

REG NO: 1992/0083/75/23

H&M REMOVALS CC

MANUAL

In terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the “Act”)

Date of Compilation: 01 July 2007
Update of Information; 20th November 2015

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H&M Removals cc trading as H&M Removals.**
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1. **INTRODUCTION:**

H&M Removals cc is a close Corporation which specializes in removal and storage.

2. **CONTACT DETAILS IN TERMS OF SECTION 51 1 (a)**

Persons designated/duly authorized persons:

Directors: Mr. AJ Healey (Managing Director)
Mr JC Miller

Information Officer/Office Manager: Anthony Healey

Postal Address: Madrid Road, Airport Industria

Street Address: PO Box 3286, Cape Town, 8000

Telephone Number: 021 380 4000

Fax Number: 021 380 4020

Email: healeya@hmremovals.co.za

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3. THE ACT: (SECTION 51 (1) (b))

- 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 Request in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are in the paragraphs 6 and 7 of the Act.**
- 3.3 Requests are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from SAHRC. The Contact details of the Commission are:**
- Postal Address: Private Bag 2700, Houghton, 2041**
Telephone Number: +27-11-8773600
Fax Number: +27-11-4030625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
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	Labor Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporation 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

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5. SCHEDULE OF RECORDS (SECTION 51 (1) 9(d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	-Public Product Information - Public Corporate Records	Freely Available on Website www.hmremovals.co.za
Financial	-Financial Statements -Financial and Tax Records(Company and Employees)	Request in terms of PAIA.
Marketing	-Public Customer Information: Product Brochures	Limited information on Website(see above)

6. FORM OF REQUEST (Section 51(1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION AT www.sahrc.org.za.
- 6.2 Address your request to the Head of Company(CEO)
- 6.3 Provide sufficient details to enable the Company to identify:
 - (a) The Record requested.
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The of access required;
 - (d) (1) The postal address of fax number of the requester in the Republic
(2) If the requester wishes to be informed of the decision in any manner (in addition to written) the and particulars thereof;
 - (e) 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.

7. ANY OTHER INFORMATION: (SECTION 51 (1) (f))

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Prescribed Fees:

- **A requester will be required to pay the prescribed fee (R50.000 before a request will be processed;**
- **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 requester 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**