

Promotion of Access to Information Manual

Introduction to Africa Impressions Garments and Curios cc

African Impressions manufactures quality apparel and housewares for the retail trade where the target market is both local and international tourists.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Name of Body:	Africa Impressions Garments & Curios cc
Head of the Body	Alastair Watt
Postal / Street Address	59 Nelson Road, Fish Hoek, 7975
Phone Number	+27 (0)21 785 1235
Facsimile number	+27 (0)86 762 2089
Electronic mail address of the head of the body	info@africanimpressions.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. Records available in terms of any other legislation

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Employment Equity Act No. 55 of 1998
Harmful Business Practices Act No. 23 of 1999
Income Tax Act No. 95 of 1967
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question

- 4.i The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

No Notice in terms of Section 52(2) of the Act has been published. Certain records are however freely available on the company's website
<http://www.africanimpressions.co.za>.

- 4.ii Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed

CLASSIFICATION OF COMPANY RECORDS:

Classification Access Description

1. May be disclosed Public Access Document
2. May not be disclosed Request after commencement of criminal proceedings
3. May be disclosed Subject to copyright
4. Limited disclosure Personal information that belongs to the requester of that information
5. May not be disclosed Unreasonable disclosure of personal information of natural person
6. May not be disclosed Likely to harm the commercial or financial interest of third party
7. May not be disclosed Likely to harm the company or third party in contract or other negotiations
8. May not be disclosed Would breach a duty of confidence owed to a third party in terms of an agreement
9. May not be disclosed Likely to compromise the safety of individuals or protection of property
10. May not be disclosed Legally privileged documents
11. May not be disclosed Commercial information of the company

COMPANY RECORDS

Department Subject Classification

- Human Resources Employee records 4,5,9
- Employment contracts 4,5
- Personnel guidelines, policies and procedures 11
- Employment equity plan 11
- Skill development plan 11
- Finance Audited financial statements 11
- Tax records (Company & Employees) 11
- Asset register 11
- Management accounts 11
- Corporate & Legal General contract documentation 6,11
- Statutory records 11
- Company guidelines, Policies and Procedures 11
- Operations Sales records 11
- Client information & database 6,7,8,11
- Supplier records 6,7,8,11
- Internal communication records 4,11

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4.iii. The request procedures.

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester 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. 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

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The Manual is also available for inspection from

The offices of Africa Impressions Garments and Curios cc located at 59 Nelson Road, Fish Hoek, 7975

The South African Human Rights Commission

In the Government Gazette

On the following website: <http://www.africanimpressions.co.za>