

PROMOTION OF ACCESS TO INFORMATION ACT
PAIA
INFORMATION MANUAL
IN TERMS OF SECTION 51 of THE
PROMOTION OF ACCESS TO INFORMATION ACT
NO. 2 OF 2000 (PAIA) [as AMENDED]
OF
MIMAX TRADING TRUST t/a MIMAXA

IT9794/04

The purpose of the Act is to give effect to the *constitutional right of access* a person has to any information regarding him/her and which is required by him/her in order to exercise or protect any right that he/she has. PAIA balances the requester's constitutional *right to information* against Mimaxa's right to refuse access to information in terms of section 4 of the Guide.

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CONTACT DETAILS

Company	Mimax Trading Trust t/a MIMAXA
Postal address	P O Box 436 NORTHRIDING 2162 South Africa
Physical address	1485 Agulhas Road, Bloubostrand 2153
Telephone	(011) 704-2406
Facsimile	088 (011)704-2406
Electronic mail	info@mimaxa.com
Website	http://www.mimaxa.com
Head of organisation	Trustee

SECTION 10 GUIDE

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use.

The Guide is available from: **The South African Human Rights Commission**
Research and Documentation Department
29 Princess of Wales Terrace, Parktown JHB
Private Bag X2700 HOUGHTON 2041
Telephone: (011) 484-8300
Facsimile: (011) 484-0582
e-mail: paia@sahrc.org.za ; paia@sahrc.org.za
web: www.sahrc.org.za

RECORDS AVAILABLE

There may not be specific records that mention Mimaxa by name in the records of all or any of the institutions which administer the Acts mentioned below, but the following legislation applies in general:



- Basic Conditions of Employment Act (75 of 1997)
- Broad Based Black Economic Empowerment Act (53 of 2003)
- Companies Act (61 of 1973)
- Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- Copyright Act (61 of 1978)
- Currency and Exchanges Act (9 of 1933)
- Customs and Excise Act (91 of 1964)
- Employment Equity Act (55 of 1998)
- Income Tax Act (58 of 1962)
- Labour Relations Act (68 of 1995)
- Patents Act (57 of 1978)
- Promotion of Equality and Prevention of Unfair Discrimination Act (4 of 2000)
- Tobacco Products Control Act (83 of 1995)
- Trade Marks Act (194 of 1993)
- Unemployment Insurance Contribution Fund Act (4 of 2000)
- Unemployment Insurance Fund Act (63 of 2001)
- Value Added Tax Act (89 of 1991)

ACCESS TO OUR RECORDS

Latest notice regarding categories of records

A Section 52 notice is not invoked by Mimaxa and information required, apart from material already in the public domain (such as sales and product brochures), must follow the request procedure.

Records that are available / may be requested

Administration

- Internal policies and procedures
- Relevant agreements, such as leases
- Employment and remuneration records and policies

Human resources

Operations

Mimaxa is a private company conducting business as a consultant and has records pertaining to these operations

Client records

To the extent that our client base forms an integral part of Mimaxa's capital, the supply of information pertaining to it must be considered upon each request

Finances

- Asset register
- Financial statements



THE PROCEDURE TO REQUEST OUR RECORDS

The requester must use the prescribed form to request access to a record. The prescribed form (Form C for private bodies) is available from the SAHRC.

The requester must provide sufficient detail on the request form to enable Mimaxa to identify both the record and the requester.

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

If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the satisfaction of our head of organisation

Mimaxa will notify you of its decision once it has been made. Please note that there are instances in which Mimaxa may refuse to grant you access to the record, in terms of the Act. If Mimaxa does grant your request, you will be charged an additional fee for the access (per page provided to you).

- The request must be made to our TRUSTEE
- P O Box 436 NORTHRIDING 2162
- Fax 088 (011) 704-2406
- Email: info@mimaxa.com
- The requester must indicate which form of access is required
- A postal address or fax number is required
- We are obliged to respond within 30 days
- Mimaxa will act with all due diligence in the matter of information transparency but at the same time honouring due processes.

FEES PAYABLE FOR REQUESTING OUR RECORDS

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 fee.

- The head of the organisation will notify the requester that the prescribed fee is payable before the request is processed further
- The requester must pay a fee as stipulated in the Act guide, currently R50.00
- The requester may lodge an application in court against the tender or payment of the request fee
- Once the head of organisation has made a decision on the request, the requester will be notified in the required manner
- If the request is granted, a further access fee must be paid for the search and reproduction involved
- Current fees regulated are: photocopy R1.10; printed copy R0.75; stiffer disk R7.50; compact disc R70.00; time R15.00 per hour (excluding the first hour) with a 33% deposit payable for time exceeding six hours; postage at actual costs

OTHER INFORMATION

None applicable

AVAILABILITY OF OUR MANUAL

The Section 51 manual for Mimaxa is available and can be accessed by the following means:

- Inspection [free of charge] at our physical address
- <http://www.mimaxa.com>
- A copy can be obtained from Mimaxa, at the prescribed fee
- Copies can be obtained from the South African Human Rights Commission

ends / e&oe

