

Edutrade Southern Africa (Pty) Ltd

2000/009988/07

PROMOTION OF ACCESS TO INFORMATION ACT

MANUAL OF A PRIVATE BODY

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000) ("the Act")

Edutrade Southern Africa (Pty) Ltd is a private company that conducts business as a distributor of educational resources.

Contact Details

Allistair Gardener, the Industrial Relations and Human Resources Manager, has been appointed the head of Edutrade Southern Africa (Pty) Ltd in relation to matters associated with the Act, and requests for access to information in terms of the Act must be made to him:

Postal address: PO Box 2110, Cape Town, 8000
Physical address: 52 Old Mill Street, Ndabeni, Cape Town
Telephone: +27 21 531-7504
Fax: +27 21 531-7562
Email: paia@lasec.co.za

The guide

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission
The Research and Documentation Unit
Postal address: Private Bag X2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Email: paia@sahrc.co.za
Website: www.sahrc.org.za

Notice in terms of section 52(2)

No such notice has been published

Records that are available in terms of other legislation

The following records are available in terms of legislation other than the Act:

- Basic Conditions of Employment Act (75 of 1997)
- Broad Based Black Economic Empowerment Act (53 of 2003)
- Companies Act (61 of 1973)
- Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- Copyright Act (61 of 1978)
- Currency and Exchanges Act (9 of 1933)
- Customs and Excise Act (91 of 1964)
- Employment Equity Act (55 of 1998)
- Income Tax Act (58 of 1962)
- Labour Relations Act (68 of 1995)
- Patents Act (57 of 1978)
- Promotion of Equality and Prevention of Unfair Discrimination Act (4 of 2000)
- Trade Marks Act (194 of 1993)
- Unemployment Insurance Contribution Fund Act (4 of 2000)
- Unemployment Insurance Fund Act (63 of 2001)
- Value Added Tax Act (89 of 1991)

Information held

Edutrade Southern Africa (Pty) Ltd holds information relating to the following subjects:

- Employment records
- Financial records
- Import and export of equipment
- Information technology records
- Insurance documents
- Internal policies and procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers
- Records relating to legal proceedings

Procedure to request information

In order to request information from Edutrade Southern Africa (Pty) Ltd, please use the prescribed form which can be found at either of the following websites: www.sahrc.org.za or www.doj.gov.za. Please ensure that your request:

- Provides sufficient details to enable us to identify the record you require and who you are
- Indicates the form of access to the record you require
- Specifies a postal address or a fax number within South Africa
- Identifies the right you seek to exercise or protect and explain why the record is needed to exercise or protect the right
- Indicates the form of reply to your request you would prefer, other a written reply, and the relevant particulars
- Provides proof of your capacity to act, if you are doing so behalf of someone else.

Once the form is completed, please submit it to us, together with the prescribed fee. (These fees are set out at www.doj.gov.za).

Edutrade Southern Africa (Pty) Ltd will notify you of its decision once it has been made. Please note that there are instances in which Edutrade Southern Africa (Pty) Ltd may refuse to grant you access to the record, in terms of the Act.

If Edutrade Southern Africa (Pty) Ltd does grant your request, you will be charged an additional fee for the access (per page provided to you).

Other information required by regulation


No regulations have been made in this regard.

Availability of this manual


This manual is available at our offices and from the South African Human Rights Commission. If you require a copy of the manual, it will be provided at the prescribed fee.

We will update this manual from time to time, as and when it becomes necessary to do so.

Authorised and signed on 20 December 2011



MB Furneaux
CEO
Lasec Group



AJ Gardener
Information Officer
Lasec Group