

STAMFORD SALES AND DISTRIBUTION (PTY) LTD

(Reg No 1978/000472/07)

Prepared in terms of the requirements of the  
PROMOTION OF ACCESS TO INFORMATION ACT

No 2 of 2000

(hereinafter referred to as “the Act”)

### **Introduction**

The Promotion of Access to Information Act gives effect to the constitution right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognizes that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

### **Part 1 Company and Contract Details**

Stamford Sales and Distribution (Pty) Ltd

### **Nature of Business**

Sales & Distribution

### **CEO of Stamford Sales and Distribution (Pty) Ltd**

Mr A J Weenink

**Postal Address**

P O Box 5131

Meadowdale

1614

**Telephone Number**

010 001 9500

**Telefax Number**

086 714 7749

**Information Officer****Email Address**

[weeninkb@stamfordsales.co.za](mailto:weeninkb@stamfordsales.co.za)

**Note** Public information on the company is available on the company's website

[www.stamfordsales.co.za](http://www.stamfordsales.co.za).

**Part 2 Guide to the Manual and its Access**

At the time of the preparation of this Manual, the South African Human Rights Commission had to compile the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquiries relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the website [www.sahrc.org.za](http://www.sahrc.org.za).

### **Part 3 Records**

**Records available in terms of Section 52 (2) of the Act** (records available without a person having to request access).

#### **Records that are held in the Company's Head Office**

1. Personnel Records
  - 1.1 As provided by employees.
  - 1.2 Conditions of employment and employee related contractual records.
- 2 Records relating to Debtors.
- 3 Records relating to Stamford Sales and Distribution (Pty) Ltd.
  - 3.1 Financial.
  - 3.2 Internal Correspondence.
  - 3.3 Statistical.
  - 3.4 Statutory records that at present include the following:
    - Basic conditions of Employment Act No 75 of 1997.
    - Employment Equity Act No 55 of 1998.
    - Income Tax Act No 58 of 1962.
    - Labour Relations Act No 66 of 1995 as amended.
    - Promotion of Access to Information Act No 2 of 2000.
    - Skills Development Act No 97 of 1998.
    - Unemployment Insurance Act No 36 of 2001.
    - Value Added Tax Act No 89 of 1991.

### **Part 4 Information Request Procedure**

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the CEO or the Information Officer of Stamford Sales and Distribution (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that

right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the CEO of Stamford Sales and Distribution (Pty) Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about the third party including a deceased individual. Furthermore, the CEO of Stamford Sales and Distribution (Pty) Ltd must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Stamford Sales and Distribution (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Stamford Sales and Distribution (Pty) Ltd to such records will require the written permission of the third party concerned before Stamford Sales and Distribution (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the CEO/Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitate by requests for information will be undertaken in accordance with the prescribed fees.

#### **Part 4 Manual Availability**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of Stamford Sales and Distribution (Pty) Ltd. Copies may also be obtained from the Information Officer of Stamford Sales and Distribution (Pty) Ltd

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

## ANNEXURE A

### FEE SCHEDULE

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

3.

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

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(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record,for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

**ANNEXURE B**  
**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:

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**B. Particulars of person requesting access to the record**

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| <p><i>(a) The particulars of the person who requests access to the record must be given below.</i></p> <p><i>(b) The address and/or fax number in the Republic to which the information is to send must be given.</i></p> <p><i>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
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Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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Capacity in which the request is made, when made on behalf of another person:

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**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:

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Identity number:

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**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

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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**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

Reason for exemption from payment of fees:

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**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: _____ _____
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*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.*

<b>1.</b>	<b>If the record is in written or printed form:</b>		
	copy of record*		Inspection of record

<b>2.</b>	<b>If record consists of visual images</b>		
	(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	view the image transcription of the copy the images*		

<b>3.</b>	If record consists of recorded words or information which can be reproduced in sound		
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**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:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**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 the request for access to the record?

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Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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SIGNATURE OF REQUESTER / PERSON

ON WHOSE BEHALF REQUEST IS MADE