
Registration Number of Company: 2013/123736/07

NAME OF COMPANY: UNIK CIVIL ENGINEERING PTY LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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UNIK CIVIL ENGINEERING PTY LTD

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1. INTRODUCTION

The Company specialises in large scale civil engineering and construction projects involving road, bridges, railways, water supply, water treatment, retaining structures, residential, commercial and industrial building.

2. COMPANY CONTACT DETAILS

Directors: Mr. Hongbo Wang – Group CEO

Ms. Maria Masidje Lungu

Mr. David Kaenga Ramushu

Office Manager/CEO: Mr. Jian Wen is the General Manager of the Company.

Postal Address: P.O. Box 2023, Halfway House, Midrand, 1685

Street Address: Building 10 Pinewood Office Park, 33 Riley Street, Woodmead,
Sandton, 2191

Telephone Number: 011 318 0077

Email: admin.sa@unikconst.com

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4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
Corporate and Governance Legislation		
1	No 71 of 2008	Companies Act
2	No. 4 of 2013	Protection of Personal Information Act, (POPIA)
3	No. 2 of 2000	Promotion of Access to Information Act
4		King IV Report on Corporate Governance for South Africa, 2016
Labour and Employment Legislation		
5	No 55 of 1998	Employment Equity Act
6	No 95 of 1967	Income Tax Act
7	No 66 of 1995	Labour Relations Act
8	No 85 of 1993	Occupational Health & Safety Act
9	No 75 of 1997	Basic Conditions of Employment Act
10	No 130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
11	No 97 of 1998	Skills Development Act
	No 9 of 1999	Skills Development Levies
12	No 63 of 2001	Unemployment Insurance Act
	No 30 of 1941	Workmens Compensation Act
Tax and Financial Legislation		
13	No 58 of 1962	Income Tax Act
14	No 89 of 1991	Value- Added Tax
15	No 91 of 1964	Customs and Excise Act,
16	No 38 of 2001	Financial Intelligence Centre Act
17	No 34 of 2005	National Credit Act
Construction and Industry Specific Legislation		
18	No 38 of 2000	Construction Industry Development Board Act
19	No 46 of 2000	Engineering Profession Act
20	No 103 of 1977	National Building Regulations and Building Standards Act
21	No 48 of 2000	Project and Construction Management Professions Act
Environmental Legislation		
22	No. 107 of 1998	National Environmental Management Act
23	No. 36 of 1998	National Water Act
24	No. 73 of 1989	Environmental Conservation Act
25	No. 59 of 2008	National Environmental Management: Waste Act
Procurement and Anti-Corruption Legislation		
26	No 12 of 2004	Prevention and Combating of Corrupt Activities Act
27	No. 53 of 2003	Broad-Based Black Economic Empowerment Act
28	No 89 of 1998	The Competition Act
29	No. 5 of 2000	Preferential Procurement Policy Framework Act
	NO 26 OF 2000	Protected Disclosure Act
Data Protection and Access to Information		
30	No 25 of 2002	Electronic Communications and Transactions Act
31	No 19 of 2020	Cybercrimes Act

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5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	www.unikcivilengineering.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Not automatically available. Available upon request in terms of PAIA
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 product brochures and public information available on the website. All other records available upon request in terms of PAIA.
Human Resources	<ul style="list-style-type: none"> • Employment Contracts • Policies and Procedures (HR Manual) • Skills Development Records • Leave and Payroll Records • Employee Demographics and Employment Equity Reports 	Not automatically available. Available upon request in terms of PAIA.
Legal and Compliance	<ul style="list-style-type: none"> • Statutory Company Records • Memorandum of Incorporation • Share Registers • Resolutions of Directors • Regulatory Licences and Permits • Insurance Policies • Compliance Policies (e.g. ABC, Whistleblowing, PAIA, POPIA) 	Selected policies available on request. Legal documents and registers available upon request in terms of PAIA.
Procurement & Operations		

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	<ul style="list-style-type: none"> • Supplier and Subcontractor Contracts • Procurement Policies • Tender Documents • Purchase Orders • Equipment Logs and Site Records 	<p>Not automatically available.</p> <p>Available upon request in terms of PAIA.</p>
Technical / Project Records	<ul style="list-style-type: none"> • Engineering Drawings • Project Proposals • Site Progress Reports • Construction Schedules • Safety, Health and Environmental (SHE) Reports 	<p>Not automatically available.</p> <p>Available upon request in terms of PAIA.</p>
Information Technology	<ul style="list-style-type: none"> • IT Policies and User Agreements • System Logs • Asset Management Records 	<p>Internal use only.</p> <p>May be available upon request in terms of PAIA.</p>

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.

Annexure A: Prescribed Fee Schedule (PAIA)

In accordance with Section 51(1)(f) of the Promotion of Access to Information Act (PAIA), the following fees are prescribed for requests made to private bodies:

1. Request Fee (non-personal request): R50.00 (payable on submission of the request)
2. Access Fees (payable if access is granted):
 - For every photocopy of an A4-size page: R1.10
 - For every printed copy of an A4-size page: R0.75
 - For a copy in computer-readable form (CD): R70.00
 - For a transcript of an audio record:
 - Per A4-size page: R40.00
 - For a copy of an audio record: R60.00
3. Search and Preparation Time:
 - If it takes more than 6 hours: R30.00 per hour (or part thereof) after the first 6 hours
4. Deposit:
 - If the search exceeds 6 hours, a deposit of one-third of the estimated total fee may be required in advance.
5. Postage Fee:
 - Actual cost of postage (if applicable)

Please note: Personal requesters (requesting information about themselves) are not required to pay the R50.00 request fee.

Annexure B: Form C – Request for Access to Record of Private Body



InfoRegSA-PAIA-Form
02-Reg7.pdf