



## MANUAL

In terms of Section 51 of the Promotion  
of Access to Information Act, 2 of 2000  
(the Act)

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## 1. INTRODUCTION

The Company (Tabletops Furniture Pty Ltd Reg 2004/032451/07) operates principally in South Africa and is engaged in the import and distribution of contract furniture and related products to the hospitality and corporate markets.

## 2. CONTACT PARTICULARS

- |                                  |   |
|----------------------------------|---|
| 2.1. <b>Shareholders:</b>        | Mr. Anthony M. Pycroft<br>Mr. Richard Engela                            |
| 2.2. <b>Director:</b>            | Mr. Anthony M. Pycroft  |
| 2.3. <b>Information Officer:</b> | Mr. Anthony M. Pycroft  |
| 2.4. <b>Email Address:</b>       | anthony@tabletopsfurniture.co.za  |
| 2.5. <b>Postal Address:</b>      | PO Box 717<br>Maitland, 7404  |
| 2.6. <b>Physical Address:</b>    | Unit 3, Block A, M5 Park<br>Eastman Road<br>Maitland, 7405<br>Cape Town |
| 2.7. <b>Telephone no.:</b>       | (021) 510 1460  |
| 2.8. <b>Facsimile no.:</b>       | (021) 510 4719  |

## 3. GUIDE IN TERMS IF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877 3600, fax number (011) 403 0625 or [www.sahrc.org.za](http://www.sahrc.org.za).

## 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act.

## 5. APPLICABLE LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1. Basic Conditions of Employment Act 75 of 1997
- 5.2. Companies Act 71 of 2008
- 5.3. Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4. Consumer Protection Act 68 of 2008
- 5.5. Customs and Excise Act 91 of 1964
- 5.6. Employment Equity Act 55 of 1998
- 5.7. Income Tax Act 58 of 1962
- 5.8. Labour Relations Act 66 of 1995
- 5.9. National Credit Act 34 of 2005
- 5.10. Occupational Health and Safety Act 85 of 1993
- 5.11. Prescription Act 68 of 1969
- 5.12. Promotion of Access to Information Act 2 of 2000
- 5.13. Promotion of Equality and Prevention of Unfair Discrimination Act of 2000
- 5.14. Skills Development Levies Act 9 of 1999
- 5.15. Skills Development Act 97 of 1998
- 5.16. Unemployment Contributions Act 4 of 2002
- 5.17. Unemployment Insurance Act 63 of 2001
- 5.18. Value Added Tax Act 89 of 1991



## 6. SCHEDULE OF RECORDS

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 52 to 69 of The Act.

Availability codes:	A	Freely available on: <a href="http://www.tabletopsfurniture.co.za">www.tabletopsfurniture.co.za</a>
	B	Limited access/information on: <a href="http://www.tabletopsfurniture.co.za">www.tabletopsfurniture.co.za</a>
	C	By request from Tabletops Furniture (Pty) Ltd
	D	By Request in terms of PAIA

	<u>Availability</u>
<b>6.1. Public Affairs</b>	
6.1.1. Media releases	A
6.1.2. Directions / maps	A
6.1.3. Public Corporate Records	
• BBEE certificate	A
• Documents of Incorporation	C
• Tax clearance certificate	C
• SARS certificate of good standing	C
• Public liability documents	C
<b>6.2. Marketing</b>	
6.2.1. Market/product Information	B or C
6.2.2. Product Brochure	A
6.2.3. Price Lists	B or C
6.2.4. Product Sales Records	D
6.2.5. Customer data base	D
6.2.6. Marketing strategies	D
6.2.7. Marketing campaigns	A or C
6.2.8. Special Offers	A
<b>6.3. Accounting records</b>	
6.3.1. Annual financial statements and working papers	D
6.3.2. General ledger	D
6.3.3. Subsidiary ledgers (receivables, payables, etc.)	D
6.3.4. Bank statements, cheque books, cheques	D
6.3.5. Customer and supplier statements and invoices	D
6.3.6. Deposits slips	D
6.3.7. Cash books and petty cash books	D
6.3.8. Fixed asset register	D
6.3.9. Tax returns and assessments	D
6.3.10. VAT returns	D
6.3.11. Lease or instalment sale agreements	D
6.3.12. Budgets and business plans	D
6.3.13. Investment records	D
6.3.14. Auditor's reports (where applicable)	D
6.3.15. Compiler's reports (where applicable)	D
6.3.16. Accounting officer's reports (where applicable)	D
6.3.17. Reviewer's reports (where applicable)	D
6.3.18. Inventory records	D
6.3.19. Systems documentation	D
6.3.20. Capital expenditure	D
6.3.21. Credit Agreements	D
6.3.22. Record of assets	D
6.3.23. Record of liabilities	D
6.3.24. Record of loans to related parties	D
6.3.25. Record of liabilities and obligations	D



	<u>Availability</u>
6.3.26. Record of property held (if applicable)	D
6.3.27. Record of revenue	D
6.3.28. Record of expenses	D
<b>6.4. Legal Agreements and Contracts</b>	
6.4.1. Acquisition or disposal documentation (if applicable)	D
6.4.2. Agreements with contractors, suppliers and clients	D
6.4.3. Agreements with customers	D
6.4.4. Agreements with shareholders, officers or directors	D
6.4.5. Material agreements relating to provision of services or materials	D
6.4.6. Contracts, including lease agreements and finance agreements	D
<b>6.5. Insurance</b>	
6.5.1. Claim records	D
6.5.2. Insurance policies	D
<b>6.6. Information Technology</b>	
6.6.1. Agreements – support and service providers	D
6.6.2. Capacity and utilisation of systems	D
6.6.3. Disaster recovery processes and procedures	D
6.6.4. Hardware register	D
6.6.5. LAN installations	D
6.6.6. Operating systems and software packages	D
6.6.7. Licenses	D
6.6.8. Internet and email agreements	D
6.6.9. Telephone and data equipment, lines and leases	D
<b>6.7. Statutory Company Records</b>	
6.7.1. Annual Statutory Returns	D
6.7.2. Founding Statement and amendments	D
6.7.3. Minute books	D
6.7.4. Resolutions passed at meetings	D
6.7.5. Dividend register	D
6.7.6. Register of company secretary and auditors	C
6.7.7. Register of past and current Directors	C
6.7.8. Reports presented at Annual General Meetings (if applicable)	D
6.7.9. Shareholders' agreements	D
6.7.10. Shareholders' register	C
<b>6.8. Tax</b>	
6.8.1. Income tax returns	D
6.8.2. Provisional tax returns	D
6.8.3. Tax assessments	D
6.8.4. Documents relating to where the objection and appeal is lodged	D
6.8.5. Records relating to taxable gain or assessed capital loss	D
6.8.6. VAT documents	D
6.8.7. Records of importation and documents	D
6.8.8. Vendors information	D
6.8.9. Documents substantiating zero rated sales and supplies	D
<b>6.9. Personnel documents and records</b>	
6.9.1. Attendance records	D
6.9.2. Employment contracts and information records	D
6.9.3. Employee loans	D
6.9.4. Disciplinary code	D
6.9.5. Disciplinary records	D
6.9.6. IRP5 and/or IT3 records	D



	<u>Availability</u>
6.9.7. Staff policies	D
6.9.8. Salary / payroll registers	D
6.9.9. Salary slips	D
6.9.10. Leave records	D
6.9.11. Training records	D
6.9.12. Training manuals (if applicable)	D
6.9.13. UIF, PAYE and SDL returns	D
6.9.14. Workman's compensation documents	D

## 7. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form (Form C) that is available at the administration offices of Tabletops Furniture (Pty) Ltd. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

- The requester is to complete a copy of the prescribed form (Form C) which is available from Tabletops Furniture (Pty) Ltd. [s. 53(1)]
- The requester must provide sufficient detail in the request form to enable identification of the record being requested and the requester. [s. 53(2)(a), (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 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 [s. 53(2)(f)]
- Fees:
  - o A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee;
  - o Tabletops Furniture (Pty) Ltd will notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s. 54(1)]. (The requester may lodge an application to the court against the tender or payment of the request fee [s. 54(3)(b)]);
  - o After Tabletops Furniture (Pty) Ltd has made a decision on the request, the requester will be notified and if the request is granted 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)]

## 8. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the administration offices of Tabletops Furniture (Pty) Ltd and from the South African Human Rights Commission.


## 9. SIGNATURE

We confirm, to the best of our knowledge and belief, the accuracy and completeness of the information provided.

Name of Information Officer:

Anthony M. Pycroft

Signature:



Date:

30th November 2015

# FORM C

REQUEST FOR ACCESS TO RECORD OF A 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 Name: \_\_\_\_\_

The Head: \_\_\_\_\_

## 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.

First names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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.

First 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**

- |   |
|---|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment of any fee, please state the reason for exemption.</p> |
|---|

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.
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Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p><i>NOTES:</i></p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</i></p>	

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

Copy of record \*       Inspection of record

**2. If the record consists of visual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc.):**

View the images       Copy of the images\*       Transcript of the images\*

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

Listen to the soundtrack audio cassette

Transcription of soundtrack\*written or printed document

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

Printed copy of record\*

Printed copy of information derived from the record\*

Copy in computer 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.)	YES	NO
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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 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