

Registration Number of Company: 2016/509361/07

Name of Business: Khoisan Gourmet (Pty) Ltd

Section 51 Manual for Private Bodies: THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000 (the "ACT")

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1. INTRODUCTION

Khoisan Gourmet (Pty) Ltd – Reg nr. 2016/509361/07 trading as importers and exporters of teas, vanilla and spices

2. CONTACT DETAILS:

Directors: RW Smith; BPF Schülke; T Gress; P Jibson
CEO: Peter Bernhard Friedrich Schülke

Physical Address:
Khoisan Tea House
No 6 Gold Street, Northgate Estate
Ysterplaat, Cape Town, 7405
South Africa

Postal Address:
PO Box 69
Maitland
7405

Telephone: +27 21 511 4991
Fax: +27 21 511 1453
Website: <http://www.khoisantea.co.za/>
E-mail: info@khoisantea.com

3. THE ACT

- 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:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

Section 51(1)(d) Information is available in terms of the following legislation, if and where applicable:
Basic Conditions of Employment Act No. 75 of 1997

Closed Corporation Act No. 69 of 1984

Companies Act No. 61 of 1973

Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

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Customs and Excise Act No. 91 of 1964

Electronic Communications and Transactions Act No. 25 of 2002

Employment Equity Act No. 55 of 1998

Income Tax Act No. 58 of 1962

Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000

Skills development Levies Act No. 9 of 1999

Trademarks Act No. 194 of 1993

Unemployment Insurance Act No. 30 of 1966

Value added Tax Act No. 89 of 1991

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site http://www.khoisantea.co.za/
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Request in terms of PAIA
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	Request in terms of PAIA

6. FORM OF REQUEST

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Access to the records held [Sections 51(1)(c) and 51(1)(e)] Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]:

Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records. The Request Procedures. 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.

Section 51(1)(f) 5) Other information as may be prescribed. The Ministry of Justice and Constitutional Development has not made any regulations in this regard.

Section 51(3) 6) Availability of the material. The manual is available at our offices free of charge; and copies are available with the SAHRC, in the Gazette and on our website as listed above.

7. PRESCRIBED FEES:

- 7.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2. 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);
- 7.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4. Records may be withheld until the fees have been paid.
- 7.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.