

Registration Number of Company: 96/59594/23

**KARVELL TRADERS cc T/A Oak Corner Interiors**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**



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## **1. INTRODUCTION**

Karvell Traders cc is an interior decorating and manufacturing firm. We deliver our service with direct client contact.

For further information on Karvell Traders cc, please visit the website at [www.oakcorner.co.za](http://www.oakcorner.co.za)

## **2. COMPANY CONTACT DETAILS (Section 51 (1) (a))**

**Member:** Mr George Frank Velissariou

**Information Officer:** Mrs Karen Velissariou

**Postal Address :** 10 Dorp street, Oude Rozenhof Building, Stellenbosch,  
Western Cape 7600, South Africa.

**Street Address:** 10 Dorp street, Oude Rozenhof Building, Stellenbosch,  
Western Cape, 7600, South Africa.

**Telephone Number:** +27 21 883 8474

**Email:** karen@adept.co.za

### **3. THE ACT (Section 51(1) (b))**

**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 tariff 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:

The South African Human Rights Commission at:

PAIA Unit (The Research and Documentation Department)

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3803
Fax Number:	+27-11-403 0625
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-mail address:	section51.paia@sahrc.org.za

#### **4. NOTICE IN TERMS OF SECTION 52(2)**

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

#### **5. APPLICABLE LEGISLATION (Section 51 (1) (c)).**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

#### **6. ACCESS TO RECORDS**

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
<b>General information and public affairs</b>	Brochures Public product information Media releases Request for access to Company information	See website or on request – freely available
<b>Companies Act</b>	Documents of incorporation	

DATE OF COMPILATION: 17/05/2020

DATE OF REVISION:

<p><b>Records</b></p>	<p>Memorandum of Incorporation</p> <p>Minutes of Board of Directors meetings.</p> <p>Records relating to the appointment of directors/auditor/secretary/public officer and other officers.</p> <p>Share register and other statutory registers</p>	<p>Request in terms of the Act</p>
<p><b>Financial Records</b></p>	<p>Annual Financial Statements</p> <p>Accounting Records</p> <p>Banking Records</p> <p>Asset register</p> <p>Rental agreements</p>	<p>Request in terms of the Act</p>
<p><b>Income Tax Records</b></p>	<p>Tax Returns</p> <p>PAYE records</p> <p>Documents issued to staff for income tax purposes.</p> <p>Records of payments made to SARS on behalf of employees.</p> <p>All other statutory compliances:</p> <ul style="list-style-type: none"> <li>- VAT</li> <li>- Skills Development Levies</li> <li>- UIF</li> <li>- Workmen's Compensation</li> </ul>	<p>Request in terms of the Act</p>
<p><b>Personnel/Human Resource Documents and Records</b></p>	<p>Employment contracts</p> <p>Employment Equity Plan (if applicable)</p>	<p>Request in terms of the Act</p>

	<p>Medical Aid Records</p> <p>Pension Fund Records</p> <p>Disciplinary Records</p> <p>Salary Records</p> <p>SETA records</p> <p>Disciplinary Code</p> <p>Leave records</p> <p>Training records</p> <p>Training manuals</p>	
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## 7. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

**7.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

**7.2** Address your request to the Head of the Company.

**7.3** Provide sufficient details to enable 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;  
(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.

## **8. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 8.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2** 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);
- 8.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4** Records may be withheld until the fees have been paid.
- 8.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).