

Van de Minkelis Design Furniture (Pty) Ltd

trading as

Van de Minkelis Design Furniture

2015/307553/07

MANUAL IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT
2/2000
"THE ACT"

Van de Minkelis Design Furniture (Pty) Ltd

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PAIA Manual

INDEX:

- 1) Introduction
- 2) Section 51(1)(a) - Contact Details
- 3) Section 51(1)(b) - Promotion of Access to Information Act 2/2000 ("The Act")
- 4) Section 51(1)(c) - Applicable Legislations
- 5) Section 51(1)(d) - Schedule of Records
- 6) Section 51(1)(e) - Form of request
- 7) Section 51(1)(f) - Prescribed fees
- 8) Section 52(2) - Notices

PAIA Manual

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000.

1) Introduction

Van de Minkelis Design Furniture (Pty) Ltd
trading as
Van de Minkelis Design Furniture
2015/307553/07

Van de Minkelis Design Furniture conducts business as a high-end woodworking furniture business

2) Section 51(1)(a) - Contact Details

Company contact details:

Director/s:	B van de Minkelis
Information Officer:	Bram van de Minkelis
Physical address:	Plot 123 Rietfontein, Rayton, 1001
Postal address:	P.O Box 796, Rayton, 1001
Telephone no.:	078 770 2691
Website:	http://www.customfurnituredesign.co.za/
Email address of Information Officer:	bram@vandeminkelis.co.za

3) Section 51(1)(b) - Promotion of Access to Information Act 2/2000 ("The Act")

- 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 tariffs 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

4) Section 51(1)(c) - Applicable Legislations

Information is available in terms of the following legislation, if applicable:

1. Companies Act 71 of 2008
2. Employment Equity Act 55 of 1998
3. Income Tax Act 95 of 1967
4. Labour Relations Act 66 of 1995
5. Value Added Tax Act 89 of 1991
6. Financial Advisory and Intermediary Act 37 of 2002
7. Basic Conditions of Employment Act 75 of 1997
8. Electronic Communications and Transactions Act 25 of 2002
9. Promotion of Access of Information Act 2 of 2000
10. Unemployment Insurance Act 30 of 1996
11. Compensation of Occupational Injuries and Diseases Act 130 of 1993
12. Customs and Excise Act 91 of 1964

13. Insolvency Act 24 of 1936
14. Occupational Health and Safety Act 85 of 1993
15. Patents Act 57 of 1978
16. Skills Development Levies Act 9 of 1999
17. Trademarks Act 194 of 1993
18. Broad Based Black Economical Empowerment Act 2003
19. Consumer Protection Act 2008

5) Section 51(1)(d) - Schedule of Records

By inclusion on the below list, it is not implied that access will be granted. All requests for access will be evaluated for reasonableness and whether confidentiality will be breached, either for the company or a third party, by providing requested information.

A. Public affairs:

The website is freely available via the internet:

<http://www.customfurnituredesign.co.za/>

- 5.1 Public and media releases
 - Public product information
 - Public corporate records
 - Media releases

B. Internal records

These are records which pertain to the company's own affairs which may include:

- 5.2 Constitutional documents
- 5.3 Financial records:
 - Annual financial statements
 - Accounting records
 - Asset register
 - Tax records
- 5.4 Operational records
- 5.5 Marketing records
- 5.6 Internal correspondence
- 5.7 Product records
- 5.8 Internal policies and procedures

C. Personnel records

These are records which may include, but are not limited to, records which refer to any person who works for or provides services to or on behalf of the company, and who received or is entitled to receive remuneration, and any other person who assists in carrying out or conducting the company's business and includes, without limitation, directors, all permanent, temporary and part-time staff, as well as contract workers, including:

- 5.9 Personal records (provided by personnel themselves)
- 5.10 Records provided by a third party relating to personnel
- 5.11 Conditions of employment and other personnel-related contractual and quasi-legal records
- 5.12 Internal evaluation records and other internal records
- 5.13 Correspondence relating to personnel
- 5.14 Training schedules and material

D. Customer records

These are records which may include, but are not limited to, customers who received products or services from the company, including:

- 5.15 Records provided by a customer to a third party acting for or on behalf of the company.
- 5.16 Records pertaining to products sold and/or serviced by the company

- 5.17 Any records a third party has provided about customers
 5.18 Records generated by or within the company relating to its customers, including transactional data.

E. Other records

Records are kept in respect of other parties, including without limitation: contractors, suppliers, service providers and general market conditions. In addition, such other parties may possess records, which may belong to the company. The following records may fall under this category:

- 5.19 Personnel, customer or company records which are held by another party and not by the company
 5.20 Records held by the company pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customers.

6) Section 51(1)(e) - Form of request

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
 6.2 Address your request to the Information Officer.
 6.3 Provide sufficient details to enable to 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;
 d)(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.

7) Section 51(1)(f) - Prescribed fees

If a request is denied or refers to a requester's personal records, no fee is payable.

- 7.1 There is a request fee of R50 which must be paid before further processing of the request.
 7.2 If a request is approved, then the following access fees apply (as applicable):
 a) Copy per A4 page - R1.10
 b) Printing per A4 page - R0.75
 c) Copy on a CD or DVD - R70
 d) Transcription of visual images per A4 page - R40
 e) Copy of a visual image - R60
 f) Transcription of an audio recording per A4 page - R20
 g) Copy of an audio recording - R30
 h) Search and preparation of the record for disclosure - R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.
 7.3 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)
 7.4 The company will withhold records until the requester has paid the prescribed fees (and deposit, if applicable)
 7.5 The requester will be notified in writing within 30 (thirty) calendar days of the outcome of the request. If the request is denied, the requester will be being notified of the reason/s for the refusal.

8) Section 52(2) - Notices

At this stage no Notice(s) has / have been published.