



PRIMA LUX ENTERPRISES CC

Registration Number 1994/028389/23

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

December 2011



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1. INTRODUCTION

Prima Lux Enterprises is a diamond wholesaler based in the heart of Cullinan dealing in polished diamonds and jewellery.

It is run by a team of dedicated staff with a vast combined knowledge of diamonds.

Our mission is to make diamonds accessible and fun for everyone.

Our Range of unique handcrafted pieces by renowned South African jewellers showcase local talent, while our other ranges promise to add glamour to any outfit.



2. CONTACT DETAILS

Persons designated/duly authorised persons:

Member: Dawn Morrison
Office Manager: Dawn Morrison
Postal Address: PO Box 1331, Cullinan, 1000
Street Address: 100 Oak Avenue, Cullinan, 1000
Telephone Number: 012 734 2930
Fax Number: 012 734 3061
Cell phone: 082 744 5026
Email address: dawn@primalux.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of the Close Corporation, 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.
- 3.3** Requesters are referred to the Guide to compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website: www.sahrc.org.za



4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

<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.primalux.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records • Asset Register • Management Accounts • Invoices • Vat returns 	Not required to disclose.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: 	Limited information available on web site.



- Product Sales Records
- Marketing Strategies
- Customer Database

Personnel records	<ul style="list-style-type: none">• Employment contracts• Salary records• Disciplinary records• Leave records	Restricted access
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6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to the Member.
- 6.3** Provide sufficient details to enable the Close Corporation 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 , or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Signed:

Dawn Morrison

Member