



**MANUAL PREPARED IN TERMS OF  
SECTION 51 OF  
THE PROMOTION OF ACCESS  
TO INFORMATION ACT, NO 2 OF 2000 (“the Act”)  
of  
BEMLAB (PROPRIETARY) LIMITED  
REGISTRATION NO. 1996/006836/07**

## 1. INFORMATION MANUAL

This manual has been compiled in accordance with the requirements of section 51 of the Promotion of Access to Information Act. A copy of this manual is available on our website – [www.bemlab.co.za](http://www.bemlab.co.za) or can be viewed by appointment at our registered Head office.

A copy of this manual is available upon request made to the **Chief Information Officer** and payment of an administrative fee of R250-00.

## 2. COMPANY INFORMATION

Company Name	:	Bemlab (Proprietary) Limited
Main Business	:	Provides agricultural testing services which includes but is not limited to the testing of leaves, soil, fruit, compost, chemical and micro-biological testing of water samples.
Registration Number	:	1996/006836/07
Registered Address	:	PathCare Park, Neels Bothma Street, N1 City, Goodwood, 7460.
Postal Address	:	Private Bag X107, N1 City, Goodwood, 7463.
Telephone number	:	021 853 1490
Executive Officer	:	Andrew Pascall
Chief Information Officer	:	Marike Ubbink
Deputy Information Officer	:	Janine Nainkin
Email address of Information Officers	:	popi@pathcare.co.za
Website	:	<a href="http://www.pathcare.co.za">www.pathcare.co.za</a> <a href="http://www.bemlab.co.za">www.bemlab.co.za</a>
Email address of Executive Officer	:	<a href="mailto:andrew.pascall@bemlab.co.za">andrew.pascall@bemlab.co.za</a>

## 3. SECTION 10 GUIDE ON HOW TO USE THE ACT

In terms of section 10 of the Act, a guide on how to use the Act is available from the South African Human Rights Commission or the Information Regulator.

### Enquiries can be directed to:

The South African Human Rights Commission: PAIA Unit  
Private Bag 2700  
Houghton 2041

Tel: +27-11-484-8300

Fax: +27-11-484-0582

Website: <http://www.sahrc.org.za>

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS

No records are freely available without a request for access as contemplated in terms of Section 53(2) of the Act

## 5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records being held in accordance with the following legislation are available (note: this list is not exhaustive):

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Short-Term Insurance Act, 53 of 1998
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991
- Protection of Personal Information Act 4 of 2013
- International Organisation for Standardisation – ISO/IEC 15189 and ISO/IEC 17025
- South African National Accreditation System
- National Environmental Management: Waste Act 59 of 2008 and regulations thereto

## 6. MANNER OF ACCESS AND REQUEST

Requesters are to complete the prescribed form as contained in Regulation 10 to the Act and send it to the Chief or Deputy Information Officer listed above. Payment of the prescribed fee in the amount of R250.00 is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid.

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in the Act.

It is important to detail in a request for information the relevant section of the Act relied on and the capacity in which the requester is applying for such information and in respect of which person. Requests may be refused upon grounds as stipulated in other relevant legislation.

A requester may lodge a complaint with the Information Regulator against the payment of the prescribed fee, the form of access granted as well as the refusal of the request within 30 days after such notice is given.

## 7. SUBJECTS AND CATEGORIES OF RECORDS HELD

Financial records

Statutory company information

Personnel information

Records relating to fixed and movable property

Legal proceedings

Commercial contracts

Insurance contracts

Claims documentation

The Group's Annual Reports

Audited/Un-audited financial statements

Company web page

Personal information

Special Personal Information

## 8. AVAILABILITY OF MANUAL

This manual is available from the South African Human Rights Commission and the Information Regulator. The manual is also available for inspection at the address stipulated in paragraph 1 above free of charge. Copies of the manual may be obtained from the Chief or Deputy Information officers subject to payment of the prescribed fee.

## 9. LIST OF RELATED ENTITIES

Drs. Dietrich, Voigt, Mia & Partners

Dietrich Voigt Mia (Pty) Limited

Dr WJH Vermaak Incorporated

## 10. PROTECTION OF PERSONAL INFORMATION ACT 2013

- 10.1.1. The purpose of processing personal information by the Company is to facilitate its core business of providing agricultural testing services.
- 10.1.2. Data subjects are customers, employees, contractors and service providers. The Company holds personal information and special personal information on these data subjects
- 10.1.3. The Company does not transmit Trans-border data as classified in section 72 of the Protection of Personal Information Act.
- 10.1.4. The company's Internet security measures include but are not limited to:
- using a system of firewalls to protect computers against direct attacks.
  - All internet traffic is scanned for malware, viruses, unproductive, offensive and dangerous material.
  - All Email is scanned and protected using various filters to exclude spam.
  - Our internet security measures and policies complies with generally accepted global IT and information security guidelines.
  - Information on servers is backed up at a secondary secure location.