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GLASFIT SA SERVICES (PTY) LTD

Registration Number: 2003/029768/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

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1. INTRODUCTION

- 1.1 The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from the Company as contemplated in terms of the Act.
- 1.2 The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.
- 1.3 Any requestor is advised to contact the Information Officer(s) should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from the Company.
- 1.4 The following words will bear the following meaning in this manual:

- 1.4.1 **“the Act”** means the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
- 1.4.2 **“the Company”** means Glasfit SA Services (Pty) Ltd, registration number 2003/029768/07;
- 1.4.3 **“Manual”** shall mean this manual together with all annexures thereto, as available at the offices of the Company and on the Company’s website;
- 1.4.4 **“SAHRC”** shall mean the South African Human Rights Commission;
- 1.4.5 **“Information Officer(s)”** means the Information Officer(s) appointed by the Company from time to time, whose details are included under clause 2 below, to which requests for information in terms of the Act should be addressed.

2. COMPANY DETAILS

Glasfit SA Services (Pty) Ltd is a private body with the purposes of providing specialized marketing, management and administrative services, as well as wholesale distribution of automotive glass and accessories.

Full Name: Glasfit SA Services (Pty) Ltd
Registered Address: 8 Watkins Street, Denver, Johannesburg, 2094
Telephone: 011 607 3000
Directors: Altmann Jacobus Allers (Chairman)
Safiera Mall (Chief Executive Officer)

2.1 Information Officer(s)

The Chief Executive Officer of the Private Body has delegated the responsibility for administration of, and compliance with the Act, to the Information Officer(s) below, who are appointed in terms of Section 51(1)(a) of the Act.

2.1.1	Name	Byron Sabbioni	Jean Fouche
2.1.2	Street address	8 Watkins Street, Denver, Johannesburg, 2094	8 Watkins Street, Denver, Johannesburg, 2094
2.1.3	Postal address	PO Box 261846, Excom, 2021	PO Box 261846, Excom, 2023
2.1.4	Telephone	011 607 3000	011 607 3000
2.1.5	E-mail	byrons@glasfit.com	jeanf@glasfit.com

3. GUIDE IN TERMS OF SECTION 10 OF 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.
- 3.3 In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.
- 3.4 Contact details of the South African Human Rights Commission are as follows:

PAIA Unit

Address: 33 Hoof Street, Braamfontein
Telephone: +27 11 877 3600
Fax: +27 11 403 0625
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

- 4.1 At this stage, no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

- 5.1 The Company shall keep information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- 5.1.1 Insolvency Act, No. 24 of 1936 (Section 134 and 155);
- 5.1.2 Pension Funds Act, No. 24 of 1956;
- 5.1.3 Income Tax Act, No. 58 of 1962 (Section 75);
- 5.1.4 Companies Act, No. 71 of 2008;
- 5.1.5 Copyright Act, No. 98 of 1978;
- 5.1.6 Regional Services Councils Act, No. 109 of 1985;
- 5.1.7 Value Added Tax Act, No. 89 of 1991 (Section 65);
- 5.1.8 Occupational Health and Safety Act, No. 85 of 1993;
- 5.1.9 Compensation for Occupational injuries and Diseases Act, No. 130 of 1993 (Section 97);
- 5.1.10 Labour Relations Act, No. 66 of 1995;
- 5.1.11 Basic Conditions of Employment Act, No. 75 of 1997 (Section 31);
- 5.1.12 Employment Equity Act, No. 55 of 1998 (Section 26);
- 5.1.13 Skills Development Act, No. 97 of 1998;
- 5.1.14 Medical Schemes Act, No. 131 of 1998;
- 5.1.15 Skills Development Levies Act, No. 9 of 1999; and
- 5.1.16 Unemployment Insurance Act, No. 63 of 2001.

- 5.2 The above records, insofar as it being of a public nature are available automatically without a person having to request access thereto in term of the Act, as envisaged in Section 52.



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6. DOCUMENTS / INFORMATION HELD BY THE COMPANY IN TERMS OF (Section 51(1)(e) of the Act)

6.1 The Company holds the information / documents listed herein below:

- 6.1.1 details relating to the operational, commercial, and financial interests of the Company;
- 6.1.2 commercial contracts;
- 6.1.3 client data base (personal information of clients, commercial and financial information, information on contemplated, existing, and past business transactions, information on agreements, proposals, and intellectual property of such clients);
- 6.1.4 standard employment contracts;
- 6.1.5 personnel reports for the Company's employees;
- 6.1.6 human resources (personal information of past, present and prospective employees, and partners / directors); and
- 6.1.7 insurance policies.

6.2 It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act.

6.3 None of the information held by the Company is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6.4 A request for information should be in the prescribed form, addressed to the Information Officer(s) and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

7.1 The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

8.1 This manual is available for inspection at the offices of the Company and on the Company's website, free of charge.

8.2 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").



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FORM C: REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (Regulation 10)

A. Particulars of Private Body

Requests can be submitted either via conventional mail or e-mail and should be addressed to the relevant contact person(s) as indicated below:

Registered Name	Glasfit SA Services (Pty) Ltd	
Name	Byron Sabbioni	Jean Fouche
Street address	8 Watkins Street, Denver, Johannesburg, 2094	8 Watkins Street, Denver, Johannesburg, 2094
Postal address	PO Box 261846, Excom, 2023	PO Box 261846, Excom, 2023
Telephone	011 607 3000	011 607 3000
E-mail	byrons@glasfit.com	jeanf@glasfit.com

B. Particulars of Requester (If Natural Person)

- (a) The particulars of the person who requests access to the record must be recorded below.
- (b) Furnish an address and / or email address in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full name and surname	
Identity number	
Postal address	
Postal code	
Telephone number	
E-mail address	

Capacity in which request is made, when made on behalf of another person:

--

C. Particulars of Requester (If a Legal Entity)

- (a) The particulars of the entity that requests access to the record must be recorded below.
- (b) Furnish an address and email address in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Name of entity	
Registration number	
Postal address	
Postal code	
Telephone number	
E-mail address	

D. Particulars of Person on Whose Behalf Request is Made

Only to be completed if a request for information is made on behalf of another person

Full names and surname	
Identity number	

E. Particulars of Record

- (a) *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.*
- (b) *If space provided is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

Description of the record or relevant part of the record:

Reference number, if available:	
---------------------------------	--

Any further particulars of the record:

F. Fees:

- (a) *A request for access to a record, other than record containing personal information about the requester, will be processed only after a non-refundable request fee of R57.50 including VAT has been paid.*
- (b) *The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.*
- (c) *The requester will be notified of the required amount to be paid as the access fee.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefore.*

Reason for exemption of payment of the fee

G. Form of Access to the Record

Form in which record is required. Mark the appropriate box with an "X"

NOTES:

- (a) Compliance with a request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case the requester will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly 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 the record consists of visual images:

(includes photographs, slides, video recordings, computer-generated images, sketches etc)

View the images

Copy of the images *

Transcription of the images

3 If the record consists of recorded information that can be reproduced in sound

Listen to soundtrack

Transcription of soundtrack (written or printed)

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

(includes photographs, slides, video recordings, computer-generated images, sketches etc)

Printed copy of record *

Printed copy of information from the record *

Copy in computer readable form *

* If you requested a copy or transcription of a record (above), would you prefer to have the copy or transcription posted to you? Postage is payable.

Yes

No

In which language would you prefer the record?

--

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In the event of a disability:



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If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

H. Particulars of right to be exercised or protected

If the provided space is inadequate, continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1 Indicate the right to be exercised or protected:

2 Explain why the requested record is required for the exercise or protection of the right:

I. Notice of decision regarding request for access

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

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

Signed at _____ on this _____ day of _____ 20____

Signed by:

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF
REQUEST IS MADE

FEES FOR RECORDS OF PRIVATE BODY**Voluntary Disclosure and Automatic Availability of Certain Records (Section 52 Notice)**

Where the private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be the prescribed fee for reproduction of the record in question.

The applicable fees for the reproduction as referred to above are:

	COST
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0.75
For a copy in a computer-readable form	TBC
A transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00

Fees as contemplated in the Act for requesters, other than a personal requester

Request fee:

Where a requester submits a request for access to information held by a Private Body on a person other than the requester himself / herself, a request fee of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54(8). The applicable access fees which will be payable are:

	COST
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0.75
For a copy in a computer-readable form	TBC
A transcription of visual images, for an A4-size page or part thereof	R40.00



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For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00
To search for a record that must be disclosed 30,00 (per hour or part of an hour reasonably required for the search)	
Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.