



**Kashan Advertising CC**

**ACCESS TO INFORMATION MANUAL  
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000  
(the PAIA)**

## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Kashan Advertising CC.

## **2. Request for access to information**

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Mrs Bryony Terblanche. In terms of section 25(2), if the request for access is granted, the notice in terms of subsection (1)(b) will state:

- (a) the access fee (if any) to be paid upon access;
- (b) the form in which access will be given; and
- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

In terms of section 25(3), if the request for access is refused, the notice in terms of subsection (1)(b) will:

- (a) state adequate reasons for the refusal, including the provisions of the Act relied upon;
- (b) exclude, from such reasons, any reference to the content of the record; and
- (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## **3. Terms used in this document**

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

#### **4. Background of Kashan Advertising CC**

Kashan Advertising CC was registered in 1996. It is an advertising agency that provides a through-the-line communication service from creative, conceptualisation and design through to the production and delivery of electronic and printed materials. Special expertise exists in financial reporting, from interim and preliminary year-end reports and media placements, to SENS announcements and the design and publication of annual reports

#### **5. Organisation contact details (Section 51(1)(a))**

##### **a. Kashan Advertising**

##### **b. Street Address**

345 Festival Street  
Hatfield  
Pretoria

##### **c. Postal address**

PO Box 12999  
Hatfield  
0028

##### **d. Contact details**

Telephone: 012-342 8163  
Facsimile: 086 645 0474

##### **e. Website address**

[advertising@kashan.co.za](mailto:advertising@kashan.co.za)

#### **6. Details of the information officer**

Mrs Bryony Terblanche  
Cellular: 083 456 3680

## **7. Section 51(1) (c)**

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge)

Kashan Advertising makes no records automatically available.

## **8. Section 51(1) (d)**

Records which are available in terms of legislation pertain to:

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Businesses Act 99 of 1978
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001

- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## **9. Section 51(1) (e)**

Description of subjects on which the organisation holds records, and categories of records held on each subject are as follows:

- 9.1 Accounting records
  - Debtors
  - Creditors
  - Banking records
  - SARS records
  - Annual Financial Statements
- 9.2 Information Technology
  - Software licences
  - Hardware components
- 9.3 Intellectual Property
  - Design backups
- 9.4 Personnel Records
  - Employee files
  - Leave records
  - Sick leave records
  - Monthly payslips
  - Disciplinary procedure records
  - Overtime applications
  - Leave applications
- 9.5 Sales and Marketing
  - Job register
  - Briefing forms
  - Print request forms
  - Costing sheets
  - Quotations
  - Production schedules
  - Quality checklists
- 9.6 Statutory Company records
  - (Included in other categories)

- 9.7 Client Database
- Central client database (Outlook)
- 9.8 Policies
- Mission statement
  - Code of ethics
  - Disciplinary policy
  - Offences and levels of offences
- 9.9 Minutes of Meetings
- Member's meeting minutes are held by the Corporation's Auditors, Messrs J&M Oosthuizen
  - Records of internal meetings are stored electronically
- 9.10 Administrative information
- Purchase orders
  - Filed records of client invoices
  - Filed records of supplier invoices
  - Delivery records

## **10. Requesting Procedure**

Subject to the fact that:

- the record is required for the exercise or protection of rights, and
- where a request is made by a public body, that body is acting in the public interest, and
- disclosure of the information required is not prohibited or restricted by other legislation, and
- the requester complies with all the procedural requirements of the PAIA and any subsequent amendments,

a person wanting access to the records must complete the request form, including all details as set out in Annexure 1 to this document. The completed form must be sent to Kashan Advertising CC's postal address, fax number and electronic mail address as provided on Page 3 of this manual, and marked for the attention of the Information Officer, Mrs Bryony Terblanche.

## **10.2 Availability of the Manual**

10.2.1 This manual is available for inspection by the general public on the business' website [www.kashan.co.za](http://www.kashan.co.za) and upon pre-arranged request during office hours. There is no charge for viewing the manual at our offices.

10.2.2 Copies of the manual may be made available subject to receipt of the prescribed fees.

10.2.3 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## **10.3 Fees**

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

10.3.1 A fee of R50 will be required by the Information Officer before further processing of the request in terms of Section 54 of the Act

10.3.2 The request fee of R50 will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The Information Officer may withhold a record until the requester has paid the applicable fees

## **10.4 Details of the South African Human Rights Commission**

Any queries with regard to this manual should be directed to:

**The South African Human Rights Commission; PAIA Unit**

**Research and Documentation Department**

**Private Bag 2700**

**Houghton**

**2041**

**Phone: 011 484 8300**

**Fax: 011 484 0582**

**Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

# Appendix 1

## Request for Access to Record of Kashan Advertising CC

made in terms of Section 53(1) of the  
Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000) and subsequent amendments

### A. Particulars of private body

The Head: The Authorised Person of Kashan Advertising:  
Mrs. B Terblanche

### 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: (optional)

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*

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 to the record, if any, will be determined partly by the form in which access*

*is requested.*

**1. If the record is in written or printed form:**

copy of record\* inspection of record

**2. If record is held on computer or in an electronic or machine-readable form:**

\* 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.**

**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 ....., this ....., day of .....20...

Signature of Requester / Person on whose behalf request is made