



## MANUAL ON ACCESS TO INFORMATION

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**SUMMARY:** THIS DOCUMENT IS PREPARED IN ACCORDANCE WITH SECTION 14 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 AND CONTAINS INFORMATION ON HOW TO ACCESS INFORMATION IN THE POSSESSION OF ARMSCOR

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**AMENDMENT HISTORY**

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## **1 SCOPE**

The manual is prepared in terms of the provisions of the Promotion of Access to Information Act No. 2 of 2000 (“PAIA”), which gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

Arm Scor aims to foster a culture of transparency and accountability. This manual enables any member of the public to request information or access to records which are in possession of Arm Scor. It further outlines the request procedures for such records.

## **2 DOCUMENTS**

### **2.1 Applicable documents**

- 2.1.1 Constitution of the Republic of South Africa of 1996
- 2.1.2 Act 51 of 2003 : Armaments Corporation of South Africa SOC Limited Act  
(Arm Scor Act)
- 2.1.3 Act 2 of 2000 : Promotion of Access to Information Act
- 2.1.4 Act 54 of 1997 : Legal Deposits Act
- 2.1.5 Regulation No.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information

### **2.2 Reference documents**

- 2.2.1 Act 3 of 2000 : Promotion of Administrative Justice Act
- 2.2.2 Act 43 of 1996 : National Archives and Record Service of South Africa Act
- 2.2.3 A-PROC-10031: Promotion of Access to Information Procedure

## **3 DEFINITIONS / ABBREVIATIONS**

### **3.1 Definitions / terminology / word descriptions**

In the case of any inconsistency or contradictory definitions, the definitions in the applicable Acts shall take precedence.

#### **3.1.1 Arm Scor**

The Armaments Corporation of South Africa SOC Limited.

### 3.1.2 Information Officer

The Chief Executive Officer of Armscor or any other delegated person.

### 3.1.3 Nodal Point

The Armscor central point for the co-ordination and monitoring of requests received in terms of the PAIA.

## 3.2 Abbreviations / Acronyms

3.2.1 IO : Information Officer

3.2.2 PAIA : Promotion of Access to Information Act

3.2.3 SAHRC : South African Human Rights Commission

3.2.4 SANDF : South African National Defence Force

## 4 RESPONSIBILITIES

### 4.1 Process owner

The Senior Manager: Legal Services is the process owner of this manual.

### 4.2 Communication

This document will be communicated by Corporate Communications division to all Armscor employees via the applicable communication media.

### 4.3 Implementation

This document is applicable from the time of official approval and it is the responsibility of all Armscor employees to implement it.

### 4.4 Review

This document shall be reviewed by the appointed review group when necessary, but at least every third year.

### 4.5 Data management

Records resulting from this document shall be filed by the process owner of the records on the official filing system.

## 5 ACCESS TO THE ARMSCOR PAIA MANUAL

This manual is produced and published in four languages: Afrikaans, English, Northern Sotho and Zulu, in an attempt to broaden access into Armscor's information by all South Africans.

To promote easy and speedy access to Armscor's records, the Chief Executive Officer, being the Information Officer in terms of PAIA, has appointed two designated Deputy Information Officers, as provided for in terms of section 17 (3) of PAIA.

## **6 PARTICULARS IN TERMS OF SECTION 14 OF PAIA**

### **6.1 The Core Functions of Armscor**

The objectives of Armscor are to meet the defence matériel requirements of the Department of Defence effectively, efficiently and economically; and manage the defence technology, research, development, analysis, test and evaluation requirements of the Department effectively, efficiently and economically.

### **6.2 The Contact Details of Armscor's Information Officer**

The contact details of Armscor's information officer and the deputy information officers are as follows:

#### **6.2.1 Information Officer (IO)**

Designation : Chief Executive Officer  
 Postal Address : Private Bag X337  
 Pretoria  
 0001  
 Telephone No. : 012 428 2188  
 E-mail Address : [CEO@armscor.co.za](mailto:CEO@armscor.co.za)

#### **6.2.2 Deputy Information Officer**

Designation : Group Executive : Business Assurance  
 Postal Address : Private Bag X337  
 Pretoria  
 0001  
 Telephone No. : 012 428 3270  
 E-mail Address : [GE-BA@armscor.co.za](mailto:GE-BA@armscor.co.za)

### 6.2.3 Deputy Information Officer

Designation : Group Executive : Research and Development  
Postal Address : Private Bag X337  
Pretoria  
0001  
Telephone No. : 012 428 2899  
E-mail Address : [GE-RnD@armscor.co.za](mailto:GE-RnD@armscor.co.za)

### 6.2.4 Armscor PAIA Nodal Point

Designation : Armscor Legal Services  
Postal Address : Private Bag X337  
Pretoria  
0001  
Telephone No. : 012 428 2202  
E-mail Address : [LegalS@armscor.co.za](mailto:LegalS@armscor.co.za)

## 6.3 Guide issued by the South African Human Rights Commission

The object of PAIA including the particulars of all the public and private bodies are contained in the Guide on the drafting of PAIA Manual issued by the South African Human Rights Commission. The contact details of the South African Human Rights Commission are as follows:

The South African Human Rights Commission

PAIA Unit

PO Box 2700

Houghton

2041

Telephone No : 011 484 8300

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

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

## 6.4 Readily Available Documents

A description of categories of documents and/or records are readily available in Armscor without a person having to request access in terms of PAIA.



## 6.5 Request Procedure

- 6.5.1 The requester must send a formal request for access to a record/information to the Nodal Point Officer (contact details in paragraph 6.2.4). Should the requester be unable to send a written request, such a request will be made in accordance with paragraph 6.5.6.
- 6.5.2 The Nodal Point Officer will supply the requester with a form to be completed.
- 6.5.3 The prescribed form must be completed to enable the Nodal Point Officer to identify –
- a) The record or records requested;
  - b) The identity of the requester;
  - c) The capacity in which the request is made;
  - d) Which form of access is required, if the request is granted; and
  - e) The contact details of the requester.
- 6.5.4 The completed form must be submitted, together with proof of payment to the Nodal Point Officer.
- 6.5.5 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request.
- 6.5.6 If an individual is unable to complete the prescribed form because of illiteracy or disability, such person may make the request orally and it will be reduced to writing on the prescribed form by the Nodal Point Officer and a copy provided to the requester.
- 6.5.7 The requester must where applicable, pay the prescribed request fee before any further processing of the request can take place. The request fee will be determined by taking into account reproduction costs, search and preparation time and costs as well as postage.

Arm Scor's banking details:

Beneficiary	:	Arm Scor
Bank	:	ABSA Bank
Branch	:	Menlyn, Pretoria Branch
Branch Code	:	632005
Account No	:	2310143807
Deposit Ref	:	SP 180204040149081200

- 6.5.8 The requester shall be informed whether access is granted or denied. If, in addition, the requester wishes to be informed of the decision on the request, the requester must state the manner and the necessary particulars so required.

- 6.5.9 The Nodal Point Officer shall withhold a record until the requester has paid the request fees.
- 6.5.10 In the event that access to a record or information is not granted, the requester may seek an appropriate remedy from a court of law.
- 6.5.11 Armscor’s manual will be updated every third year and further be made available in the following manner:
  - a) Submitted at the South African Human Rights Commission;
  - b) Published on the Armscor website at [www.armscor.co.za](http://www.armscor.co.za)
  - c) Armscor Head Office

## 7 ARMSCOR’S ORGANISATIONAL STRUCTURE

