

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
("the Act")**

For **DAMCO LOGISTICS (PTY) LTD**
(Registration no. 2003/024204/07)

Company Overview

Damco Logistics (Pty) Ltd conducts freight forwarding, customs clearing and other logistical services.

Part I

(Information required under Section 51(1)(a) of the Act)

Name of Body: Damco Logistics (Pty) Ltd

Physical Address: Damco Logistics (Pty) Ltd
Safmarine Quay, Clocktower Precinct, V and A Waterfront
Cape Town
Western Cape, 8001

Postal Address: P.O. Box 27
Cape Town
8000

Information Officer: Keith Marshall

Telephone No: (021) 408 6820

Fax no: (021) 408 6338

Email: Keith.Marshall@damco.com

Part II

(Information required under Section 51(1)(b) of the Act)

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. It is available in all of the official languages.

The Guide is available for inspection at the Company's offices and on its website www.damco.com.

Part III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

No notice has been published in terms of Section 52.

Part IV

(Information required under Section 51(1)(d) and (e) of the Act)

Records are kept in accordance with such other legislation as is applicable to Damco Logistics (Pty) Ltd, which includes, but is not limited to, the following legislation:

- Companies Act Number 71 of 2008;
- Insolvency Act 24 of 1936
- Unemployment Insurance Act 63 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act No. 24 of 1936
- Insurance Act No 27 of 1943
- Value Added Tax Act 89 of 1991;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Occupational Health and Safety Act 85 of 1993;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 9 of 1999;
- Medical Schemes Act 131 of 1998;
- Electronic Communications and Transactions Act 25 of 2002
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act 9 of 1933
- Financial Intelligence Centre Act 38 of 2001
- National Conventional Arms Control Act 41 of 2002

Part V

(information required under section 51(1)(e) of the Act)

A: Records held by Damco Logistics (Pty) Ltd**i. Operational Information**

Records relating to the operational, commercial and financial interests of Damco Logistics (Pty) Ltd including but not limited to:

- Commercial Contracts;
- Company policies and directives;
- Client database;
- Company Secretarial Information;
- Human Resources Information (including internal policies and procedures, employee contracts and records);
- Insurance Policies;
- Operating policies and procedures;
- Records relating to the company's marketing and business plans, systems and procedures;
- Requisitions, permits, licenses, authorisations, approvals, applications and consents required for the day to day operations of Damco Logistics (Pty) Ltd;
- Minutes of meetings;

ii. Communications

Correspondence between persons within and without the company not covered by the records described in (i) above including, but not limited to formal letters; e-mails; faxes; memos and notice board announcements.

B. The Request Procedure

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

i. Form of Request

- The requester must use the attached prescribed form being **FORM C Regulation 10** of the Act to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of Damco Logistics (Pty) Ltd.
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in South Africa. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay is R50. The requester may lodge an application to court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- If the request for information has been refused, the requester may refer to the Act for available remedies.

Part VI

(Other information as may be prescribed under Section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Part VII


(Availability of manual under Section 51(3))

- This manual is available for inspection by the general public upon request, during office hours and free of charge at the office of APM Terminals Southern Africa (Pty) Ltd and at www.damco.com;

Part VIII

(prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za) under the "regulations" section as well as the SAHRC website (www.sahrc.org.za).



06/10/15

Keith Marshall
Southern Africa Area Head

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