



GRIBBON TRADING 95CC PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

The Directors/members have compiled this manual, to comply with the provisions of the Act, and to foster a culture of transparency and to ensure that members of the public have effective access to information in our possession, which will assist them in the exercise and protection of their rights.

*“PAIA”
MANUAL*

Name of company: GRIBBON TRADING 95 CC

Registration Number: 2007/191570/23

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

22 JUNE 2021



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1. INTRODUCTION

GRIBBON TRADING 95 CC t/a STACCATO MUSIC GEORGE currently conducts business in the musical instruments trade.



2. COMPANY CONTACT DETAILS

Registered address	Shop 28, St Georges Square, Knysna Road, George, 6529
Physical address	Shop 28, St Georges Square, Knysna Road, George, 6529
Postal address	PO Box 2614 George, 6530
Telephone number	044 8715239
Email address	info@staccatomusic.co.za
Website	www.staccatomusic.co.za
Director / Member	Daniel J. van der Merwe 0828248609 George
Public information officer	Daniel J. van der Merwe 0828248609 George

3. THE ACT

- 3.1** The ACT grants a requester access to records of the 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.
- 3.2** 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.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone Number:

+27-11- 877 3600

Email: paia@sahrc.org.za

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION TO GRIBBON TRADING 95 CC - UNDERLINED.

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SEC 51 (1) (d)]

Administration of Estates Act No. 66 of 1965
Agricultural Produce Agents Act No. 12 of 1992
Armaments Development and Production Act No. 57 of 1968
Atmospheric Pollution Prevention Act No. 45 of 1965
Banks Act No. 94 of 1990
Basic Conditions of Employment Act No. 75 of 1997
Broad Based Black Economic Empowerment Act 53 of 2003
Close Corporations Act 69 of 1984
Collective Investment Schemes Control Act 45 of 2002
Companies Act No 71 of 2008
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
Competition Act No. 89 of 1998
Constitution of South Africa Act 108 of 1996
Consumer Protection Act No 68 of 2008
Co-operatives Act No. 91 of 1981
Copyright Act 98 of 1987
Correctional Services Act No. 111 of 1998
Credit Agreements Act No.75 of 1980
Custody and Administration of Securities Act No. 85 of 1992
Customs and Excise Act No. 91 of 1964
Cybercrimes Act 19 of 2020
Debt Collectors Act No. 114 of 1998
Deeds Registries Act 47 of 1937
Defence Act No. 44 of 1957
Designs Act No. 195 of 1993
Electronic Communications and Transactions Act 2 of 2000
Employment Equity Act No.55 of 1998
Environment Conservation Act 73 of 1989
Estate Agency Affairs Act No. 112 of 1976
Explosives Act No. 26 of 1956
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act No. 38 of 2001
Financial Markets Control Act No. 55 of 1989
Firearms Control Act 60 of 2000
Formalities in Respect of Leases of Land Act 18 of 1969
Health Professions Act No. 56 of 1974
Housing Act No. 107 of 1997
Immigration Act No. 13 of 2002
Income Tax Act No. 58 of 1962
Insider Trading Act No. 135 of 1998
Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Legal Deposit Act No. 54 of 1997

Liquor Act No. 27 of 1989

Long-term Insurance Act No. 52 of 1998

Machinery and Occupational Safety Act No. 6 of 1983

Mine Health and Safety Act No. 29 of 1996

Mineral and Petroleum Resources Development Act 28 of 2002

Minerals Act No. 50 of 1991

Mutual Banks Act No. 124 of 1993

National Credit Act No 34 of 2005

National Building Regulations and Buildings Standards Act 103 of 1997

National Environmental Management Act No. 107 of 1998

National Key Points Act No. 102 of 1980

National Nuclear Regulator Act No. 47 of 1999

National Payment System Act No. 78 of 1998

National Road Traffic Act No. 93 of 1996

National Water Act No. 36 of 1998

Nuclear Energy Act No. 46 of 1999

Nursing Act No. 50 of 1978

Occupational Health and Safety Act No. 85 of 1993

Patents Act 57 of 1987

Prescription Act No. 68 of 1969

Prevention of Organised Crime Act No. 121 of 1998

Promotion of Access to Information Act 2 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000

Protected Disclosures Act 26 of 2000

Public Finance Management Act No. 1 of 1999

Road Transportation Act No. 74 of 1977

Regulation of Interception of Communications Provisions of Communication Related Information Act 70 of 2002

Sales and Service Matters Act 25 of 1964

Sectional Titles Act No. 95 of 1986

Security Officers Act No. 92 of 1987

Security Services Act 36 of 2004

Short-term Insurance Act No. 53 of 1998

Skills Development Act 97 of 1997

Skills Development Levy Act 9 of 1999

South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998

South African Police Service Act No. 68 of 1995

South African Reserve Bank Act 90 of 1989

Space Affairs Act No. 84 of 1993

Stamp Duties Act No. 77 of 1968

Stock Exchange Control Act No. 1 of 1985

Stock Exchanges Control Act No. 1 of 1985

Tobacco Products Control Act 12 of 1999

Trade Marks Act 194 of 1993

Transfer Duty Act No. 40 of 1949

Unemployment Insurance Act No. 63 of 2001

Unemployment Contributions Act no 4 of 2002

Unit Trusts Control Act No. 54 of 1981

Value-added Tax Act No. 89 of 1991

Witness Protection Act No. 112 of 1998

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION IN DETAIL [SEC 51 (1) (d)]

Basic Conditions of Employment Act No. 75 of 1997

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

29: New employees upon commencement of employment will be supplied with specified particulars (inter alia), the name and address of the employer, the name and address of the employee, the employee's occupation description, the place of work, the wage/salary that employee will earn, the deductions that will be made, rates for overtime work, any cash payments or payments in kind to which the employee is entitled, the leave to which the employee is entitled, the notice period for termination of employment) in writing.

78: All employees have the right to inspect any record kept in terms of this Act that relates to his/her employment.
Employment Equity Act No. 55 of 1998

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

18: When a designated employer engages in consultation in terms of Chapter 3 of the Act, the employer must disclose to the consulting parties all the relevant information that will allow the parties to consult effectively.

41: The Minister of Labour must keep a register of designated employers that have submitted the Employment Equity Plans. The register is a public document.

Labour Relations Act No. 66 of 1995

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

16: An employer must disclose to a Trade Union representative all relevant information that will allow the Trade Union representative to perform effectively, the functions referred to in S14 (4). Whenever an employer is consulting or bargaining with a representative Trade Union, the employer must disclose to the representative Trade Union all relevant information that will allow the representative Trade Union to engage effectively in consultation or collective bargaining. The employer must notify the trade Union representative or the representative Trade Union in writing, if information disclosed in terms of sub-sections (2) or (3) is confidential. Sub-section (5) excludes certain information for disclosure by the employer.

25: Sub-section (7) provides that CIPC must provide a certified copy of, or extract from, any of the documents referred to in sub-section (6) to any persons who have paid the prescribed fees. Sub-section 6 refers to the auditor's report.

83: Regular meetings between the workplace forum and the employer must be held, whereat the employer must present a report on its financial and employment situation, its performance in the short term and in the long term.

89: An employer must disclose to the workplace forum all relevant information that will allow the workplace forum to engage effectively in consultation and joint decision making. Certain information is excluded from disclosure.

90: Any documented information that is required to be disclosed by the employer in terms of S89 must be available on request to the members of the workplace forum for inspection.

189: The employer must disclose in writing to the other consulting party all relevant information pertaining to dismissals based on operational requirements.

204: An employer must give a copy of a collective agreement, arbitration award or determination to an employee who has paid the prescribed fee and, free of charge, on request, to an employee who was a Trade Union representative or member of a workplace forum.

205: An employer must keep the records that the employer is required to keep in compliance with every applicable collective agreement, arbitration award or determination made in terms of the Wage Act. The employer must submit these records in their original form or in a reproduced form and respond to a demand made at any reasonable time, to any agent of a Bargaining Council, Commissioner or any other person whose function in terms of this Act include the resolution of disputes. An employer must also keep records of the prescribed details of any strike, lock-out or protest action involving its employees and submit these records in the prescribed manner to CIPC.

5. ACCESS TO RECORDS AND AVAILABILITY

Section 51(1) © Records automatically available to the public

Section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

Where applicable, request can be made to the head of **GRIBBON TRADING 95 CC**

(a) must, during office hours and upon request, make available for public inspection a copy of the manual;

(b) may not charge a fee for a public inspection referred to in paragraph (a); and

(c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph(a), charge the fee prescribed in Item 1 of Part III of Annexure A and the actual postage if a copy must be posted.”

RECORDS HELD BY GRIBBON TRADING 95 CC

We hold records in the categories listed below. The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act

Access to these documents may be protected by professional privilege, confidentiality, privacy or other reasonable grounds of refusal.

The main grounds for refusal/ Evaluation of a request for information are:

1. Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
2. Mandatory protection of the commercial information of a third party, if the record contains:
Trade secrets of that party.
3. Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
4. Information disclosed in confidence by a third party to us if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
5. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
6. Mandatory protection of the safety of individuals and the protection of property.
7. Mandatory protection of records which could be regarded as privileged in legal proceedings.

The following is a list of documents that could be held by GRIBBON TRADING 95 CC:

CATEGORY AND SUBJECT/DESCRIPTION

INFORMATION TECHNOLOGY

- ♣ Network and the systems on IT, CD'S, IT literature and instruction manuals
- ♣ System documentation and manuals
- ♣ Project and implementation plans
- ♣ Telephone Lines

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
- VAT, UIF
- Workmen's Compensation

ACCOUNTING AND ADMINISTRATION & FINANCIAL RECORDS

- Accounting Records
- Annual Financial Statements
- Banking Records
- Correspondence
- Invoices and Statements
- Management Reports
- Tax Records and Returns
- SARB Returns, Statistics SA Returns
- Electronic banking records

PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Name and contact details
- Identity number and identity documents including passports
- Employment history and references
- Banking and financial details
- Details of payments to third parties (deductions from salary)
- Employment Equity Plan (if applicable)
- Medical Aid records (if applicable)
- Pension Fund records (if applicable)
- Disciplinary records
- Salary records
- SETA records

- Leave records
- Training records
- Training Manuals
- Accounting and Payroll Records
- BEE Statistics
- Career Development Records
- Personnel Information
- Employment Equity Reports
- General Terms of Employment
- Letters of Employment
- PAYE Records and Returns
- Performance Management Records
- Policies and Procedures
- Returns to UIF
- Retirement Benefit and Medical Aid Records

GENERAL

- General Correspondence and miscellaneous agreements
- Information relating to transactions of a financial nature (e.g. invoices and payments)

INTERNAL RECORDS

- The following are records pertaining to “the entity’s” own affairs:
- Close Corporation registration / Company’s Memorandum of Incorporation
- Share / Membership Certificates/
- Operational records
- Intellectual property
- Marketing records;
- Internal correspondence;
- Service records;
- Statutory records
- Internal policies and procedures – where applicable
- Minutes of meetings – where applicable
- Records held by officials of “the close corporation”

CLIENT SERVICE RECORDS

- Client Correspondence
- Client Files
- Client Fee Files
- Client Contracts

- Client Business Information
- Findings and Recommendation reports
- Investigative Material
- Legal Documentation
- Proposal and Tender Documents
- Project Plans
- Risk Management Records
- Solution Methodologies
- Working Papers

CORPORATE GOVERNANCE

- Codes of Conduct
- Corporate Social Investment Records
- Governing Board Meeting Minutes
- Executive Committee Meeting Minutes
- Enterprise Risk Management Records
- Legal Compliance Records
- Policies

Purpose of processing personal information for each category of data subject

- Performing duties in terms of any agreement
- Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- Communicating
- Payment of invoices;
- Verifying and updating information
- Recovering any debt consumers may owe
- Conducting Business

6. FORM OF REQUEST

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 electronic mail 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 requester in the
- Republic,
- Identify the right that the requester 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 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 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
- The capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 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);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doi.gov.za/>

Signed on this 22th day of JUNE 2021, at GEORGE.



Information Officer

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:

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.

Full 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.

Full 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

- (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 for exemption.

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.

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

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		transcription 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* (stiffy or compact disc)

'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.
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How would you prefer to be informed of the decision regarding your request for access to the record?

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**