



# *Tradelink Textile Industries*

The Promotion of Access to Information Act  
2/2000

(the "ACT")

Manual in terms of the ACT for the following  
associated entities (all entities have same  
shareholder or managing member) :

(the "ENTITIES")

<u>Entity</u>	<u>Registration number</u>	
Tradelink Textile Services (Pty Ltd)	1999/15129/07	
Tradelink Spinning (Pty) Ltd	1999/26861/07	
Tradelink Knitting Co (Pty) Ltd	1998/05148/07	
Tradelink Dyeing Co. (Pty) Ltd	1998/02823/07	
Tradelink Textile Industries (Pty) Ltd	1999/26844/07	(dormant)
Sightfull 1162 cc	2000/31195/23	
Propinv Erf 5397 cc	1999/65413/23	
Cheefprops 1015 cc	1996/37721/23	
Tommy Tucker Ideas (Pty) Ltd	2000/27987/07	(dormant)
Vic Bay Leisure Wear KZN cc	2004/70889/23	
Circle Seven Trading 900 cc	2003/78283/23	(dormant)
Tradelink Clothing Wholesalers cc	2002/92396/23	

General public information is available on the web site [www.tradelinksa.co.za](http://www.tradelinksa.co.za)

Compiled by the financial Department

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1 INTRODUCTION

The entities conduct business as follows:

Tradelink Textile Services (Pty Ltd)	Knitting. Dyeing and finishing of fabric and manufacturing of garments.
Tradelink Spinning (Pty) Ltd	Spinning of yarn from cotton lint
Tradelink Knitting Co (Pty) Ltd	Rental of machinery
Tradelink Dyeing Co. (Pty) Ltd	Rental of machinery
Tradelink Textile Industries (Pty) Ltd	Dormant
Sightfull 1162 cc	Property owning and rental
Propinv Erf 5397 cc	Property owning
Cheefprops 1015 cc	Property owning and renting
Tommy Tucker Ideas (Pty) Ltd	Dormant
Vic Bay Leisure Wear KZN cc	Wholesaler of promotional clothing
Circle Seven Trading 900 cc	Dormant
Tradelink Clothing Wholesalers cc	Make and trim of garments

2 CONTACT DETAILS

Persons designated / duly authorised persons:

The Financial Department	
Postal address	P O Box 2212, George, 6530
Street address	TTI Building, Industrial Street, George, 6529
Telephone number	044 - 871 0900
Fax number	044 - 871 0901
E-mail address	<a href="mailto:thys@tradelinksa.co.za">thys@tradelinksa.co.za</a>

3 THE ACT

- 3.1 The ACT grants a requester access to records of the ENTITIES, if the record is required for the exercise and 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 as per paragraph 8 of this manual. The forms are dealt with in paragraph 7.
- 3.3 Requesters are referred to the guide 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	011 - 484 8300
Fax number	011 - 484 0582
Website	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

4 ENTITY RECORDS CLASSIFICATION KEY.

Class no	Access	Classification
1	May be disclosed	Public access document
2	May not be disclosed	Request after commencement of criminal or civil proceedings (s 7)
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information (s 61)
5	May not be disclosed	Unreasonable disclosure of personal information of natural person (s 63(1))
6	May not be disclosed	Likely to harm the commercial or financial interests of third party (s 64(a) & (b))
7	May not be disclosed	Likely to harm the ENTITY(IES) or third party in contract or other negotiations (s 64©)
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an agreement (s 65)
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property (s 66)
10	May not be disclosed	Legally privileged document (s 67)
11	May not be refused	Environmental testing or investigation which reveals public safety or environmental risks (s 64(2) and s 68(2))
12	May not be disclosed	Commercial information of private body (s 68)
13	May not be disclosed	Likely to prejudice research and development information of the ENTITY(IES) or a third party (s 69)
14	May not be refused	Disclosure in public interest (s 70)

5 SUMMARY OF RECORDS AVAILABILITY

Departmental records	Subject	Class no.
Human Resources Dept.	Staff records	4, 5, 9
	Training records	4, 5
	Employment contracts	4, 5
	Policies & procedures	4
Financial Dept.	Audited financial statements	12
	Tax records entities	12
	Tax records employees	12
	Asset registers	12
	Management accounts	12
	Contract documentation	6, 12
	Trade Marks	1
	Statutory records	12
	Customer database	12
	Branch franchise documents	6, 7, 12, 13
	Public corporate records	1
	Banking records	12
	Purchase and order information	12
	Employment equity records	4
Product sales records	1	
Marketing Dept.	Market information	12, 13
	Customer information	1
	Product brochures	3
	Product information	1
	Marketing strategies	12
Production Dept.	Production records	12
	Environmental records	11, 14
Quality Assurance Dept.	Quality specifications	12
	Quality records	12
	Health & safety records	4, 5, 8
Engineering Dept.	Engineering records	12, 13

6 INFORMATION REQUEST PROCEDURES

To facilitate the processing of a request the requester must:

- Use the prescribed form
- Address your request to the Financial Department
- Provide sufficient details to enable the ENTITY(IES) to identify the requester, records requested, the form of access required, and contact details of the requester (postal address and fax number)
- Provide sufficient details, so 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), can be identified.

7 PRESCRIBED FEES.

A requester is required to pay the prescribed fee of R 50 before a request will be processed

If the preparation of the record requested requires more than the prescribed 6 hours, a deposit shall be paid of half the access fee which would be payable if the request were granted.

A requester may lodge an application with a court against the tender / payment of the request fee and deposit.

Records may be withheld until the fees have been paid.

8 FEE STRUCTURE.

The fee for a copy of the manual as per regulation 9(2)© is R 1,10 for every photocopy of an A4 size page or part thereof.

the fees for reproduction referred to in regulation 11(1) are as follows:

For every photocopy of an A4 size page or part thereof	R 1.10
For every printed copy of an A4 size page or part thereof held on a computer or electronic or machine readable form	R 0.75
For a copy in a computer readable form on a stiffy disc	R 7.50
For a copy in a computer readable form on a compact disc	R 70.00
For a transcription of visual images for an A4 size page or part thereof	R 40.00
For a copy of visual images	R 60.00
The request fee payable by a requester (refer regulation 11(2))	R 50.00

The access fees payable by a requester referred to in regulation 11(3) are as follows:

For every photocopy of an A4 size page or part thereof	R 1.10
For every printed copy of an A4 size page or part thereof held on a computer or electronic or machine readable form	R 0.75
For a copy in a computer readable form on a stiffy disc	R 7.50
For a copy in a computer readable form on a compact disc	R 70.00
For a transcription of visual images for an A4 size page or part thereof	R 40.00
For a copy of visual images	R 60.00

Plus R 40 per hour to search for and prepare the records for disclosure.

For purposes of section 54(2) of the ACT the following applies:

Six hours as the hours to be exceeded before a deposit is payable and one third of the total access fee is payable as a deposit by the requester.

When a copy of a record must be posted to a requester the actual postage will be payable by the requester.

**PRESCRIBED FORM**