

# **PAIA MANUAL**

in terms of Section 51  
of the Promotion of Access to Information Act 2 of 2000  
(**“PAIA, the Act”**)

**Chairclub Proprietary Limited**  
(Registration number 2012/093766/07)  
(**“Chairclub”**)

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## 1 INTRODUCTION

1.1 Chairclub conducts business as an importer, designer, manufacturer and seller of office furniture and paraphernalia.

## 2 COMPANY CONTACT DETAILS

[Section 51(1)(a)]

2.1 Persons designated / duly authorised persons:

<b>Information Officer</b>	Travers Hathrill (MD)
<b>Director</b>	Travers Hathrill is the head of the company and the Information Officer of the entity. His contact details are as set out here below
<b>Business Postal Address:</b>	Unit 7 Oxford Manor 196 Oxford Road Illovo 2196
<b>Business Street Address:</b>	Unit 7 Oxford Manor 196 Oxford Road Illovo 2196
<b>Business Telephone Number:</b>	0100354400
<b>Email:</b>	<a href="mailto:travers@chairclub.co.za">travers@chairclub.co.za</a>

<b>Deputy Information Officer</b>	Jade Kitsman is the duly appointed Deputy Information Officer of the entity and her contact details are:
<b>Business Postal Address</b>	Unit 7 Oxford Manor 196 Oxford Road Illovo 2196
<b>Business Street Address</b>	Unit 7 Oxford Manor 196 Oxford Road Illovo 2196
<b>Business Telephone Number</b>	0100354400

<b>Email</b>	<a href="mailto:jade@chairclub.co.za">jade@chairclub.co.za</a>
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### 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.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission ("SAHRC"), which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 3.4 The contact details of the Commission are:

<b>Business Address:</b>	Private Bag 2700 Houghton 2041
<b>Telephone Number:</b>	+27-11-877 3600
<b>Fax Number:</b>	+27-11-403 0625
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### 4 APPLICABLE LEGISLATION

#### [Section 51(1)(c)]

<b>REFERENCE:</b>	<b>ACT:</b>
4.1 No 61 of 1973	Companies Act
4.2 No 98 of 1978	Copyright Act
4.3 No 55 of 1998	Employment Equity Act
4.4 No 95 of 1967	Income Tax Act

4.5	No 66 of 1995	Labour Relations Act
4.6	No 89 of 1991	Value Added Tax Act
4.7	No 4 of 2013	Protection of Personal Information Act
4.8	No 75 of 1997	Basic Conditions of Employment Act
4.9	No 69 of 1984	Close Corporations Act
4.10	No 25 of 2002	Electronic Communications and Transactions Act
4.11	No 2 of 2000	Promotion of Access of Information Act
4.12	No 30 of 1996	Unemployment Insurance Act

## 5 SCHEDULE OF RECORDS

### [Section 51(1)(d)]

<b>Records:</b>	<b>Subject:</b>	<b>Availability:</b>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Services Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	Freely available on website <a href="http://www.Chairclub.co.za">www.Chairclub.co.za</a> and CIPC
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Performance Records</li> <li>• Service/Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> </ul>	Request in terms of PAIA
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	Not available

## 6 FORM OF REQUEST

### [Section 51(1)9d]

6.1 To facilitate the processing of your request, kindly:

6.1.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)

6.1.2 Address your request to the Information Officer, alternatively the Deputy Information Officer.

6.1.3 Provide sufficient details to enable the COMPANY to identify:

6.1.3.1 The Record(s) requested;

6.1.3.2 The Requester (and if an agent is lodging the request, proof of capacity);

6.1.3.3 The form of access required;

6.1.3.4 The Requester's particulars including:

6.1.3.4.1 The postal address or fax number of the Requester in the Republic;

6.1.3.4.2 If the Requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

6.1.3.5 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)]

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

7.1.1 A requester is required to pay to pay the prescribed fees (R50.00) before request will be Processed;

7.1.2 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);

7.1.3 A requestor may lodge an application with a Court against the tender/payment of the request fee and/or deposit;

7.1.4 Records may be withheld until the fees have been paid.

7.1.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)