad (**Information Officer of the entity**)

Postal Address: P.O. Box 1542, Parow, Cape Town, Western Cape, 7499

Street Address: 3 Parrin Road, Parow Industria, Cape Town, 7000

Telephone Number: 021 931 8331/ 083 414 0426

Email: eddie@cfw.co.za

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3. ACT - (Section 51(1) (b))

- 3.1 The 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 - (Section 51 (1) (c))

| No | Ref | Act |
|----|---------------|--|
| 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 |
| | No 30 of 1996 | Unemployment Insurance Act |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 11 | No 2 of 2000 | Promotion of Access of Information Act |
| 12 | No 97 of 1998 | Skills Development Act |
| 13 | No 85 of 1993 | Occupational Health & Safety Act |

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5. SCHEDULE OF RECORDS - (Section 51 (1) (d))

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|----------------|---|--|
| Public affairs | <ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases | Freely available on web site www.cfwfans.co.za |
| Financial | <ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts• Constitution | Proprietary (Pty Ltd) - Request in terms of PAIA. Not available. |
| Marketing | <ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">o Product and Services Brochure• Marketing Strategies• Customer Database | Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA |

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 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.

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EJ Raad
Executive Director

Signed at: PAROW, Cape Town on the 14th day of February 2021

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- Submission to the SAHRC is free and the SAHRC does not charge any fees for advise or administration however all cost to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.
- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.

Reg. No. 1998/022124/07 – VAT No. 4700111224 – CFW Industries (Pty) Ltd – Established 1966

Axial & Centrifugal Fans / Blowers / Industrial Process Air Systems / Ventilation / Evaporative Coolers / Wet Walls / Greenhouse Fans
Dust & Fume Extraction / Pneumatic Conveying / Trim Removal / Reverse Pulse Filters / Cyclonic & Venturi Scrubbers / Drying & Dehumidification
Mild & Stainless Steel Fabrication / Laser Cutting & Bending / CNC Punching / Airknives / Air Curtains / Ovens / Aluminum Casting

Directors: R.J. Raad (Pr (Eng)), E.J. Raad (N.H.D. Eng.) – Non-executive Directors: A. Raad (N.T.D. Eng.), N. Raad (BSc (Hons)), J.T. Raad