

**MANUAL PREPARED IN TERMS OF**  
**SECTION 51 OF THE**  
**PROMOTION OF ACCESS TO INFORMATION ACT**  
**(PAIA)**

**Act No. 2 of 2000**  
**(the "ACT")**

**FOR**

**RICHMOND PLUMBING AND HARDWARE CC**  
**REGISTRATION NUMBER: 2001/000868/23**

Compilation date: 7<sup>th</sup> July 2021

Updated: \_\_\_\_\_

# INDEX

1. Introduction to Close Corporation and the type of business
2. Close Corporation Contact Details **(Section 51 (1) (a))**
3. The ACT and Section 10 Guide **(Section 51 (1) (b))** please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation **(Section 51 (1) (c))**
5. Schedule of Records **(Section 51 (1) (d))**
6. Form of Request **(Section 51 (1) (e))**
7. Any other information **(Section 51 (1) (f))** e.g. Prescribed Fees etc

## 1. Introduction to Close Corporation and type of business

Name of Close Corporation: Richmond Plumbing and Hardware CC  
Registration Number: 2001/000868/23  
Type of business: Retailer of Plumbing and Sanitaryware

## 2. Contact Details as per Section 51(1)(a)

Names of Members: Raymaree Colleen Till  
Edgar Rowland Till

Registered Office Address: 39 Ashley Avenue, Glenashley, Durban, Kwa-Zulu Natal, 4051

Postal Address: P O Box 185, Hyper-By-The-Sea, Durban North, Kwa-Zulu Natal, 4053

Telephone (office): 031-572 3344

Fax Number (office): 031-572 3343

General Email Address (office): info@richmondgroup.co.za

Website address: www.richmondgroup.co.za

Name of Information Officer: Edgar Rowland Till

- Cell: 082 901 0271
- Email: gary@richmondgroup.co.za

Name of Deputy Information Officer: Janine Marais

- Cell: 082 907 3222
- Email: janine@richmondgroup.co.za

## 3. The ACT and Section 10 Guide as per Section 51(1)(b) please note that this clause is mandatory to be included in all S 51 manuals as is:

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- The contact details of the Commission are:

Postal Address : Private Bag X2700, Houghton, 2041  
Telephone Number : (011) 877 3600  
Fax Number : (011) 403 0625  
Website : www.sahrc.org.za

**NOTE:** The Information Regulator as of **30 June 2021** will be taking over the function of the Promotion of Access to Information Act (PAIA) from the South African Human Rights Commission (SAHRC). Should the public wish to lodge a complaint, they may approach the Regulator to adjudicate, or they may approach the court directly.

**For more information and enquiries:**

General enquiries: infoereg@justice.gov.za  
Codes of Conduct: Codes.IR@justice.gov.za  
Information Officers: registration.IR@justice.gov.za  
Prior Authorisation: PriorauthorisationIR@justice.gov.za  
Complaints: Complaints.IR@justice.gov.za

For media enquiries contact: Nomzamo Zondi / 078 674 2598 / NoZondi@justice.

**4. Applicable Legislation as per Section 51(1)(c)**

Information is available in terms of the following legislation, if and where applicable (**as amended**):

- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporation Act No. 69 of 1984
- Companies Act No. 71 of 2008 and the Companies Regulation 2011
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Value-Added Tax Act No. 89 of 1991
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Protection of Personal Information Act, No. 4 of 2013
- Securities Transfer Tax Administration Act No. 26 of 2007
- Skills development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Customs and Excise Act No. 91 of 1964
- Financial Intelligence Centre Act No. 38 of 2001
- National Credit Act No. 34 of 2005
- Statistics Act No. 6 of 1999
- Constitution of the Republic of South Africa No. 108 of 1996
- Broad-Based Black Economic Empowerment Act No. 53 of 2003 –
- Businesses Act No. 71 of 1991
- Competition Act No. 89 of 1998
- Consumer Affairs (unfair Business Practices) Act No. 71 of 1988
- Consumer Protection Act No. 68 of 2008
- Standards Act No. 8 of 2008

**5. Schedule of Records as per Section 51 (1) (d)****Public Affairs / Marketing:**

- Product / Service information: Available on request or on website
- Media releases: Availability to be determined upon receipt of request.
- Marketing Strategies: Availability to be determined upon receipt of request.
- Data Base of Clients: Availability to be determined upon receipt of request.
- Website Information: Freely Available at: [www.richmondgroup.co.za](http://www.richmondgroup.co.za)

### **Financial & HR:**

- Employment Contracts: Availability to be determined upon receipt of request.
- Agreements With Suppliers: Availability to be determined upon receipt of request.
- Purchase Agreements: Availability to be determined upon receipt of request.
- Financial Statements & Tax records: Availability to be determined upon receipt of request.
- Management Accounts: Availability to be determined upon receipt of request.

### **Corporate Governance:**

- Members' agreements and resolutions
- Legal compliance
- Policies and procedures
- CIPC documents

## **6. Form of Request as per Section 51(1)(e)**

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) or the Information Regulator at the Department of Justice (**after 30 June 2021**) at [www.justice.gov.za](http://www.justice.gov.za).
- Address your request to the "Information Officer".
- Provide sufficient details to enable Richmond Plumbing and Hardware CC to identify:
  - The record(s) requested;
  - The requester (and if an agent is lodging the request, proof of capacity);
  - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
  - The form of access required;
    - The postal address or fax number of the requester in the Republic;
    - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

## **7. Any other Information as per Section 51(1)(f)**

Prescribed Fees in Respect of Requests for Information (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) or the Information Regulator at the Department of Justice (**after 30 June 2021**) at [www.justice.gov.za](http://www.justice.gov.za).