

Centrcore CC
Reg no : 1986/017212/23
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 Centecore CC.

2. Request for access to information

Section 10 of the Act contains information as to how a person may exercise their rights which are conferred in the Act to access information. This guide is available for the Human Rights Commission at the address displayed at the end of this manual.

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact **Carl Ontong**.

This Act entitles you to have access to our records, provided that:

- you need access to exercise or protect any of your rights, and
- you apply for access according to the procedure set out in this manual, and
- we do not have grounds for refusing you access.

We have the right to refuse you access to our records if any of the following grounds apply:

- the record would unreasonably disclose personal information about a third party unless that third party gives written permission for access.
- the record contains (a) trade secrets, or (b) financial, commercial, scientific or technical information, or (c) information about research by a third party, which could put that third party at a disadvantage in a negotiation or prejudice him/her in competition (unless the third party gives written permission for access).
- access would put us in breach of a duty of confidence which we owe to a third party (unless that third party gives written permission for access).
- access could reasonably be expected to (a) endanger someone's life or physical safety, or (b) prejudice or impair the security of a building, structure, systems, means of transport or other property.
- the record is privileged from being produced as evidence in legal proceedings.

3. Background of Centrecore CC: Centrecore CC was established in September 1986 and its main business is the manufacture and retail sale of timber , timber products and hardware.

4. Organisation Details

- a. Name: **Centrecore CC**
- b. Physical address: **20 Station Road , Maitland , 7405**
- c. Postal address: **P O Box 853 , Green Point , 8051**
- d. Contact details: **021 510 3201**
- e. Email: centrecore@telkomsa.net
- f. Website: www.centrecore.co.za

5. Details of the information officer: Carl Ontong

6. Notice i.t.o. Section 52 of the Act

We have not gazetted any notices in terms of the Section 52 of the Act which means that we will grant access to our records only in terms of this manual.

7. Section 51(1) (d)

Records which are available in terms of any other legislation.

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

Section 51(1) (e)

Operational records of my company utilised in the day to day running and administration of its administration:

- Accounting records
- Administrative information
- Client database
- Minutes of Meetings
- Statutory Company records

The above records are confidential and only accessible to authorised persons.

8. Requesting Procedure

- a. Fill in a request form which will be made available on request.
- b. Submit the form and the request fee of R50 + VAT to our office.
- c. We will consider your request and advise you within 30 days after receiving your request. Our response may be one of the following:
 - Your application does not contain enough information to enable us to search for the record you want. You will need to provide additional details.
 - It is going to take us more than six hours to search through our records and before doing so you must pay us a deposit of R60.00 (plus VAT).
 - We have found the record you're looking for, and you may have access to it on payment of:
 - an access fee of R30 + VAT per hour for the time that it took us to find the record (less any deposit already paid), and
 - a reproduction fee for making photocopies or printouts or copying the record onto a CD – the costs to us of the applicable furnished material is payable by the requester.
 - postage fee (if applicable)
 - You may not have access to the record you want for reasons we will state in our reply.
 - We have searched for the record and cannot find it. Details of our search will be made available to you.

9 Availability of the Manual

It can be accessed at our place of business if an appointment is made to do so and at a cost of R50 + VAT. If copies are requested, the fees are stated in section 9 applies.

Copies may also be requested from the South African Human Rights Commission at the address indicated below.

The South African Human Rights Commission:

PAIA Unit, Private Bag 2700, Houghton, 2041

29 Princess of Wales terrace, cnr York and St Andrews St, Park Town

Telephone: 27 11 484-8300

Fax: 27 11 4840582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za