

Access to Information Manual

Manual prepared in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 ('the Act'), for the following entities:

Bridgestone South Africa Holdings (Pty) Ltd

Bridgestone South Africa (Pty) Ltd (formerly Bridgestone-Firestone South Africa (Pty) Ltd)

Bridgestone-Firestone Pre-Cured Tread Manufacturing (Pty) Ltd

Bridgestone South Africa Retail (Pty) Ltd, (formerly Supa Quick (Pty) Ltd), trading as Supa Quick, Speedy and Autoquip

Contact details (Section 51 (1) (a) of the Act)

All requests for information in terms of this manual should be directed to:

The Group Company Corporate Lawyer: Danai Mashego

Corner Isando and Quality Roads,

Isando, 1609

Postal address:

P O Box 515, Isando, 1600

Telephone number: +27 (11) 923 7500

Fax number: 086 558 3065

E-mail: dmashego@bridgestone.co.za

1. Guide on how to use the Act (Section 51 (1) (b) of the Act)

The Human Rights Commission (HRC) is responsible for compiling a Guide that will facilitate ease of use of the Act for requesters of information. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone number: +27 (11) 484-8300

Fax number: +27 (11) 484-0582

E-mail:PAIA@sahrc.org.za

Website:www.sahrc.org.za

2. Notice(s) in terms of Section 52 (2) of the Act (Section 51 (1) (c) of the Act)

A private body may, on a voluntary and periodic basis, submit to the Minister of Justice a description of categories of records that are automatically available without a requester having to request access in terms of the Act. The Minister must publish any description so submitted by notice in the Government Gazette.

The identified entities have not submitted any such description for publication and the Minister has therefore not published any notice in the Gazette.

3. Records available in accordance with other legislation (Section 51 (1) (d) of the Act)

Records are kept and information is available in terms of certain provisions of the following legislation: (Please note that this is not an exhaustive list)

Basic Conditions of Employment Act No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

Customs and Excise Act No. 91 of 1964

Employment Equity Act No.55 of 1998

Income Tax Act No.58 of 1962

Labour Relations Act No.66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Regional Service Councils Act No. 109 of 1985

Skills Development Act No. 97 of 1998

Skills Development Levies Act No. 9 of 1999

Unemployment Insurance Act No. 63 of 2001

Value-added Tax Act No. 89 of 1991

4. Other Record Categories and Subjects (Section 51 (1) (e) of the Act)

Finance & Administration Department:

Asset registers

Banking records

Computer software details

Disaster recovery procedures

Financial statements

Management accounts

Stock records

Tax records

VAT records

Vouchers and invoices

Human Resources Department:

Employment contracts

Employment Equity records

Health and safety records

Payroll information

Policies and procedures

Staff records

Training records

Manufacturing Departments:

Internal risk assessments

Maintenance details

Procurement details

Production records

Process technology

Quality specifications

Technical specifications

Sales and Marketing Department:

Advertising campaign details

Customer information

Dealer franchise documents

Market information

Marketing strategies

Product brochures

Product price lists

Product sales records

General:

Company secretarial records

Contracts and agreements

Insurance records

Property records

Statutory records

Trademark records

Please note that information and /or documents shall only be made available in accordance with the provisions of the Act. Requests for access to these records may be refused in terms of Sections 62 to 69 of the Act.

5. Additional prescribed information (Section 51 (1) (f) of the Act)

The Minister of Justice has not yet prescribed any additional information.

6. Availability of the Manual (Section 51 (3) of the Act)

This manual is available for inspection, free of charge, at the offices of Bridgestone-Firestone South Africa (Pty) Ltd. The manual has been sent to the South African Human Rights Commission. It can also be accessed on the company's websites, www.bridgestone.co.za, www.supaquick.co.za, www.speedy.co.za and www.autoquip.co.za

7. Form of request (Section 53 of the Act)

To facilitate the processing of your request, please:

7.1 Use the prescribed form, available on the website of the South African Human Rights Commission (under regulation no. 187) at www.sahrc.org.za, or the website of The Department of Justice and Constitutional Development at www.doj.gov.za/reg/r223.pdf.

7.2 Address your request to the Group Company Secretary

7.3 Provide sufficient details to enable us to identify:

7.3.1 The record (s) requested;

7.3.2 The requester (and if an agent is lodging the request, proof of capacity);

7.3.3 The form of access required;

7.3.4 Your personal contact details

7.3.5 The right which you are seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

8. Prescribed fees (Section 54 of the Act)

8.1 Rules governing the payment of fees to request and obtain information are contained in Section 54 of the Act.

8.2 The fees chargeable by private bodies are contained in Part 111 of Annexure A of the Regulations to the Act and are available on the website of the South African Human Rights Commission (under regulation no. 187) at www.sahrc.org.za, or the website of The Department of Justice and Constitutional Development at www.doj.gov.za/reg/r223.pdf