

TKJ Design (Proprietary) Limited T/A Hellopeter.com

(Registration Number 2014/116057/07)

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2/2000.

1. Section 51(1)(a)

Business Name: TKJ Design (Proprietary) Limited T/A Hellopeter.com

Registered Office: 109 Waterkant Street, De Waterkant, Cape Town, 8001, South Africa

Postal Address: P.O Box 1307, Sea Point, 8060, Cape Town, South Africa

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2. Section 51(1)(b)

If you want to access the Human Rights Commission's website which provides a guide to the Act, go to <http://www.sahrc.org.za>, or you can call the Human Rights Advice Line on: 086-012-0120

3. Section 51(1)(c)

At this stage no Notice(s) has / have been published.

4. Section 51(1)(d)

4.1. Information is available in terms of the following legislation, if and where applicable (note this is not an exhaustive list):

4.1.1. Basic Conditions of Employment Act No. 75 of 1997

4.1.2. Companies Act No. 71 of 2008

4.1.3. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

4.1.4. Customs and Excise Act No. 91 of 1964

4.1.5. Electronic Communications and Transactions Act No. 25 of 2002

4.1.6. Employment Equity Act No. 55 of 1998

4.1.7. Income Tax Act No. 58 of 1962

- 4.1.8. Insolvency Act No. 24 of 1936
- 4.1.9. Labour Relations Act No. 66 of 1995
- 4.1.10. Occupational Health and Safety Act No. 85 of 1993
- 4.1.11. Promotion of Access to Information Act No. 2 of 2000
- 4.1.12. Skills development Levies Act No. 9 of 1999
- 4.1.13. Trademarks Act No. 194 of 1993
- 4.1.14. Unemployment Insurance Act No. 30 of 1966
- 4.1.15. Value – Added Tax Act No. 89 of 1991

5. Section 51(1)(e)

- 5.1. Employment Contracts : Availability to be determined upon receipt of request
- 5.2. Trade Secrets : Availability to be determined upon receipt of request
- 5.3. Domain Name Registrations: Availability to be determined upon receipt of request
- 5.4. Tradename Registrations : Availability to be determined upon receipt of request
- 5.5. Trademark Registrations : Availability to be determined upon receipt of request
- 5.6. Company Documentation : Availability to be determined upon receipt of request
- 5.7. Agreements With Suppliers : Availability to be determined upon receipt of request
- 5.8. Affiliate Agreements: Availability to be determined upon receipt of request
- 5.9. Establishment Agreements : Availability to be determined upon receipt of request
- 5.10. Data Bases Of Establishments and Affiliates : Availability to be determined upon receipt of request
- 5.11. Website Information : Freely Available at <http://www.hellopeter.co.za>

6. Section 51(1)(f) Fees in Respect of Requests for Information and Fees in Respect of Private Bodies

- 6.1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
- 6.2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - 6.2.1. For every photocopy of an A4-sized page or part thereof: R1,10
 - 6.2.2. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,75
 - 6.2.3. For a copy in a computer-readable form on:

6.2.3.1. stiffy disc R7,50

6.2.3.2. compact disc R70,00

6.2.3.3. For visual images:

6.2.3.3.1. a transcription of visual images, for an A4-size page or part thereof
40,00

6.2.3.3.2. For a copy of visual images R60,00

6.2.3.4. For an audio record:

6.2.3.4.1. For a transcription of an audio record, for an A4-size page or part
thereof R20,00

6.2.3.4.2. For a copy on an audio record R30,00

6.3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

6.4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

6.4.1. Fees are:

6.4.1.1. For every photocopy of an A4-size page or part thereof R1,10

6.4.1.2. For every printed copy of an A4-size page or part thereof held on a computer
or in electronic or machine-readable form R0,75

6.4.1.3. For a copy in a computer-readable form on:

6.4.1.3.1. stiffy disc R7,50

6.4.1.3.2. compact disc R70,00

6.4.1.4. For a transcription of visual images:

6.4.1.4.1. for an A4-sized page or part thereof R40,00

6.4.1.4.2. For a copy of visual images R60,00

6.4.1.5. For a transcription of an audio record:

6.4.1.5.1. For an A4-size page or part thereof R20,00

6.4.1.5.2. For a copy of an audio record R30,00

6.4.1.6. To search for and prepare the record for disclosure, R30,00 for each hour or
part of an hour reasonably required for such search and preparation.

6.4.2. For purposes of section 54(2) of the Act, the following applies:

6.4.2.1. Six hours as the hours to be exceeded before a deposit is payable; and

6.4.2.2. one third of the access fee is payable as a deposit by the requester.

6.4.3. The actual postage is payable when a copy of a record must be posted to a requester.

7. Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Form for Application of Information

Request for access to record of private body:

7.1. The standard form that must be used for the making of requests can be accessed here

<http://www.sahrc.org.za/home/21/files/Form%20C.doc>.