

# CFW Industries (Pty) Ltd



## Cape Town Office

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PO Box 1542, Parow 7499, South Africa  
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4 Chilworth Road, Founders Hill, Founders View North  
Business Park, Modderfontein, Gauteng, South Africa



## CFW GROUP OF COMPANIES:

CFW INDUSTRIES (PTY) LTD – Holding company  
CFW FANS (PTY) LTD  
CFW ENVIRONMENTAL PROJECTS (PTY) LTD  
CFW PRODCETS (PTY) LTD

### MANUAL

in terms of

Section 51 of the

PROMOTION OF ACCESS TO INFORMATION ACT

2/2000

(the “ACT”)

### **GUIDANCE NOTE:**

**DATE OF COMPILATION: 4 February 2021**

**DATE OF WHEN LAST THE MANUAL WAS  
UPDATED: 4 February 2021**

**THIS MANUAL IS ON OUR WEBSITE –  
[www.cfwfans.co.za](http://www.cfwfans.co.za)**

DATE OF COMPILATION: 04/03/2021  
DATE OF REVISION: 04/03/2021

Reg. No. 1998/022124/07 – VAT No. 4700111224 – CFW Industries (Pty) Ltd – Established 1966

Axial & Centrifugal Fans / Blowers / Industrial Process Air Systems / Ventilation / Evaporative Coolers / Wet Walls / Greenhouse Fans  
Dust & Fume Extraction / Pneumatic Conveying / Trim Removal / Reverse Pulse Filters / Cyclonic & Venturi Scrubbers / Drying & Dehumidification  
Mild & Stainless Steel Fabrication / Laser Cutting & Bending / CNC Punching / Airknives / Air Curtains / Ovens / Aluminum Casting

Directors: R.J. Raad (Pr (Eng)), E.J. Raad (N.H.D. Eng.) – Non-executive Directors: A. Raad (N.T.D. Eng.), N. Raad (BSc (Hons)), J.T. Raad

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**SABS**  
ISO 9001

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## 1. INTRODUCTION:

**CFW Fans** has built a reputation for quality products and superb service over more than fifty years, reflecting our commitment to delivering durable products with high engineering standards. The expertise built up over this time has given us technical design and manufacturing skills to offer effective products with greater long-term benefits than cheaper alternatives.

CFW's solid approach to business and commitment to partnering with our clients makes us the right choice for any company that requires an air technology solution that will last: Please refer to attached brochure or visit the website: [www.cfwfans.co.za](http://www.cfwfans.co.za).

### **Our vision & mission statement:**

**CFW aims to be recognized as the best provider of *overall value* and service in the design & manufacture of quality industrial fans to all market sectors.**

CFW is committed to providing quality products and excellent service to satisfy customers' requirements, timeously, at competitive prices, through continued market research and product development, thus maintaining sustainability in the global arena.

To accomplish this, we seek to develop staff, the group's most valued asset, through training and by creating an environment in which every person can reach their true potential.

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The means through which we provide value to our clients include:

- Professional design expertise.
- Maintaining a multi-disciplined resource base.
- Developing our own technology and maintaining our own manufacturing and design facilities, which enables us to offer superior backup and support to our customers.
- Creating optimum solutions to suit the customer's application.
- Designing and manufacturing products according to international best practice.
- Providing a quality product guarantee.
- Offering a range of support services such as fan systems energy optimization and OEM after-sales support.
- Maintaining an SABS ISO 9001 certified quality management system.

## 2. **CONTACT DETAILS - (Section 51 (1) (a))**

### Persons designated/duly authorised persons:

Non-Executive Directors: Mr. JT Raad, Mr. N Raad & Mr. A Raad

Executive Directors: Mr. EJ Raad & Mr. RJ Raad

Executive Director/  
Shareholder: Mr. Eduard Jazzar Raad (**Information Officer of the entity**)

Postal Address: P.O. Box 1542, Parow, Cape Town, Western Cape, 7499

Street Address: 3 Parrin Road, Parow Industria, Cape Town, 7000

Telephone Number: 021 931 8331/ 083 414 0426

Email: [eddie@cfw.co.za](mailto:eddie@cfw.co.za)

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### 3. ACT - (Section 51(1) (b))

- 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](http://www.sahrc.org.za)

### 4. APPLICABLE LEGISLATION - (Section 51 (1) (c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
	No 30 of 1996	Unemployment Insurance Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 97 of 1998	Skills Development Act
13	No 85 of 1993	Occupational Health & Safety Act

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## 5. SCHEDULE OF RECORDS - (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>	Freely available on web site <a href="http://www.cfwfans.co.za">www.cfwfans.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li><li>• Constitution</li></ul>	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Product and Services Brochure</li></ul></li><li>• Marketing Strategies</li><li>• Customer Database</li></ul>	Limited Information available on web site. (see above)  Request in terms of PAIA Request in terms of PAIA

## 6. FORM OF REQUEST (Section 51 (1) (e))

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](http://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.

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EJ Raad  
Executive Director

**Signed at: PAROW, Cape Town on the 09<sup>th</sup> day of February 2021**

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- 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.

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