
Knoll Solutions CC

ACCESS OF INFORMATION MANUAL

**In terms of Section 51 of the
Promotion of Access to Information Act**

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PREAMBLE

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively promote a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This Manual has been prepared in accordance with Section 51 of The Promotion of Access to Information Act, No. 2 of 2000.

INTRODUCTION TO KNOLL SOLUTIONS CC

Business Registration No: 2003/021870/23

Knoll Solutions is a producer of mixtures of odoriferous substances used in the beverage industries.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website www.gluhweinx.com

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS [SECTION 51(1)(A)]

Information Officer:

R.O. Knoll

Postal Address:

301 Simmetrie Str.

Meyerspark

Pretoria

0184

Street Address:

301 Simmetrie Str.

Meyerspark

Pretoria

0184

Telephone Number: (084) 5111130

Fax Number: (012) 8037821

E-mail Address: jodlers@wol.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(B)]

*The Guide is available from the South African Human Rights Commission.
Please direct any queries to:*

*The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department*

*Postal address:
Private Bag 2700
Houghton
2041*

*Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za*

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SECTION 51(1)(D)]

- *Closed Corporations Act No. 69 of 1984*
- *Income Tax Act No. 95 of 1967*
- *Occupational Health & Safety Act No. 85 of 1993*
- *Value Added Tax Act No. 89 of 1991*

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [SECTIONS 51(1)(C) AND 51(1)(E)]

i. Automatic availability of certain records held by Knoll Solutions CC [Section 51(1)(c)]

The Minister of Justice is entitled to publish a list of records submitted by Knoll Solutions CC to which the public may have access without formally applying for access to such records.

The list of records that are freely available and which need not be requested in terms of this Act are:

- *Pamphlets / Brochures*

ii. Records that may be requested. [Section 51(1)(e)]

A description of the subjects of the records held by the body and the categories in which these subjects are classed

ACCOUNTING RECORDS

- *Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange*

AGREEMENTS AND CONTRACTS

- *Agreements with contractors and suppliers*
- *Agreements with customers*

INFORMATION TECHNOLOGY

- *Hardware*
- *Operating Systems*
- *Software Packages*

INTELLECTUAL PROPERTY

- *Patents, patent applications and inventions*

SALES AND MARKETING

- *Domestic and Export Orders*
- *Sales*

STATUTORY CLOSE CORPORATION INFORMATION

- *Accounting records, including supporting schedules to accounting records and ancillary accounting records*

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- *Proof of registration;*

TAXATION

- *Copies of all Income Tax Returns and other tax returns and documents;*

iii. The Request Procedure

Form of request:

- *The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].*
- *The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].*
- *The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].*
- *If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].*

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- *The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].*
- *The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].*
- *After the head of the private body has made a decision on the request, the requester must be notified in the required form.*
- *If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].*

5. AVAILABILITY OF THE MANUAL [SECTION 51(3)]

This manual has been made available to the Human Rights Commission, In accordance with paragraph 9(1) of the Regulations promulgated in terms of the Act and is published on the website of Knoll Solutions CC (www.gluhweinmix.com)