

HEM-IT INTERIORS CC.

ACCESS TO INFORMATION MANUAL

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the

PAIA from Hem-It Interiors.

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the

Act, the requester must contact sharon@hem-it.co.za

In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

(a) the access fee (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the

case may be, against the access fee to be paid or the form of access 15 granted, and the

procedure (including the period) for lodging the internal appeal or application, as the case

may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as

the case may be, against the refusal of the request, and the procedure (including the period)

for lodging the internal appeal or application, as the case may be.

3. Background of Hem-it Interiors:

Hem-It Interiors falls under the interior decorating and sewing industries. The company deals with customers in terms of alterations to clothing or interior decorating for their homes or businesses. Hem-It Interiors can provide the following services: sewing, mending, soft furnishings, curtaining, blinds, upholstery and site fittings. Please note not all of these services are completed by Hem-It, Hem-It may make use of third parties.

4. Organisation Details

- a. Hem-It Interiors CC or Hem-It.
- b. 27 Lello Road, Assagay, Hillcrest.
Or
450 Kassier Road, Assagay, Hillcrest. (The Mushroom Farm Centre).
- c. 27 Lello Road, Assagay, Hillcrest.
- d. sharon@hem-it.co.za
- e. www.hem-it.co.za

5. Details of the information officer

- a. Sharon Lacon-Allin
- b. Owner of Hem-It Interiors
- c. sharon@hem-it.co.za
- d. 082 885 5958
- e. 031 765 5512

6. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the

Minister a description of categories of records which are automatically available without a

person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge

7. Section 51(1) (d)

Records are kept in accordance with such other legislation as applicable to Hem-It Interiors CC, which includes, but is not limited to:

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Consumer Protection Act 68 of 2008
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

Although Hem-Interiors CC has provided you with a list of applicable legislation to the best of our ability it is possible that the above list is incomplete.

Whenever it come to our attention that existing or new legislation allows a requester to access on a basis other than set out in the Act, we shall update the list accordingly.

8. Section 51(1) (e)

Records held by Hem-It Interiors CC.

Records subjects and Categories:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information

9. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as

set out in Annexure 1, and the completed form must be sent to the postal address or email address of Hem-It Interiors provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right.

9.1. Availability of the Manual

A copy of this manual would be able to be accessed from our website as listed above. No fee would be attached to this method.

If a person wishes to retrieve a hardcopy of this manual, they must contact the information officer and this would be made available. Please give three business days from contact to collection. Please note there may also be a fee attached.

9.2. Availability for inspection

This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.

9.3. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal

requester must pay the required fee:

9.3.1. A fee will be required by the head (contact person) before further processing of the

request in terms of S54 of the Act

9.3.2. A requester fee of R50 should be paid, this amount will be refunded should the

request for access be refused

9.3.3. A portion of the access fee (not more than one third) may be required before the request is considered

9.3.4. The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

9.3.5. The head may withhold a record until the requester has paid the applicable fees

10. Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za