
Registration Number 2005/013474/07

COLBAR CLOTHING (PROPRIETARY) LIMITED T/A COLMART

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Complied on 13 December 2011

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1. INTRODUCTION

Colbar Clothing (Proprietary) Limited t/a Colmart's principal business is that of the manufacturing and distributing of clothing.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Director: Roland Charles Langeland-Hansen (Managing)

Colin Paul Langeland-Hansen

Hermanus Stephanus Kitshoff

Craig Paul Langeland-Hansen

Information Officer Roland Charles Langeland-Hansen

Postal Address: P O Box 1931, PINETOWN, 3600

Street Address: Unit 3C Westgate Industrial Park, Stockville Road, MARIANHILL,
3610

Telephone Number: 031 700 5550

Fax Number: 031 700 5551

Email Address: Roland.Hansen@collies.co.za

Website: www.colbar.co.za

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, 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.

3.3 Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-484 8300
 Fax Number: +27-11-484 0582

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

Records

Statutory Company Information

Subject

- Certificate of incorporation
- Memorandum and Articles of Association
- Minutes
- Register of member
- Register of directors shareholding

Financial

- Financial Statements
- Financial and Tax Records (Company & Employees)
- Asset Register
- Management Accounts
- Books of Accounts
- Delivery notes, invoices, receipts, statements etc

Fixed Property

- Leases

Taxation

- Copies of income tax returns

Insurance

- Insurance policies
- Claim records
- Details of insurance coverage, limits and data lines

Information Technology

- Hardware
- Operating Systems
- Telephone exchange equipment
- Telephone lines, leased lines and data lines
- LAN installations
- Software packages

Statutory Employee Records

- Employee contracts
- Remuneration paid to employees
- Wage and salary register
- Attendance register
- Records of foreign employees
- Tax returns of employees
- Expense accounts
- Determinations made in terms of the Wages Act
- Industrial training records
- Records of Strikes, lockouts or protest action
- Arbitration awards
- Maternity policy

Availability

Information will be disclosed at the company's discretion within 30 days. However if more than 30 days is required, suitable arrangements will be negotiated with the requester. Please be advised that information will be disclosed at the company's discretion for protection of the privacy of the company as well as the protection of third parties

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the Company's website or alternatively the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doi.gov.za. However should the request forms not be accessible, printed copies may be obtained from the Company premises.

6.2 Address your request to the Information Officer.

6.3 Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

7.1 A requester is required to pay the prescribed fees (R57.00) 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 requester 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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doi.gov.za/>

Information Officer: Roland Charles Langeland-Hansen
Date: 13 December 2011

FORM C

REQUEST FOR ACCESS TO RECORD 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

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
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Full names and surname:

Identity number:

D. 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 the provided space is inadequate, please continue on a separate folio and attach it to this form. |
| The requester must sign all the additional folios. | |

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:		
	copy of record*	inspection of record
2. If record consists of visual images		

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

	view the images		copy of the images"		transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
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4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)
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If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO

G Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. 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.....
.....20

This..... day of

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**