

**CUSTOM ECONOTOP CANOPIES AND TRAILERS (PTY)  
REGISTRATION NUMBER 2013/130629/07**

**ACCESS TO INFORMATION MANUAL**

**(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000**

## **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 Custom econotop canopies and trailers (Pty) Ltd

## **2. Background**

Custom econotop canopies and trailers is a company/close corporation/business with core interests in manufacturing of trailers and camping related equipment.

## **3. Organisation Details**

- |                        |  |
|------------------------|--|
| a. Name:               | Custom econotop canopies and trailers (Pty) Ltd        |
| b. Information office: | 17 Kambathi Ave, N4 Gateway Industrail Park, Pretoria  |
| b. Physical address:   | 17 Kambathi Ave, N4 Gateway Industrail Park, Pretoria  |
| c. Postal address:     | Postnet Suite 384, Privaatsak X 20009 Garsfontein 0042 |
| d. Contact details:    | 078 335 0498   |

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

We have not published a notice in terms of Section 52(2) of the Act. However, it should be noted that the information relating to our services is freely available from the information officer as set out in paragraph 3 hereof. Further information in the form of marketing brochures, advertising material and other public communication is also made available from time to time.

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

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Close 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
- Financial Advisory and Intermediary Services Act no 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The National Credit Act 34 of 2005
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

**6. Section 51(1) (e)**

We hold the following categories of information, where applicable:

- **Company Secretarial**
  - Company Statues
  - Registers
  - Minutes of Meetings
  - Statutory Returns
  - Circulars issued to members
  
- **Legal**
  - Legal Agreements and Controls
  - Loans from and to third parties
  
- **Human Resources**
  - Policies and Procedures
  - Employee Information
  - Personnel files
  - Contracts
  - Skills Development Programme
  - Health and Safety Records
  
- **Financial**
  - Accounting records
  - Fixed Assets Registers
  - Financial Statements and Management Accounts
  - Tax Records and Returns
  - VAT Records and Returns
  - Bank Statements and Cheques
  - Debtor Invoices and Statements
  - Creditors Invoices, Statements and Related Payment Supporting Documents

- **Intellectual Property**

- Trademarks

- Copyright

- Patents

- Licences

- **Sales and Marketing**

- Market Information

- Public Consumer Information

- Product Brochures

- Owners' Manuals

- Field Records

- Product Sales Records

- Marketing Strategies

- Customer Database

- Dealer Franchise Documents

- **Insurance**

- Insurance Policies

- Property Records and Leases

- **Immovable and Movable Property**

- Title Deeds of land owned by the Company

- Agreements for the lease or sale of property/buildings by the Company

- Leases in respect of vehicles

- Office equipment leases

- Property records and leases

- **Administrative information**

## **7. Requesting Procedure**

If you wish to request access to any of the above categories of information, you are required to complete the request form. The prescribed forms for requests are available from:-

- Our information officer (whose contact details are set out in paragraph 3 of this manual);
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))

There is a prescribed fee (payable in advance) for requesting and assessing information in terms of the Act. Details of these fees are contained in the request form.

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.

It is important to note that access 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 the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

## **8. Availability of the Manual**

**8.1** This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (where is it available). Copies of the manual may be made available subject to the prescribed fees.

**8.2** Copies may also be requested from the South African Human Rights Commission at the address indicated in paragraph 10 below.

## **9. Fees**

Details of these fees are contained in the request form.

**9.1** The requester may lodge an application with a court against the payment of the request fee in terms of Section 54(3)(b) of the Act.

**9.2** The head may withhold a record until the requester has paid the applicable fees.

## **10. 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)**