



WM RENOVATIONS AND INTERIOR DESIGN PROPRIETARY LIMITED

Registration Number of Company: 2012/053495/07

PUBLIC ACCESS TO INFORMATION MANUAL

("PAIA MANUAL")

in terms of Section 51 of

The Promotion of Access to Information Act 2/2000

(the "ACT")

Approved: 20 July 2018

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1. INTRODUCTION

WM Renovations and Interior Design Proprietary Limited is a the manufacturer and distributor of furniture and interior décor, as well as full turnkey solution, which includes: interior design collaboration, consultancy, renovations, complete project management, interior design, decor, refurbishments, new builds and upgrades.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors: Ms Wanda Hadlow (CEO)

Tel: 011 463 7810

Ms K Holtzhausen (Company Secretary)

Tel 021 418 1221

Postal Address: Postnet Suite 249, Private Bag X21, Bryanston, 2021

Street Address: 16 Culross Court, North Block, Ground Floor, Cnr Ealing Crescent & Culross Road, Bryanston, 2020

Telephone Number: 011 463 7810

Email: info@wmi.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, 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

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
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 38 of 2001	Financial Intelligence Centre Act
12	No 30 of 1996	Health and Safety
13	No 4 of 2013	Protection of Personal Information Act
14	No 69 of 2008	Consumer Protection Act
15	No 53 of 1998	Short Term Insurance Act
16	No 61 of 1997	Compensation for Injury and Diseases Act
17	No 91 of 1964	Customs and Excise Act
18	International	IFRS for SME

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.wmi.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Not available - Not available . Not available. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Not available - Not available

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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 Company Secretary
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner 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. 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.

W Hadlow