

**BAE SYSTEMS - LAND SYSTEMS
SOUTH AFRICA (PTY) LTD
MANUAL COMPILED IN ACCORD-
ANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT No.
2 OF 2000).**

**ISSUED BY BAE SYSTEMS - LAND SYSTEMS SOUTH
AFRICA (PTY) LTD**

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2. INTRODUCTION.

BAE Systems - Land Systems South Africa (Pty) Ltd is a subsidiary of BAE Systems of the United Kingdom, which holds a 75% share of Land Systems South Africa (Pty) Ltd. The other 25% is held by a South African company, Dynamic Global Defence Technology (DGD).

Land Systems South Africa has two divisions - Land Systems OMC and Land Systems Gear Ratio located in Benoni and Alrode respectively.

Land Systems OMC

Land Systems OMC is South Africa's primary armoured vehicle facility, covering all disciplines of the military vehicle spectrum from conceptualisation, through design and development, manufacture and production and in-service support. Land Systems OMC (in its own right, through its predecessors Reumech OMC, Vickers OMC and Alvis OMC) has a proven track record of dedication to its clients on the one hand, and to its chosen fields of expertise on the other.

Land Systems OMC's expertise covers a wide range of highly effective armoured vehicles such as:

- Main Battle Tanks
- Armoured Recovery Vehicles and Bridge-layers
- Heavy Wheeled Armoured Vehicles (such as the Rooikat Armoured Car and G-6 SP Howitzer weapon platforms)
- Light Armoured Vehicles
- Mine-protected Vehicles
- Police and Security Vehicles

Land Systems OMC is an acknowledged world leader in many fields - particularly those of wheeled armoured vehicles and mine-protected vehicles.

Land Systems OMC has dedicated organisations, facilities and personnel covering the following:

- Research and Development, and Conceptualisation and Design
- Vehicle Manufacture
- Vehicle Assembly
- Component Manufacture
- Component Re-manufacture and Refurbishing
- Logistic Support
- Client Support and Training
- Dealer Facilities and Support

Land Systems Gear Ratio

Land Systems Gear Ratio specialises in the development and manufacture of transfer cases, power shift transmissions, suspension assemblies and related componentry.

The existing product portfolio, together with our outstanding development abilities, offers optimal solutions to the gearing requirements of special vehicles, mining and earthmoving equipment, industrial machinery and traction locomotives.

Products

- Power shift transmissions
- Traction gears
- Special application transfer cases
- Differentials
- Wheel stations and suspensions
- Clark-Hurth transmissions and axles.

3. COMPANY STRUCTURE.

BAE Systems – Land Systems South Africa (Pty) Ltd is owned 75% by BAE Systems plc and 25% by DGD Technologies (2001) (Pty) Ltd, a black empowerment company based in South Africa.

BAE Systems – Land Systems South Africa (Pty) Ltd consists of 2 separate facilities – Land Systems OMC (manufacturers of military armoured vehicle systems) and Gear Ratio (specialised driveline components).

4. LAND SYSTEMS SOUTH AFRICA CONTACT DETAILS (Section 51(1)(a)).

The details of the designated contact person within Land Systems OMC are as follows: -

Mr AT van Wyk
Company Secretary
Land Systems OMC
Private Bag X049
Benoni
1500

Tel: - +27 11 747 3300
Fax: - +27 11 845 1261
E-mail: - AndrevW@baesystemsomc.co.za
Website: - www.baesystemsomc.co.za

5. SECTION 10 GUIDE ON HOW TO USE THE ACT (Section 51(1)(b)).

The Section 10 guide on how to use the Act will be available from The South African Human Rights Commission. The guide is scheduled to be released no later than August 2003.

Kindly address all enquiries in this regard to the following address: -

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Tel: - +27 11 484 8300
Fax: - +27 11 484 0582
E-mail: - PAIA@sahrc.org.za
Website: - www.sahrc.org.za

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (Section 51(1)(d)).

ACCOUNTING AND FINANCE

Income Tax Act, No 58 of 1962
Stamp Duties Act, No 77 of 1968
Value Added Tax Act, No 89 of 1991

ARMAMENTS AND DEFENCE RELATED

The Armaments Development and Production Act, No 57 of 1968
The National Conventional Arms Control Bill
The Non-Proliferation of Weapons of Mass Destruction Act, no 87 of 1993
The Regulation of Foreign Military Assistance Act, No 15 of 1998
National Key Points Act, No. 102 of 1980

HUMAN RESOURCES

Basic Conditions of Employment Act, No 3 of 1983
Employment Equity Act, No 55 of 1998
Manpower Training Act, No 56 of 1981
Skills Development Levies Act, No 9 of 1999
Unemployment Insurance Act, No 30 of 1966
Wages Act, No 5 of 1957
Workmen's Compensation Act, No 30 of 1941

ENVIRONMENTAL/ECOLOGY

National Environmental Management Act, No 107 of 1998

COMPANY SECRETARIAL AND ADMINISTRATION

Companies Act, No 61 of 1973

SAFETY

Mine Health and Safety Act 29/1996 and Regulations

Occupational Diseases in Mines and Works Act 78/1973 and Regulations

Occupational Health and Safety Act 85/1993 and Regulations

7. ACCESS TO THE RECORDS HELD BY BAE SYSTEMS LAND SYSTEMS SOUTH AFRICA (PTY) LTD (Section 51(1)(d)) and Section 51(1)(e).

Section 51(1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject. The following information may be requested in accordance with the procedure.

ACCOUNTS/FINANCIAL

- Annual Financial Statements
- Audit Reports
- Banking Records
- Bookkeeping Records
- Creditor Records
- Debtor Records
- Financial & Management Accounting
- Fixed Asset Register
- Forex Records
- Loan Agreements
- Taxation Records
- Tenders

COMPANY SECRETARIAL AND ADMINISTRATION

- Agreements - Various
- Annual Financial Statements
- Companies Act Records
- Contracts - Various
- Correspondence – General
- Directors Attendance Registers
- Directors Board Meetings - Minutes & Agendas
- Insurance Records
- Licences
- Memorandum and Articles of Association
- Shareholders AGM Minutes & Agendas
- Signing Authorities
- Statutory Information

ENVIRONMENTAL

- Correspondence
- Occupational hygiene
- Permits
- Reports
- Water Issues

HUMAN RESOURCES

- Appointment Records
- Conditions of Employment
- Employment Equity Committee Meeting Minutes
- Industrial Relations Records
- Labour Broker Agreements
- Staff Records
- Policies & Procedures
- Reports
- Scholarships/bursaries
- Trade Union Related Records
- Workmen's Compensation Reports

INFORMATION TECHNOLOGY

- Contracts – Various
- Data maps
- Databases
- Help Desk
- Intranet
- Procedures and Standards
- System documentation

LEGAL

- Agreements - Various
- Competition Act Records
- Court Case Records
- Legal Correspondence
- Legal Opinions
- Licenses, Permits and Exemptions

MARKETING

- Product Specifications
- Publications
- Statistics

PENSION FUND

- Board of Management Minutes
- Claims
- Communication with Members
- Deceased Estates
- Declarations
- Financial
- Forms
- Members Booklets
- Membership
- Pension Fund Rules
- Records of Dependents

PUBLIC AND CORPORATE AFFAIRS

- Announcements
- Community and Social Responsibility
- HIV / AIDS Policy
- In-House Publications
- Photographic Library
- Presentations and videos
- Public relations
- Sponsorship

PROPERTY

- Property Leases
-

RESEARCH AND DEVELOPMENT

- Drawings
- Feasibility Studies
- Patents
- Procedures
- Projects
- Reports
- Specifications
- Technical documents and notes

SECURITY

- Agreements with Security Companies
- Ammunition and firearm registers
- Case Dockets
- Emergency Procedures
- Incident Logs
- Investigations
- Police reports
- Polygraph results
- Reports

SAFETY & HEALTH

- Accident Investigations
- Emergency Procedures
- Good Housekeeping
- Legal Appointments
- OSHAS Records
- Policies & Procedures
- Registers - Various
- Reports – Various
- Safety Statistics
- SHE Minutes of Meeting
- SHE Records
- SHE Training
- X-ray Records

The records are held at the following Land Systems business areas in South Africa:

Land Systems OMC – Benoni

Land Systems Gear Ratio - Alrode

8. THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS OF BAE SYSTEMS LAND SYSTEMS SOUTH AFRICA (PTY) LTD, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TERMS OF SECTION 52(2) – Section 51(1)(c)

The following records are available without a person having to request access in terms of this act.

- Advertisements
- Certificate of Incorporation
- Certificate to Commence Business
- Change of Name Certification
- Corporate Brochures
- Internet Addresses
- Press Releases
- Product Brochures
- List of Directors and Officers

9. REQUEST PROCEDURE.

1. The requester must use the prescribed form to make a request for access to a record. This must be made to the Managing Director of Land Systems OMC. The request must be forwarded to the address, fax number or electronic mail address of the company (Section 53(1)).
2. The requester must provide sufficient detail on the request form to enable the company to identify the record and the requester. The request should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester, and state the necessary particulars to be so informed (Section 53(2)(a) and (b) and (c)).
3. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right (Section 53(2)(d)).
4. If a request is made on behalf of another person, the requester must then submit proof - to the satisfaction of the Managing Director of Land Systems OMC - of the capacity in which the requester is making the request (Section 53(2)(f)).
5. A requester who seeks access to a record containing personal information about that requester is not required to pay a Request Fee. A Request Fee of R50.00 is payable in all other instances. Should a request be received without payment, the company shall notify the requester that the request shall only be processed upon receipt of the Request Fee (Section 54(1)).
6. Once a decision has been made relating to the request, the requester will be notified in the required format.

7. Should the request be granted, the add fees payable as per the enclosed tables shall be applicable (Section 54(6)).

10. OTHER INFORMATION AS MAY BE PRESCRIBED – Section 51(1)(f).

At the time of going into print, the Minister of Justice and Constitutional Development had not made any regulations in this regard.

11. AVAILABILITY OF THE MANUAL – Section 51(3).

The manual and prescribed forms have been lodged with the SAHRC, and copies can be obtained from their offices.

The manual is also available for inspection at the offices of Land Systems OMC at the following address: -

Land Systems OMC
12 Barnsley Road
Benoni, 1500

Copies of the manual and prescribed forms are available from Land Systems OMC for the prescribed fee.

The manual and prescribed forms are also available on the Land Systems OMC website: - www.baesystemsomc.co.za

12. PRESCRIBED FEE FOR PRIVATE BODIES.

1. The fees for a copy of the manual as contemplated in Regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof
2. The fees for reproduction referred to in Regulation 11(1) are as follows: -
 - (a) **For every photocopy of an A4-size page or part thereof** R1.10
 - (b) **For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable format** R0.75
 - (c)(i) **For a copy in a computer-readable form on Stiffy Disc** R7.50
 - (c)(ii) **For a copy in a computer-readable form on Compact Disc** R70.00
 - (d)(i) **For a transcription of visual images per A4-size page or part thereof** R40.00
 - (d)(ii) **For a copy of visual images (per image)** R60.00
 - (e)(l) **For a transcript of an audio record (per A4-size page or part thereof)** R20.00

- | | | |
|---------|---|--------|
| (e)(ii) | For a copy of an audio record (per copy) | R30.00 |
|---------|---|--------|
3. The Request fee payable by a requester, other than a personal requester referred to in Regulation 11(2) is R50.00 per request.
4. The access fees payable by a requester referred to in Regulation 11(3) are as follows: -
- | | | |
|---------|---|--------|
| (a) | For every photocopy of an A4-size page or part thereof | R1.10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable format | R0.75 |
| (c)(i) | For a copy in a computer-readable form on Stiffy Disc | R7.50 |
| (c)(ii) | For a copy in a computer-readable form on Compact Disc | R70.00 |
| (d)(i) | For a transcription of visual images per A4-size page or part thereof | R40.00 |
| (d)(ii) | For a copy of visual images (per image) | R60.00 |
| (e)(i) | For a transcript of an audio record (per A4-size page or part thereof) | R20.00 |
| (e)(ii) | For a copy of an audio record (per copy) | R30.00 |
| f | Search for and preparation of record for disclosure (per hour or part thereof) | R30.00 |
5. For purposes of Section 54(2) of the Act, the following applies: -
- a. Six (6) hours as the hours to be exceeded before a deposit is payable, and
 - b. One third (1/3) of the access fee is payable as a deposit by the requester.
6. The actual postage is payable when a copy of a record must be posted to the requester.

13. PRESCRIBED FORMS.

See attached Request for Access to Record of a Private Company Form.