
Registration Number of Company:
2012/171416/07

NAME OF COMPANY: STEADIDRONE (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Steadidrone (Pty) LTD designs, develop and manufacture small unmanned aerial systems, widely used in many different fields, applications and industries across the globe. We also offer full custom development and OEM services to clients who have specific needs and requirements. From basic modifications to existing units to full 'drone-velopment' from the ground up, providing our clients with exactly what they need, including payloads, avionics, video and data links, ground control systems, custom colors, branding and more.

2. COMPANY CONTACT DETAILS

Directors: Mrs. ADJ De Villiers (Operation Manager)

 Mr. AD De Villiers (Managing Director and Head of Development)

Office Manager: Mrs. ADJ De Villiers

Postal Address: 1 Waenhout Street, Industria, Knysna, 6571

Street Address: 1 Waenhout Street, Industria, Knysna, 6571

Telephone Number: 044 382 7051

Fax Number: N/A

Email: admin@steadidrone.com

3. THE ACT

- 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

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 2 of 2000	Promotion of Access of Information Act
8	No 30 of 1996	Unemployment Insurance Act
9	No 85 of 1993	Occupational Health and Safety Act
10	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
11	No 97 of 1998	Skills Development Act
12	No 9 of 1999	Skills Development Levies
14	No 91 of 1964	Customs and Excise Act
15	No 45 of 1963	The Import and Export Control Act
16	No 71 of 1991	Businesses Act
17	Part 101	South African Civil Aviation Authority
18	No 68 of 2008	Consumer Protection Act

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Companies Act Records	<ul style="list-style-type: none"> • Documents of Incorporation • Memorandum and Articles of Association • Minutes of Board Meetings • Minutes of Annual General Meetings • Board Resolutions • Records relating to the appointment of Directors/Auditors/Secretary/Public Officer and other officers. • Share Register and other Statutory Registers 	Request in terms of PAIA
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site www.steadidrone.com and various social media channels.
Financial	<ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Asset Register • Accounting Records • Banking Records: <ul style="list-style-type: none"> - Bank Statements - Electronic Banking Records • Rental Agreements • Tax Invoices • PAYE Records • Documents issued to employees for income Tax purposes. • Records of payment made to SARS on behalf of employees. • All other statutory compliances (if applicable) <ul style="list-style-type: none"> - VAT - Skills Development Levies - UIF - Workmen's Compensation 	Request in terms of PAIA.
Personnel Documents and Records:	<ul style="list-style-type: none"> • Employment Contracts • Medical Aid Records • Disciplinary Records • Salary Records • Disciplinary Code • Leave Reports • Training Records • Training Manuals 	
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 • Dealer Franchise Documents 	Limited Information available on www.steadidrone.com and various social media channels. 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 R Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

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.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za

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- The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
- Submission to the SAHRC is free and the SAHRC does not charge any fees for advice 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.