

PAIA

Intamarket (Proprietary) Limited

SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

A. Introduction

B. Particulars in terms of section 51 of the Promotion of Access to Information Act 1. Contact details2. The section 10 Guide on how to use the Act3. Records available in terms of any other legislation

4. Access to the records held by the private body in question i Information readily available, if applicableii Records that may be requested

iii The request procedures

5. Other information as may be prescribed 6. Availability of the manual

A. INTRODUCTION & Company Overview

Founded in Johannesburg, South Africa, in 1974 Intamarket has evolved into family owned and run business consisting of distributorships and operations in the high technology fields of: apparel & flexible materials, signage & graphics, healthcare and finance services.Intamarket's origins emerge from a distributor relationship with Gerber Scientific, Inc, a company with both an apparel & flexible materials division and a sign-making & specialty material division. Over 30 years later, Intamarket still represents Gerber's apparel & flexible materials division but acts as a long-term distributor for 3M and Avery Dennison in the specialty material & graphics arena.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details Name of Body: Intamarket (Proprietary) Limited Head of the body:Robert Wachsberger Postal address: P O Box 78416 Sandton 2146 Street Address:4 Carey Street Wynberg 2090 Telephone number: (011) 444 0404 Fax number: (011) 444 4310 Email:info@intamarket.co.za

2. The section 10 Guide on how to use the Act The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC.

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 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation 1. Attorneys Act
2. Basic Conditions of Employment No. 75 of 1997
3. Companies Act No. 61 of 1973
4. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
5. Credit Agreements Act No. 75 of 1980
6. Debtor Collectors Act No. 114 of 1998
7. Employment Equity Act No. 55 of 1998
8. Income Tax Act No. 95 of 1967

9. Insolvency Act No. 24 of 1936
10. Labour Relations Act No. 66 of 1995
11. Occupational Health & Safety Act No. 85 of 1993
12. Pension Funds Act No. 24 of 1956
13. Regional Services Councils Act No. 109 of 1985
14. SA Reserve Bank Act No. 90 of 1989
15. Skills Development Levies Act No. 9 of 1999
16. Stamp Duties Act No. 77 of 1968
17. Stock Exchange Control Act No. 1 of 1985
18. Unemployment Insurance Act No. 63 of 2001
19. Usury Act No 73 of 1968
20. Value Added Tax Act No. 89 of 1991

4. Access to the records held by Intamarket (Proprietary) Limited

i. Information readily available Comprehensive marketing and promotional information on the service and product offerings provided by Intamarket is available on the Intamarket website (www.intamarket.co.za). All information published on the Intamarket website which is available freely includes group organogram, Intamarket, details of divisions, names of customers and partners, company news and contact details.

ii. Records that may be requested:

Administration

- Correspondence
- List of directors
- Statutory company records
- Asset registers

Financial

- Financial and tax records
- Banking details

Human Resources

- Employees records
- Employment contracts

Operational

- Register of clients
- Specific types of work done and records related to it

IT

- Software licenses
- Internet domain name records

iii. The request procedures:

Form of request:

• The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

• The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

• The requester must identify the right that is sought to be exercised or to be protected 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the

satisfaction of the head of the private body. Fees: A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

- After the head of the private body has made a decision on the request, the requester must be notified in the required form. • If the request is granted then 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.

5. Other information as may be prescribed The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual This manual is currently available to the general public on the Intamarket website at www.Intamarket.co.za or for inspection during office hours at the offices of Intamarket (Proprietary) Limited free of charge. Copies are also available from the offices of the South African Human Rights Commission.