

**SECTION 51 MANUAL FOR Knysna Shining Things
Handpainted Clothing Company (2007/193108/23)**

INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Postal Address of head of Knysna Shining Things Handpainted Clothing Company :

PO Box 2642, Knysna, 6570

Physical Address of head of Knysna Shining Things Handpainted Clothing Company :

Farm 124, Rheenendal, Knysna, 6576

Tel. No of head of Knysna Shining Things Handpainted Clothing Company :

0443890045

Fax. No of head of Knysna Shining Things Handpainted Clothing Company :

0866999195

Email address of head of Knysna Shining Things Handpainted Clothing Company :

sales@shiningthings.co.za

Website of Knysna Shining Things Handpainted Clothing Company:

www.shiningthings.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

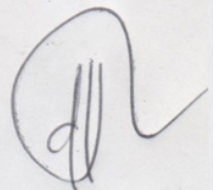
A guide has been compiled in terms of Section 10 of PAIA by **Knysna Shining Things Handpainted Clothing Company**. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This Guide is available for inspection, inter alia, at the office of the offices of **Knysna Shining Things Handpainted Clothing Company** at the physical address above and at the SAHRC.

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

OBO The Head of Organisation
1 February 2012



Duly Authorised

**ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY
Knysna Shining Things Handpainted Clothing Company**

- Close Corporations Act 69 of 1984
- The Income Tax Act 58 of 1962

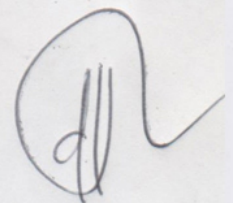
**SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS BY
Knysna Shining Things Handpainted Clothing Company**

- Sales Records
- Annual Financial Statements
- Banking Records
- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body
- The form must be submitted to the head of the private body at his/her address, fax number or email address
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester
 - indicate which form of access is required
 - specify a postal address or fax number of the request in the Republic
 - identify the right that the requester is seeking to exercise or protect
 - provide an explanation of why the requested record is required for the exercise or protection of that right
 - in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that the manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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1 February 2012



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