

GUIDE TO ACCESSING OUR INFORMATION

*Prepared in accordance with Section 51 of the Promotion
of Access to Information Act No. 2 of 2000*

Effective Date: 1 August 2006

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a close corporation compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Section A – Our details

Full Name of Company:	Lavender Moon Trading 149 CC T/A Boonzaier, Elcott, Housdon & Peimer
Registration Number:	2006/080602/23
Information officer:	Ida Viljoen
Postal Address:	PO Box 12270 Mill Street Gardens Cape Town 8010
Physical Address:	Unit 2 Canterbury Studios 35 Wesley Street Gardens Cape Town 8001
Telephone Number:	(021) 462 1111
Fax Number:	(021) 462 3703
Email Address:	ida@behp.co.za
HTML/Website URL:	www.behp.co.za
Managing Members:	Bryan Boonzaier Shayna Elcott Rob Housdon Sid Peimer

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act, by August 2003.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

STATUTORY CLOSE CORPORATION INFORMATION

- Form CK1
- Certificate of Change of Name (if any)
- Register of Members
- Annual Financial Statements

ACCOUNTING RECORDS

- Books of Account including journals and ledgers
- Invoices

STATUTORY EMPLOYEE RECORDS

- Employees' names and occupations
- Remuneration paid to each employee
- Date of birth of each employee
- Salary and wages register
- Staff records (after date of employment ceases)

OTHER EMPLOYEE RECORDS

- Employee contracts;

MOVABLE PROPERTY

- Asset register;

INTELLECTUAL PROPERTY

- Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements

AGREEMENTS AND CONTRACTS

- Agreements with contractors and suppliers
- Generally, a range of other agreements peculiar to the corporation's operation

TAXATION

- Copies of all Income Tax Returns and other tax returns and documents.

INSURANCE

- Insurance policies
- Claim records
- Details of insurance coverage's, limits and insurers.

SALES AND MARKETING

- Products
- Customers
- Brochures, Newsletters and Advertising Materials

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- Our information officer (whose contact details are in section A of this manual);
- The SAHRC website (www.sahrc.org.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Short-term Insurance Act No. 53 of 1998
- 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

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters;
2. Marketing Material;
3. Other literature intended for public viewing.