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CURVE CONCEPTS (PTY) LTD

COMPANY REGISTRATION NUMBER: 2005/003178/07

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act, Act 2 of 2000

(herein referred to as the "Act")

DATE OF COMPILATION: MARCH 2013

DATE OF AMENDMENT: MARCH 2013



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1. INTRODUCTION

Curve Concepts (Proprietary) Limited is a manufacturing supplier of branded and customised USB products to the promotional, corporate and retail markets.

2. COMPANY CONTACT DETAILS

Designated and duly authorised persons:

Directors: David Bondi
Magdalena Anna Michon-Bondi

Managing director: David Bondi

Physical address: 25 Enkeldoring Street, Randpark Ridge Ext. 3, Randburg, 2156, RSA

Postal address: 25 Enkeldoring Street, Randpark Ridge Ext. 3, Randburg, 2156, RSA

Telephone number: 011 793 7316

Fax number: 086 618 2099

E-mail address: info@curveconcepts.co.za

3. THE ACT

3.1 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.

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 of the Act.

3.3 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 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za



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4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 91 of 1964	Customs and Excise Act
14	No 37 of 1997	Counterfeit Goods Act
15	No 68 of 2008	Consumer Protection Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site www.curveconcepts.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	All financial information is proprietary and private. Please request in terms of PAIA
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information <ul style="list-style-type: none"> ○ Product brochures ○ Service brochures • Performance Records • Product Sales Records • Marketing Strategies • Customer Database 	Please see government statistics Freely available on www.curveconcepts.co.za Private - request in terms of PAIA Private - request in terms of PAIA Private - request in terms of PAIA Private - request in terms of PAIA



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6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed Form C available [here](#). If this link does not work, please visit the website of the South African Human Rights Commission at www.sahrc.org.za and navigate to the PAIA section.

6.2 Address your request to the Managing Director as per above details.

6.3 Provide sufficient details to enable the company to identify:

- 6.3.1 The records requested
- 6.3.2 The requester (and if an agent is lodging the request, proof of capacity)
- 6.3.3 The form of access required
- 6.3.4 The postal address or fax number of the requester in the Republic of South Africa
- 6.3.5 If the requester wishes to be informed of the decision in any manner other than written, including the manner and particulars thereof (eg. telephone number, e-mail address)
- 6.3.6 The right which the requester is seeking to exercise or protect, along with an explanation of the reason the record is required to exercise or protect the right.

6.4 Please make note of the required fees as described in Section 7 below.

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 that 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 Please view the legally prescribed fee schedule [here](#). If this link does not work, please visit the website of the South African Human Rights Commission at www.sahrc.org.za and navigate to the PAIA section.

7.6 Please note that you do not have to pay a fee if your request is personal, or if you and/or your partner's income is below a certain annual threshold.