

**Act 2 of 2000,
The Promotion of Access to Information**



Cashbuild Manual

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

**Published on 15th August 2002
Updated December 2015**

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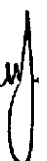
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1. Part I: Particulars of the Private Body -

(Information required under section 51(1) (a) 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, 2091
- e. Telephone 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: bdetarnowsky@cashbuild.co.za
 - 2. Phone: (011) 248-1723 (Direct)
 - 3. Fax: 086 602 4547



2. Part II: Description and Access to the Guide –

(Information required under section 51(1) (b) of the Act):

- a. A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in English.
- b. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.
- c. A guide with the necessary procedures, forms and prescribed fees is available on the Cashbuild Internet site, www.cashbuild.co.za as well as at Cashbuild Head Office (address above).

3. Part III: Voluntary Disclosure and Automatic Availability of Certain Records –

(Copy of notice, if any, required under section 51(1) © of the Act):

- a. Not applicable. At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.
- b. Automatically available – Cashbuild Internet Website – www.cashbuild.co.za

4. Part IV: Records available in accordance with any other legislation –

(Information required under section 51(1) (d) of the Act):

- a. Health and Safety (OHSA) – Act 85 of 1993
- b. Compensation for Occupational Injuries and Diseases – Act 130 of 1993
- c. Labour Relations – Act 66 of 1995
- d. Income Tax – Act 58 of 1962



- e. Value-Added Tax – Act 89 of 1991
- f. Employment Equity – Act 55 of 1998
- g. Unemployment Insurance – Act 30 of 1966
- h. Skills Development Levies – Act 9 of 1999
- i. Basic Conditions of Employment – Act 75 of 1997
- j. Companies Act - Act 61 of 1973
- k. Skills Development – Act 97 of 1998
- l. Insider Trading – Act 135 of 1998
- m. Copyright – Act 61 of 1973
- n. Electronic Communications and Transactions – Act 25 of 2002
- o. Protection of Personal Information (PoPI) - Act 4 of 2013
- p. Promotion of Access of Information (PROATIA) – Act 2 of 2000

5. Part V: Access to Information –

(Information required under section 51(1) (e) of the Act):

a. Methods of Access to Manual

- i. Government Gazette to be published
- ii. Human Rights Commission – a copy will be made available to the Commission
- iii. Cashbuild WebPage - www.cashbuild.co.za
 - 1. The Cashbuild WebPage is accessible to anyone who has access to the Internet.
 - 2. The Cashbuild Webpage consists of the following categories:
 - a. Home:
 - i. Store Locator
 - ii. Products Leaflets
 - iii. Art-at-Heart



- iv. DIY Calculators
- v. Shop Online
- vi. VIC Loyalty Card
- vii. Get it on Credit
- viii. Careers
- b. About Us:
 - i. Company Profile
 - ii. Core Values
 - iii. Mission Statement
 - iv. Our Commitment
 - v. Our People
 - 1. Careers
 - 2. Code of Ethics
 - 3. Directors
 - 4. Recognition and Awards
 - 5. Training and Development
 - vi. Vision
- c. Stores Locator
- d. Products and Shop Online
 - i. Products
 - ii. Advertised Products
 - iii. Online Store - Gauteng
- e. Shop Online
- f. CSI – Community Support Initiative
 - i. Art-at-Heart
 - ii. Brick and Block Makers
 - iii. Bursary Fund
 - iv. Community Recruitment
 - v. Delivery Drivers
 - vi. Enterprise Development
 - vii. Glass Cutters
 - viii. Learnership Programme
 - ix. Small Builder Workshop
- g. Partners
 - i. All
 - ii. Competition / Sponsors
 - iii. Forums / Building Society
 - iv. Home Improvement / Loans
 - v. Loyalty / Discounts
- h. Investor Relations
 - i. Financial Information
 - ii. Share Price



- i. Contacts
 - i. Contact Detail
 - 1. Contact Us – Email
 - 2. Store Locator
 - 3. Support Office
 - ii. Access to Information Act

b. Other Record Categories -

i. Companies Act Records

- 1. Documents of incorporation
- 2. Memorandum and Articles of Association
- 3. Minutes of Board of Directors Meetings
- 4. Records relating to the appointment of Directors / Auditor / Secretary / Public Officer and other Officers.
- 5. Share Register and other statutory registers

ii. Commercial and Legal

- 1. Trade Secrets
- 2. Contracts and Agreements
- 3. Company Confidential – Historical significance
- 4. Meeting Minutes
- 5. Shareholders
- 6. Property Leases & Agreements
- 7. Trademark
- 8. Insurance
- 9. Resolutions – Directors
- 10. Correspondence

iii. Financial

- 1. Annual Financial Statements
- 2. Tax Returns
- 3. Accounting Records
 - a. Debtors
 - b. Creditors



4. Banking Records
 - a. Bank Statements
 - b. Paid Cheques
 - c. Electronic banking records
5. Budgets
6. Asset Register
7. Invoices

iv. Human Resources

1. Employees Personnel Information
2. Employees History (skills and experience)
3. Educational Background
4. Employment Equity Plan
5. SETA Records
 - a. Training and Development
 - b. Training records
 - c. Training manuals
6. Disciplinary records
7. Salaries and Wages
8. Contracts and Agreements
9. Pension Fund records
10. Medical Aid records
11. Leave records

v. Marketing

1. Advertising
2. Contracts with Suppliers
3. Product Ranges

vi. Health and Safety

1. Policies
2. Accidents and incidents Reports



6. Part VI: 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/Information:
 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 – Refer TQS 00228 PROATIA Request for Access to Information.
- c. Fee payable on Registration of Request – Refer TQS 00227 PROATIA Access to Info Act – Fees.
- d. Cost of the Information Requested - Refer TQS 00227 PROATIA Access to Info Act – Fees.