

# **INFORMATION MANUAL**

**Prepared in terms of Section 51 of  
The Promotion of Access to Information Act  
No. 2 of 2000 ("the Act")**

**Manual relating to:  
BuyLighting (Proprietary) Limited**

## The Company:

Business Title	BuyLighting (Proprietary) Limited
Description of Business	Importer and Distributor of Electronic Goods

## Contact Details:

Head of Company	Grant Douglas Brook
Postal address	PO Box 2064 GALLO MANOR 2052 Republic of South Africa
Street Address	Unit B1, Metropolitan Park 1 Wakis Rd Strijdompark RANDBURG Republic of South Africa
Telephone	+27 11 792-3748
Telefax	+27 11 791-2860
E-mail address	<a href="mailto:contact@buylighting.co.za">contact@buylighting.co.za</a>

## Section 10 Guide:

The Guide will be available from the South African Human Rights Commission (SAHRC) by not later than August 2003. Please direct any enquiries to:

PAIA Unit  
The Research and Documentation Department

Postal address	Private Bag 2700 Houghton, 2041 Republic of South Africa
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Telephone	+27 11 484-8300
Telefax	+27 11 484-0582

Website	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-mail address	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

## On-Line Records available in terms of other legislation ([www.acts.gov.za](http://www.acts.gov.za)):

Basic Conditions of Employment Act No. 75 of 1997  
Companies Act No. 61 of 1973  
Currencies and Exchange Act No. 9 of 1933  
Income Tax Act No. 95 of 1967  
Regional Services Councils Act No 9 of 1999  
SA Reserve Bank Act No. 90 of 1989  
Skills Development Levies Act No. 9 of 1999  
Skill Development Act No 97 of 1998  
Unemployment Contributions Act No 4 of 2002  
Unemployment Insurance Act no. 63 of 2001  
Value Added Tax Act No 89 of 1991

## Access to the records held by the Company:

1. The latest notice regarding the categories of records of the Company which are available without a person having to request access in terms of this act in terms of Section 52(2):

Not applicable

2. Records that may be requested. A description of the subjects of the records held by the Company and the categories in which these subjects are classed:

Administration:

Correspondence

Human Resources:

Employment records

Remuneration records

Operations:

Sales records

Purchase records

Stock records

Asset Register

Finances:

Annual financial statements

Financial records

## The request procedure

1. Complete the prescribed form (Obtainable from the Company)
2. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
3. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Company.
4. Submit form to the Company at the postal or physical address, fax number or electronic mail address as stated in Part 1 above.
5. The requester must pay the prescribed fee before any further processing can take place.
6. The Company will process the request within 30 days, unless the requestor has stated special reasons, which would satisfy the Company that circumstances dictate that the above time periods not be complied with.
7. Records held by the institution may be accessed by requests only once the prerequisite requirements for access have been met.

A requester is any person making a request for access to a record of the institution. There are two types of requesters:

*Personal Requester* A person seeking access to a record containing personal information about him/her/itself

*Other Requester* This person is entitled to request access to information on third parties. However, the Company is not obliged to voluntarily grant access.

## Fees

The Act provides for two types of fees:

1. *A request fee*, which will be a standard fee
2. *An access fee*, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

When the Company receives the request, they shall notify the requester to pay the prescribed request fee (if any), before further processing of the request. The Company may withhold a record until the requester has paid the fees.

If a deposit has been paid in respect of a request for access, which is refused, then the Company shall repay the deposit to the requester.

## **Refusal to Grant Access to Records**

The Company will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The 30-day period with which the Company has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information that cannot reasonably be obtained within the original 30 day period. The Company will notify the requester in writing should an extension be required.

The main grounds to refuse a request for information are:

1. Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
2. Mandatory protection of the commercial information of a third party, if the record contains trade secrets of that third party; financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; information disclosed in confidence by a third party to the Company if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
4. Mandatory protection of the safety of individuals and the protection of property;
5. Mandatory protection of records, which would be regarded as privileged in legal proceedings;
6. The commercial activities of the Company which may include trade secrets of the Company financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company information which, if disclosed could put the Company at a disadvantage in negotiations or commercial competition; the research information of the institution or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
7. Requests for information that are clearly frivolous or which involve an unreasonable diversion of resources shall be refused.

### **Availability of this manual:**

This manual is available for inspection at the offices of the Company free of charge and copies are available with the SAHRC. The manual will also be made available on the Company website if available.