



LINEN DRAWER

Comfort and Style

2005/008521/23

LINEN DRAWER CC

**Promotion of Access to Information Act
Manual**

Section 51 of

**The Promotion of Access to Information Act,
No. 2 of 2000**

(the “ACT”)

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1. INTRODUCTION

LINEN DRAWER CC is a manufacturer and supplier of bed, bath and table linen to the hospitality, décor and retail markets.

2. COMPANY CONTACT DETAILS [Section 51 (1) (a)]

Member: Mary Ferendinos
CEO: Dimitri Ferendinos
Information officer: Dimitri Ferendinos
Deputy information officer: Carol Caulfield
Postal address: 10 Plantasie Street, Paarl, 7646
Physical address: 1 12F Louws Avenue, Paarl, 7646
Telephone number: +21 872 0108
Fax number: +86 560 0107
Email: jimmy@linendrawer.co.za

3. THE ACT [Section 51 (1) (b)]

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. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION [Section 51(1) (c)]

- Basic Conditions of Employment Act, No. 75 of 1997
- Closed Corporations Act, No. 69 of 1984
- Income Tax Act, No. 95 of 1967

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- Labour Relations Act, No. 66 of 1995
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Contributions Act, No. 4 of 2002
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 89 of 1991

5. SCHEDULE OF RECORDS [Section 51 (1) (d)]

Records	Subject	Availability
Public Affairs www.linendrawer.co.za	Incorporation documents Product information Any other records required	Request in terms of PAIA Available on Request in terms of PAIA
Financial	Financial statements Financial and tax records Employee records Management accounts	Not available Request in terms of PAIA Not available Not available
Operations	Orders	Request in terms of PAIA
Marketing PAIA	Market information	Website and request in terms of
PAIA	Product brochures	Website and request in terms of
	Customer database	Request in terms of PAIA

6. FORMS OF REQUEST. [Sections 51 (1) (e)]

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (CEO).
- 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);

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- (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 [Section 51 (1) (f)]

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) 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 requestor 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.

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