

**Expectra 451 CC trading as Indigo Trading
("Indigo Trading")**

Reg no. 2007/153337/23

Section 51 Manual in terms of The Promotion of Access to Information Act No 2, 2000

1.1 Introduction

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), seeks to advance the values of transparency and accountability in South Africa.

The 1996 South African Constitution, by providing a statutory right of access on request to any record held by the state as well as access to records held by private bodies, entrenches the fundamental right to information.

The Section 10 Guide (on how to use the PAIA Act) will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights Commission (SAHRC):

Access to Information Department

Postal address: 33 Hoofd Street
Braampark
Forum3
Braamfontein
Gauteng

Telephone: 011 877 3600/3678
Fax: 011 403 0668
Website: www.sahrc.org.za
E-mail: dmaleza@sahrc.org.za

1.2 Scope

This manual ("Manual") has been prepared by Indigo Trading. It is published in accordance with the requirements of Section 51 of the Act and is aimed at facilitating access to records held by Indigo Trading in terms of the Act. The manual is available for inspection at Indigo Trading's offices.

1.3 Entry point for requests

The following Member of Indigo Trading will handle all requests in terms of this Act. All requests in terms of the Act must be addressed to:

The Information Officer :

Ms Tahniah Hook (Member)

Street address:

94 3rd Avenue
Westdene
Johannesburg
2000

Postal address:

PO Box 291181
Melville
2109

Telephone: (011) 4772281
Fax: (086) 6605088
e-mail: tahniah@indigo trading.co.za

1.4 Who may request access to information and the process required to be followed

The printed version of the Manual is also available for consultation or removal, free of charge, from the Information Officer. The Manual is accessible from our website, www.indigo trading.co.za

The requester must use the prescribed form (see 1.6) to make the request for access to a record. This must be made to the head (Information Officer) of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form (Appendix 1) to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

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If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head (Information Officer) of the private body.

Refer to Sections 72 and 73 of the Promotion of Access to Information Act 2000 (Act No 2), for remedies available to requestors when a request to information has been denied by the head (Information Officer) of a private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The head of the private body (Information Officer) must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

After the head of the private body (Information Officer) has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee (see 1.6) must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

1.5 Limited requestors

Certain legislation mandates private bodies to allow certain person(s) access to specified information, upon request. Legislation that may be consulted to establish the type of information or record and the person(s) having access thereto is as follows:

- The Companies Act 71 of 2008;
- The Income Tax Act 58 of 1962;
- The Medical Schemes Act 131 of 1998;
- Value Added Tax Act 89 of 1991;
- Unemployment Insurance Act 30 of 1966;
- Skills Development Act 97 of 1997;
- Employment Equity Act, No 55 of 1998;
- The National Credit Act, No 34 of 2005 and;
- Skills Development Levies Act 9 of 1999.

1.6 Prescribed access form

In order for us to facilitate your access to a record you need to complete the prescribed access form that can be found at the end of this document (Appendix 1). Please take note that the prescribed access form must be completed in full and that a failure to do so may result in the process being delayed until such additional information is provided. All prescribed fees are also available on the abovementioned website as well as the Government Gazette - Regulation Gazette No. 7024, Vol. 428 Pretoria 9 March 2001 No. 22125. This Government Gazette Publication aforementioned will be available for perusal at Indigo Trading's offices and on their website.

1.7 Structure

Indigo Trading manufactures and distributes herbal libido formulas and an herbal quit smoking product.

1.8 Categories and subjects of records

Financial and corporation records

- Annual financial statements
- Fixed assets per accounting records
- Taxation records
- Accounting records
- Invoices
- Banking documentation, bank statements
- Printouts of CIPRO Certificate of Amended Founding Statement

Internal and external correspondence

- Statutory returns and statements
- Banking correspondence

Personnel records

- Letters of appointment
- Staff files including personnel information
- Copies IRP5 certificates
- Copies of salary advices

Customer related records

- Accounting records
- Sales invoices

Supplier related records

- Supplier maintenance records
- Supplier agreements
- Supplier invoices
- Accounting records

Records on behalf of third parties

- SARS correspondence and returns (PAYE, SDL and VAT)
- UIF correspondence and returns
- Insurance documentation
- Instalment sale documentation

Agreements

- Installment Sale agreements
- Rental agreement
- Supplier agreements

Signed by the Information Officer on 1 November 2011:



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Tahnia Hook

APPENDIX 1

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]

1.9 A. Particulars of private body

The Head:

1.10

1.11 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:

1.12 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:

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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:

1.13 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:

1.14 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.

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Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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"/>		<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"/>		<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? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

1.15 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:

1.16 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 of20

WHOSE BEHALF REQUEST

SIGNATURE OF REQUESTER / PERSON ON