Cashbuild Guide

Act 2 of 2000,
The Promotion of Access to Information

Prepared in accordance with Section 10 of the Promotion of Access to Information, Act 2 of 2000

Published on 15th August 2002
Updated December 2015

1. Part I - Objects of the Act -
(Information required under section 10(1) (a) of the Act):

a. To give effect to the constitutional right of access to –
   i. Any information held by the State; and
   ii. Any information that is held by another person and that is required for the exercise or protection of any rights.

b. To give effect to that right –
   i. Subject to justifiable limitations, including, but not limited to, limitations aimed at the reasonable protection f privacy, commercial confidentiality and effective, efficient and good governance; and
   ii. In a manner which balances that right with any other rights, including the right in the Bill of Rights in Chapter 2 of the Constitution;

c. To give effect to the constitutional obligations of the State of promoting a human rights culture and social justice, by including public bodies in the definition of "requester", allowing them, amongst others, to access information from private bodies upon compliance with the four requirements in this Act, including an additional obligation for certain public bodies in certain instances to act in the public interest;

d. To establish voluntary and mandatory mechanisms or procedures to give effect to the right in a manner which enables to obtain access to records of public and private bodies as swiftly, inexpensively and effortlessly as reasonably possible; and

e. Generally, to promote transparency, accountability and effective governance of all public and private bodies by, including, but not limited to, empowering and educating everyone –
   i. To understand their rights in terms of this Act in order to exercise their rights in relation to public and private bodies;
   ii. To understand the functions and operations of public bodies; and
   iii. To effectively scrutinize and participate in decision-making by public bodies that affects their rights.

2. Part II - Particulars of Cashbuild Head Office -
(Information required under section 10(1) (c) of the Act):

a. Name of the Body:
   Cashbuild Limited.

b. Head of the Body:
   Werner de Jager
   Chief Executive

c. Postal Address
   PO Box 90115
   Bertsham
   2013

d. Street Address
   101 Northern Parkway
   Ormonde

e. Phone Number
   (011) 248-1500

f. Fax Number
   (011) 496-3473

g. Web address
   www.cashbuild.co.za

h. Information Officer
   i. Information Officer
      Mr. Brad de Tarnowsky

   ii. Contact Details of Information Officer
      1. e-mail: bdetarbowsky@cashbuild.co.za
      2. Phone: (011) 248-1723 (Direct)
      3. Fax: 086 602 4547

3. Part III - Manner and Form of Request -
(Information required under section 10(1) (d) of the Act):

a. The Process to follow to obtain Access to a Record

1. The Requester must complete the form provided (TQS 00228 PROATIA Request for Access to Info) for the request of access to information.
2. The Requester must pay a fee of R 50-00 to the Information Officer on request for information with the registration of the request. (This is not payable if/when the information is freely available – e.g. Internet, then only the reproduction cost is charged.)
3. The Information Officer registers the request for information on the PROATIA Register for Request for Access to Information. The Information Officer must make sure that all information needed to address the request is completed.
4. The Information Officer must complete the details on the Register and inform the relevant Department of the Request for access to information received as well as the target date for providing information. The target date must be communicated to the requester.
5. The Information Officer and the Management of the Private body gives permission for access to any records within the company.
6. If the access to information is granted the requester is notified by the manner as stated on request by the Information Officer. If the access was denied the requester is also notified by the manner as stated on request by the Information Officer.

b. Form to be completed – TQS 00228 PROATIA Request for Access to Information.

c. Fee payable on Registration of Request – Guidelines in TQS 00227 PROATIA Access to Info Act – Fees.

d. Cost of the Information Requested - Guidelines in TQS 00227 PROATIA Access to Info Act – Fees.

4. **Part IV - Remedies in law available as imposed by this Act – including lodging of request -**
(Information required under section 10(1) (g) of the Act):

   a. Internal Appeal
      i. Fee of R50, 00 payable for the registration of an internal appeal against the decision.

   b. Application with a court against decision
      i. If the outcome of the internal appeal is not to the satisfaction of the requester, the requester may lodge a court appeal to grant access to information.

5. **Part V - Manual – obtain access to the Manual -**
(Information required under section 10(1) (h) & (i) of the Act):

6. **Part VI - Notices issued regarding fees to be paid –**
(Information required under section 10(1) (j) of the Act):

7. **Regulations made (92) –**
(Information required under section 10(1) (k) of the Act):

   Not applicable.