

PAIA Manual of ICU Medical SA (Pty) Ltd

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA")

1. Contact Details

Name of Company: ICU Medical SA (Pty) Ltd

Registration Number: 9611083644

Information Officer/Deputy Information Officer: Philip Kantor/Sharmini (Angeline) Gunpath

Physical Address: 1 Bompas Road, 2nd Floor, Dunkeld West, Johannesburg, 2196, South Africa

Telephone: 011 447 8382

Email: PAIArequests@icumed.com

Website: www.icumed.com

2. Introduction

This manual has been prepared in accordance with section 51 of PAIA and outlines the procedure for requesting access to records held by ICU Medical SA (Pty) Ltd. PAIA seeks to promote transparency, accountability, and effective governance by enabling access to information held by private and public bodies.

3. Guide of the Information Regulator (South Africa)

A guide on how to use the Promotion of Access to Information Act is available from the Information Regulator (South Africa) in accordance with Section 10 of PAIA.

Contact details:

Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O. Box 31533, Braamfontein, Johannesburg, 2017

Tel: 010 023 5200

Email: PAIAComplaints@inforegulator.org.za / enquiries@inforegulator.org.za

Website: <https://www.inforegulator.org.za>

4. Records Maintained in Compliance with Other Legislation

ICU Medical SA (Pty) Ltd holds records in accordance with the following laws, where applicable:

- Companies Act, 2008
- Basic Conditions of Employment Act, 1997
- Labour Relations Act, 1995

- Employment Equity Act, 1998
- Occupational Health and Safety Act, 1993
- Compensation for Occupational Injuries and Diseases Act, 1993
- Income Tax Act, 1962
- Value Added Tax Act, 1991
- Medical Devices Regulations and related health sector legislation

5. Categories of Records Held

The following categories of records are held by ICU Medical SA (Pty) Ltd in order to comply with the legislation listed in Section 4, where applicable, and for operational purposes.

a. Personnel Records

- Employment contracts and HR files
- Payroll and benefits records
- Leave and performance reviews

b. Company Records

- Company registration documents
- Shareholder and director information
- Financial statements and audit reports

c. Operational and Product Records

- Supplier and distributor contracts
- Product import/export documentation
- Quality assurance and regulatory compliance files

d. Other Records

- Policies and procedures
- Correspondence and internal communications
- Health, safety, and training documentation

6. Records Available Without Request

The following information is publicly available and may be accessed without a formal PAIA request:

- Company profile and contact details
- Product and service information
- Public announcements or notices

This information is available via the ICU Medical website (www.icumed.com)

7. Request Procedure

To request access to a record:

1. Complete Form 2 (available on the Information Regulator's website).
2. Submit the completed form to the Information Officer at the above address or by email.
3. Pay the prescribed request fee, if required under the PAIA regulations.

The Information Officer will acknowledge receipt of your request and notify you of the decision within the time period set by PAIA.

8. Processing of Personal Information (POPIA Compliance)

ICU Medical SA (Pty) Ltd processes personal information in accordance with the Protection of Personal Information Act, 2013 (POPIA). Personal information is collected and processed for legitimate business purposes, such as employment, customer management, supplier relationships, and regulatory compliance.

Data subjects may request access to or correction of their personal information in terms of PAIA and POPIA, by following the procedure described in this manual.

9. Availability of this Manual

This PAIA Manual is available:

- On our website: www.icumed.com
- At our Johannesburg office (copy available to view free of charge)

Date of last update: OCT2025

Approved by: Philip Kantor

Signature: _____

Signed by:

Philip Kantor

8A5F8195B5E7406...