PROMOTION OF ACCESS TO INFORMATION ACT
SECTION 51 MANUAL

Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1 CURVIRO TRADING CC. OVERVIEW

CURVIRO TRADING CC. Provide marketing, sales, manufacture and distribution of toilet tissue related products including children toys made from recycled tissue waste and disposable (PVC) body bags as well as sourcing and distribution of cleaning materials for the government, corporate and Industrial, cleaning companies, restaurants, and the general public in the local and exports markets of Southern Africa.

CURVIRO TRADING CC. supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

2 AVAILABILITY OF THIS MANUAL

A guide has been compiled in terms of Section 10 of PAIA by **CURVIRO TRADING CC.** It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This Guide is available for inspection, inter alia, at the office of CURVIRO TRADING CC. at the physical address above and at the SAHRC., the South African Human Rights Commission ("SAHRC") at the addresses set out below or from the Government Printers. This Manual will be updated from time to time, as and when required.

3 HOW TO REQUEST ACCESS TO RECORDS HELD BY CURVIRO TRADING CC.

Requests for access to records held by **CURVIRO TRADING CC.** must be made on the request forms **(J752)** that are available from our office, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

A request fee may be payable. Annexure D can be accessed on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za, under "regulations"). You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is

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required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or 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 a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of **CURVIRO TRADING CC.**

The standard form, Annexure_C_Form_C_Request_Form, that must be used for the making of requests can be accessed on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za, under "regulations"). Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to **CURVIRO TRADING CC.** will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by **CURVIRO TRADING CC.** does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

4 CONTACT DETAILS

Name of Private Body	**CURVIRO TRADING CC.**
Designated Information Officer	**The CEO: Ms Shereen Crowie**
Email address of Information Officer	**shereen@curvirotrading.co.za**
Postal address	**P O Box 329 Allensnek. Roodepoort. 1737**
Street address	**Unit D9 Sanlam Industrial Park, 255 Nadine street, Robertville, Roodepoort, Gauteng. 2090**
Phone number	**+27 11 472 5814 or +27 11 039 4219**
Fax number	**None**

5 HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

The Guide described in Section 10 of the Act is due in August 2003. From that date it will be 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 11 484-0582
Website:	www.sahrc.org.za
E-mail:	paia@sahrc.org.za

6 VOLUNTARY DISCLOSURE

CURVIRO TRADING CC. has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to **CURVIRO TRADING CC.** and its services is available on the **Curviro Trading CC.** website http://www.curvirotrading.co.za/

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Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

7 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002.
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Mine Health and Safety Act 29 of 1996
- Occupational Health and Safety Act 85 of 1993 and Regulations
- Promotion of access to information act 2 of 2000
- Skills Development Levies Act 9 of 1999
- Tobacco Products Control Act, Act 83 Of 1993
- Telecommunications Act 103 of 1996
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

8 RECORDS HELD BY CURVIRO TRADING CC.

CURVIRO TRADING CC. maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured**. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

8.1 Internal records

The following are records pertaining to the own affairs of **CURVIRO TRADING CC.** and those of its divisions, subsidiary and associated companies:

- Annual Financial Statements
- Asset Register
- Attendance registers
- Banking Records
- Brochures on Company Information
- Client and Customer Registry
- Correspondence
- Employment Contracts
- Employee Records
- Employment Equity Records
- Financial records
- Insurance Information
- Information relating to Work-In-Progress
- Intellectual property
- Internal Audit Records
- Internal correspondence;
- Internal policies and procedures
- Licences
- Management Accounts
- Marketing records;
- Memorandum and Articles of Association

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- Minutes of Management Meetings
- Operational records
- Pension and Provident Fund Records
- Personnel Guidelines, Policies and Procedures
- Product records;
- Production Records
- Purchase and Order Information
- Sales Records
- Staff Recruitment Policies
- Statutory records;
- Stock Records
- Tax Records (company and employee)
- Training Records
- Records held by officials of **CURVIRO TRADING CC.**
- Remuneration Records and Policies
- User Manuals

8.2 **Personnel records**

Personnel refers to any person who works for or provides services to or on behalf of **CURVIRO TRADING CC.** and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of **CURVIRO TRADING CC.** This includes, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- Any personal records provided to **CURVIRO TRADING CC.** by their personnel;
- Any records a third party has provided to **CURVIRO TRADING CC.** about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

8.3 **Customer records**

Please be aware that CURVIRO TRADING CC.is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.

Customer information includes the following:

- Any records a customer has provided to **CURVIRO TRADING CC.** or a third party acting for or on behalf of **CURVIRO TRADING CC.**;
- Contractual information;
- Customer needs assessments;
- Personal records of customers;
- Credit information and other research conducted in respect of customers;
- Any records a third party has provided to **CURVIRO TRADING CC.** about customers;
- Confidential, privileged, contractual and quasi-legal records of customers;
- Customer evaluation records;
- Customer profiling;
- Performance research conducted on behalf of customers or about customers;

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- Any records a third party has provided to **CURVIRO TRADING CC.** either directly or indirectly; and
- Records generated by or within **CURVIRO TRADING CC.** pertaining to customers, including transactional records.

8.4 **Technical records**

Will be available, if applicable, on specified request.

8.5 **Other Parties**

Records are kept in respect of other parties, including without limitation contractors, suppliers, joint ventures, service providers and general market conditions. In addition, such other parties may possess records, which can be said to belong to **CURVIRO TRADING CC.** The following records fall under this category:

- Personnel, customer or **CURVIRO TRADING CC.** records which are held by another party as opposed to being held by **CURVIRO TRADING CC.**; and
- Records held by **CURVIRO TRADING CC.** pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

8.6 **Other Records**

Further records are held including:-

- Information relating to own commercial activities of **CURVIRO TRADING CC.**; and
- Research carried out on behalf of a client by **CURVIRO TRADING CC.** or commissioned from a third party for a customer;
- Research information belonging to **CURVIRO TRADING CC.** whether carried out itself or commissioned from a third party.

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