

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO 2 OF 2000
("the Act")**

FOR

**LMG Hunter T/A Beloved Things
Sole Proprietorship**

Purpose of this Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from LMG Hunter T/A Beloved Things (Sole Proprietorship).

Company Overview

Beloved Things is an importer and retailer of Arts and Curios.

Part I

(Information required under Section 51(1)(a) of the Act)

Name of body:	LMG Hunter T/A Beloved Things (Sole Proprietorship)
Physical address:	125 Springfield Road Carlswald Midrand 1684
Postal address:	Postnet Suite #403 Private Bag X121 Halfway House 1685
Head of body:	Cinda Hunter (The Compliance Officer)
Telephone no:	083-284-1818 or 011 468-2591
Fax no:	086-678-7299
Email:	cinda@cindahunter.com
Website:	www.cindahunter.com

Part II

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commissioner:
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

Part III

(Copy of Notice, in any, required under Section 51(1)(c) of the Act).

Currently not applicable.

Part IV

(Information required under Section 51(1)(d) and (e) of the Act)

For the purposes of this manual and the Act, the records held by LMG Hunter T/A Beloved Things (Sole Proprietorship) are categorized by the nature of the content thereof as follows:

- 4.1 Records kept in accordance with other statutory legislation, including but not limited to and if and where applicable 51(1)(d):
 - 4.1.1 Companies Act Number 61 of 1973;
 - 4.1.2 Income Tax Act 58 of 1962;
 - 4.1.3 Value Added Tax Act 89 of 1991;
 - 4.1.4 Unemployment Insurance Act 63 of 2001;
 - 4.1.5 Labour Relations Act 66 of 1995;
 - 4.1.6 Basic Conditions of Employment Act 75 of 1997;
 - 4.1.7 Employment Equity Act 55 of 1998;
 - 4.1.8 Skills Development Levies Act 9 of 1999;
 - 4.1.9 Pension Funds Act 24 of 1956;
 - 4.1.10 Medical Schemes Act 131 of 1998;
 - 4.1.11 Copyright Act 98 of 1978;
 - 4.1.12 Closed Corporation Act 69 of 1984;
 - 4.1.13 Closed Corporations Amendment Act 25 of 2005

The above records which are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52 (Only to the extent that the relevant Act makes disclosure of records compulsory).

- 4.2 Records and categories of records held 51(1)(e):

- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Administrative information
- Accounting Records

The above records availability will be determined upon receipt of the request.

The Request Procedure

i. 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 LMG Hunter T/A Beloved Things (Sole Proprietorship).
- The requester must provide sufficient detail on the request form to enable the head to identify the

record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, 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 protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.

ii. Fees

A requester who seeks access to a records 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 must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head 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 reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Part V

(Other information as may be prescribed under Section 51(1)(f)).

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

Part VI

(Availability of manual under Section 51(3))

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of LMG Hunter T/A Beloved Things (Sole Proprietorship) or on the website, www.cindahunter.com Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

Part VII

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

REQUEST FOR ACCESS TO A RECORD OF

Cinda Hunter T/A Beloved Things (Sole Proprietorship)

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 4]

Particulars:

Cinda Hunter T/A Beloved Things (Sole Proprietorship)
125 Springfield Road, Carlswald, Midrand, 1684
Postnet Suite #403, Private Bag X121, Halfway House, 1685
083-284-1818 or 011 468-2591, 086-678-7299, cinda@cindahunter.com

The Head of Information: Cinda Hunter

Particulars of person requesting access to the record

1. **The particulars of the person who requests access to the**
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Contact telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: (attach proof of capacity, power of attorney, resolution)

• Particulars of person on whose behalf request is made

This section must only be completed if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

• Particulars of record

1. *Provide full particulars of the record to which access is requested, including the reference number if*

that is known to you, to enable the record to be located.

- 2. If the space provided for is sufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

• Fees

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.*

Reason for exemption from payment of fees:

• Form of access to record

Mark the appropriate box with an "X".

NOTES:

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

1. If the record is in written or printed form -

copy of record

inspection of record

2. **If record consists of visual images** – this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

view the images

copy the images*

transcription of the images

3. **If record consists of recorded words or information which can be reproduced in sound -**

listen to the soundtrack
(audio cassette)

transcription of soundtrack (written or printed document)

4. **If record is held on computer or in an electronic or machine-readable form -**

printed copy of record*

printed copy of
information derived
from the record*

copy in computer
readable form* (stiffy or
compact disk)

Mark your choice below. **REMEMBER:** If you require a record to be posted to you, you will have to pay a postal fee.

If you requested a copy or transcription of a record (above), do you wish the YES NO copy or transcription to be posted to you?

• Particulars of right to be exercised or protected

If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected

2. Explain why the requested record is required for the exercising or protection of the aforementioned right

• Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How will you be informed of the decision regarding your request for access to the record?

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER/
PERSON
ON WHOSE BEHALF
REQUEST IS MADE