

## **INTRODUCTION TO HATFIELD CAR CAFÉ (PTY)LTD**

Hatfield Car Café ("the Company") is registered company which conducts business as an automotive workshop. Hatfield Car Café operates its office from Hatfield, Gauteng. Charlene Odendaal (Director) has been appointed as Information Officer. All applications and/or requests for information must be made in terms of the Promotion of Access to Information Act (Act 2 of 2000).

### **PARTICULARS OF THE INFORMATION OFFICER IN TERMS OF S51(1)(a)**

Information Officer: Charlene Odendaal (Director)

#### **Physical Address**

Hatfield Corner,  
Lower Ground, Shop 3 & 4  
1270 Stanza Bopape Street  
Hatfield  
Pretoria  
South Africa

#### **Postal Address**

Hatfield Corner,  
Lower Ground, Shop 3 & 4  
1270 Stanza Bopape Street  
Hatfield  
0083

#### **Telephone and email**

Telephone: (010) 023 0303

[info@hatfieldcarcafe.co.za](mailto:info@hatfieldcarcafe.co.za)

### **INFORMATION ON THE ACCESS TO INFORMATION GUIDE IN TERMS OF SECTION 51(1)(b)**

The South African Human Rights Commission ("SAHRC") has compiled a guide to assist the public with requests to access to information ("the Guide").

The Guide is available to the public at the following link:

[www.sahrc.co.za](http://www.sahrc.co.za)

Alternatively you can contact the Company's information officer, as set out above, to provide you with a copy of the Guide.

### **NOTICE IN TERMS OF SECTION 52(2)**

The Company has not published a notice in terms of section 52(2).

## **DESCRIPTION OF RECORDS THAT ARE AVAILABLE IN TERMS OF SECTION 51(1)(d)**

The Company keeps and maintains records as required in terms of the following legislation:

Income Tax Act 58 of 1962

The Unemployment Insurance Act 30 of 1966

Income Tax Act 95 of 1967

Value Added Tax Act 89 of 1991

Occupational Health and Safety Act 85 OF 1993

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

The Employment Equity Act 55 of 1998

The Skills and Development At 97 of 1998

Promotion of Access of Information Act 2 of 2000 (PAIA)

The Protection of Personal Information Act 4 of 2013 (POPI Act)

Electronic Communications and Transactions Act 25 of 2002

## **DESCRIPTION OF AVAILABLE RECORDS IN TERMS OF SECTION 51(1)(e)**

The Company has the following records:

Communication

Public Information and Marketing Material

Promotion of Access to Information Act Manual

Financial Information

Financial Statements

Financial and Tax Records (Company & Employees)

Asset Register & Insurance information

Banking details

Human Resources

Employee Records & Contracts

Employee Guidelines, Policies and Procedures

Operational Information

Director information

Client Information

Company Guidelines, Policies and Procedures

Statutory Records

General Operational Information

Website

Organisational organogram

News and Publications

## **PROCESS TO APPLY FOR ACCESS TO INFORMATION IN TERMS OF SECTION 51(1)(e)**

Any applicant requesting information must complete the application form and submit the application form to the Company's information officer.

The application form is annexed to this manual.

The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application form and proof of payment, the Information Officer will consider the request. If the request is approved, the Information.

Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

#### **FEES PAYABLE IN TERMS OF SECTION 51 (1)(e)**

The fees applicable to an application for information shall be as per the prescribed schedule of fees. The schedule is subject to change in accordance with changes to the prescribed fees.

An application fee of R50.00 is payable in respect of each application for information. Proof of payment of the said fee must accompany the completed application form.

No fees are payable by persons who request information pertaining to their own affairs.