

OMNIPLESS MANUFACTURING (PTY) LTD

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

Omnipless Manufacturing (Pty) Ltd manufactures and distributes specialized antennas and systems.

2. COMPANY CONTACT DETAILS

Name of body: Omnipless Manufacturing (Pty) Ltd

Physical address: Westlake Drive
Westlake
Cape Town
7945

Postal address: PO Box 31093
Tokai
7966

Telephone: 021 700 7000

Fax: 021 700 7199

Contact person: Mrs. Shaneen Bezuidenhout

Email: omnipless@cobham.com

Website: <http://www.omnipless.com>

3. **Omnipless Manufacturing (Pty) Limited** is the holding company of two divisions, namely:-

- Cobham SATCOM, Cape Town: General Manager: Erwin Schumann
Address and Telephone: *As Above for Omnipless*
- Cobham Advanced Technologies SA: General Manager: Tom Roos
Address: *PO Box 11590, Centurion, 0046*
Telephone: *012 665 1090*

4. **Omnipless Manufacturing (Pty) Limited** is regulated by a board of five directors, namely:

Thomas Barry Oelrich Roos (SA)	Algis Jonas Adomavivius (USA)
Michael Scott Wilkerson (USA)	Paul David Long (UK)
Peter Raby (UK)	

5. GUIDE IN TERMS OF SECTION 10 PF THE ACT

This section 10 Guide on how to use the Act is available for the web site of the South African Human Rights Commission

http://www.sahrc.org.za/sahrc/cms/publish/cat_index_40.shtml

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>

E-mail: PAIA@sahrc.org.za

6. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- Value-Added Tax Act 89 of 1991

7. CATEGORIES OF RECORDS HELD BY OMNIPLESS MANUFACTURING (PTY)LTD

The Company's web page <http://www.omnipless.com>, which is accessible to anyone who has access to the Internet, contains information relating to the areas of practice in which the company specializes.

Other records held by the Company include:

- Financial records
- Employee records
- Client records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance contracts

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

8. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. This request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

9. PRESCRIBED 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 must pay the required request fee. The fee structure can be obtained on the South African Human Rights Commission (SAHC) web site <http://www.sahrc.org.za>.

10. AVAILABILITY OF THE MANUAL

This manual is available for inspection during office hours at the offices of Omnipless Manufacturing (Pty) Ltd at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web site of the SAHRC <http://www.sahrc.org.za> and of the Omnipless Manufacturing (Pty) Ltd at <http://www.omnipless.com>.