

## CARTWRIGHTS SOLES CC

### Manual to access information in terms of section 51 of the Promotion of Access to Information Act of 2000

#### Introduction to the business

The close corporation is managed and operated according to the requirements set out in The Close Corporations Act No. 62 of 1984 and The Companies Act No. 71 of 2008. The purpose of the retail outlet is to showcase our baby shoes and to extend the pride we have in South African talent. We have different products from all over South Africa. Beadwork done by Zulu women that shines with color, love and meaning. Exceptional clothing for kids from Durban and Cape Town. gifts from Mpumalanga for the table and much more. Leather goods from African Footprints and from Limpopo province. Pottery and beadwork from the Free State and so much more and still sourcing from all over South Africa.

#### Section A – Our details

Full Name : Cartwrights Soles CC t/a African Footprints  
Registration Number : 2007 / 169378 / 23  
Registered Address : Shop 88, Entrance 2, Walmer Park, Port Elizabeth. 6045  
Postal Address : P.O. Box 35074, Newton Park, Port Elizabeth, 6055  
Telephone Number : 041-367 1472  
Fax Number : 088 041-581 7822  
Email : 17on5thavenue@isat.co.za  
Members : C.D. Cartwright  
: D. Cartwright  
Head : D. Cartwright  
Designated Information Officer : D. Cartwright

#### Section B – The official SA Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information: The objects of the Act; Particulars of the information officer of every public body; Particulars of every private body as are practicable; The manner and form of a request for access to information held by a body; Assistance available from both the information officers and the Human Rights Commission in terms of this Act; All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application; Schedules of fees to be paid in relation to requests for access to information; Regulations made in terms of the Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows: South African Human Rights Commission, Promotion of Access to Information Act Unit, Private Bag 2700, Houghton 2041 Telephone: (011) 484-8300; Fax: (011) 484-0582; website: [www.sahrc.org.za](http://www.sahrc.org.za); E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### Section C – Information available from this practice in terms of the Act, Section 51(1) (c), Section 51(1) (e) and Section 52

##### Categories of information

##### (a) information on form of business

The entity is practising as a close corporation and holds the necessary documentation and records required by The Close Corporations Act No. 62 of 1984 and The Companies Act No. 71 of 2008, including documents of incorporation, minutes of meetings of members, records relating to the appointment of members, accounting officer, public officer and prescribed officer, member's register, member certificates and special resolutions passed at meetings.

**(m) Records available in terms of other legislation, Section 51 (1) (d)**

Basic Conditions of Employment No.75 of 1997

Companies Act No. 61 of 1973

Companies Act No. 71 of 2008

Trust Property Control Act No. 57 of 1988

Close Corporations Act No. 69 of 1984

Consumer Protection Act No. 68 of 2008

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Income Tax Act No.95 of 1967

Trade Marks Act No. 194 of 1993

Copyright Act No. 98 of 1978

Labour Relations Act No. 66 of 1995

Occupational Health &amp; Safety Act No.85 of 1993

Credit Agreement Act No. 75 of 1980

Debtors Collectors Act No. 114 of 1993

Insurance Act No. 27 of 1943

Short Term Insurance Act No. 53 of 1998

Regional Services Councils Act No. 109 of 1985

Skills Development Levies Act No. 9 of 1999

Skills 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

**Procedure for requesting access to the above information, Section 25 (2)**

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. The fees payable are the maximum prescribed in the Act. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.

Compilation date: 14 December 2011

Signed .....

Managing Member

**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 ONLY 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. NOTES: (a) Compliance with your 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 in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
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 \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

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