

Overton International Trade

(Proprietary) Limited

Registration Number: 1986/002031/07

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act No 2 of 2002**



Table of contents

Preamble	
Introduction to this private body.....	
Section A – Our details.....	
Section B – The official guide	
Section C – Information available in terms of the Act.....	
Section D – Information available in terms of other legislation.....	
Annexure "A" Request for access to record of private body.....	

Preamble

The Promotion of Access to Information Act No 2 of 2000, ("the Act") came into operation on 9 March 2001. Section 51 of the Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

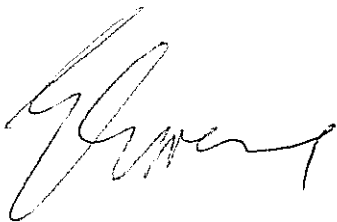
The Company's principal activities are that of distributing of tiles, roofing and sanitary ware.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website.

Signed in confirmation that all information set out in this document is true and correct.



Emilia Errera
Information Officer

7-12-2011
Date

Section A – Our details

Full Name : Overton International Trade (Proprietary) Limited

Registration Number : 1986/002031/07

Business Address : Italcotto Centre
Oswald Pirow Street
Cape Town
8001

Postal Address : Italcotto Centre
Oswald Pirow Street
Cape Town
8001

Telephone Number : 021 425 4192

Fax Number : 021 425 4850

Head/CEO : DA Machesini

Designated Information Officer : E M Errera

Email Address of Information Officer : emilia@italcotto.co.za

Website : www.italcotto.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission ("SAHRC") to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the SAHRC in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: The South African Human Rights Commission
Promotion of Access to Information Act Unit
33 Hoofd Street
Braampark, Forum 3
Braamfontein, Gauteng
2001

Telephone: (011) 877 3750

Fax: (011) 403 0668

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za



Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Association/Memorandum of Incorporation;
- (iv) Certificate to Commence Business (if any);
- (v) Minute Book, Special Resolutions, as well as Resolutions passed at general/class meetings;
- (vi) Proxy Forms;
- (vii) Proxy Forms used at Court convened meetings;
- (viii) Securities Register;
- (ix) Register of Directors and Certain Officers;
- (x) Directors' Attendance Register;
- (xi) A Branch Register (if any);
- (xii) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xiii) Books of Account regarding information required by the Companies Act, 2008;
- (xiv) Supporting schedules to books of account and ancillary books of account.

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements and receipts.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Records of foreign employees;



- (x) Determinations made in terms of the Wage Act;
 - (xi) Records of strikes, lockouts or protest action.
 - (xii) Expense accounts.
- (d) OTHER EMPLOYEE RECORDS
- (i) Employee contracts;
 - (ii) Incentive schemes;
 - (iii) Study assistance schemes;
 - (iv) Maternity leave policy;
 - (v) Code of conduct.
- (e) PENSION AND RETIREMENT FUNDING RECORDS
- (i) Pension Fund Rules;
 - (ii) Pension Fund account records;
 - (iii) Contribution Reports;
 - (iv) Annual accounts.
- (f) ENVIRONMENTAL HEALTH AND SAFETY
- (i) Safety management systems, data and audits;
 - (ii) Employee public health emergency action plans;
 - (iii) Emergency response plans.
- (g) MOVABLE PROPERTY
- (i) Asset register;
 - (ii) Finance and Lease Agreements.
- (h) AGREEMENTS AND CONTRACTS
- (i) Material agreements concerning provision of services or materials;
 - (ii) Agreements with shareholders, officers or directors;
 - (iii) Acquisition or disposal documentation;
 - (iv) Agreements with contractors and suppliers;
 - (v) Agreements with customers;
 - (vi) Warranty agreements;
 - (vii) Sale agreements;
 - (viii) Distributor, dealer or agency agreements;
 - (ix) Purchase or lease agreements.
- (i) TAXATION
- (i) Copies of all Income Tax Returns and other tax returns and documents.

- (j) LEGAL
 - (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
 - (ii) Settlement agreements;
 - (iii) Material licences, permits and authorisations.
- (k) INSURANCE
 - (i) Insurance policies;
 - (ii) Claim records;
 - (iii) Details of insurance coverages, limits and insurers.
- (l) TRANSPORTATION
 - (i) Transportation rights;
 - (ii) Permits;
 - (iii) Transportation System Delivery Plan;
 - (iv) Transportation, Warehouse and Storage Contracts.
- (m) INFORMATION TECHNOLOGY
 - (i) Hardware;
 - (ii) Operating Systems;
 - (iii) Telephone Exchange Equipment;
 - (iv) Telephone Lines, Leased Lines and Data Lines;
 - (v) LAN Installations;
 - (vi) Software Packages;
 - (vii) Disaster Recovery;
 - (viii) Licenses;
 - (ix) Audits.
- (n) SALES AND MARKETING
 - (i) Products;
 - (ii) Markets;
 - (iii) Customers;
 - (iv) Brochures, Newsletters and Advertising Materials;
 - (v) Sales;
 - (vi) Domestic and Export Orders.



2. Procedure for requesting access to the above information

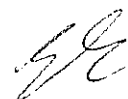
If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. This form is available from:

- our information officer (whose contact details are in Section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of the fee structure are available on the website of The South African Human Rights Commission (www.sahrc.org.za) or the website of The Department of Justice and Constitutional Development (www.doj.gov.za).

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

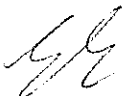
It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.



Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Protection Act No. 68 of 2008
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991
- Customs and Excise Act No. 91 of 1964



ANNEXURE "A"

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 10]

A. Particulars of private body

The Head:

Overton International Trade (PTY)LTD is distributor of both local and imported goods for the home and commercial building industry. The business has a retail and wholesale division. The main product sold is tiles with other products – sanitaryware, clay roof tiles and fireplaces.

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

..... Fax number:

Telephone number:..... E-mail address:.....

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

.....

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

.....

.....

.....

.....

2. Reference number, if available:

3. Any further particulars of record:

.....

.....

.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
.....
.....

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record
--	---

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
--	--	---

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)
--	---

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
--	---	---

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you (at the postal address provided in this Annexure A)?

Postage is payable.

YES	NO
-----	----

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:.....
.....
.....
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:
.....
.....
.....

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

.....

Signed at..... this..... day of 20

.....

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF
REQUEST IS MADE

