

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

(Section 51 Manual for Private Body)

1. Introduction

This PAIA Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000 (the Act) and serves as a reference to facilitate access to the records held by Silk Day Spa, hereinafter referred to as 'the Company.'

2. Company Contact Details

Company Name: Silk Thai Spa (Pty) Ltd Trading as Silk Day Spa.

Physical Address: DOUGLASDALE CENTRE 28, 1328 LESLIE AV, SANDTON, DOUGLASDALE X 85, 2191

Postal Address: DOUGLASDALE CENTRE 28, 1328 LESLIE AV, SANDTON, DOUGLASDALE X 85, 2191

Phone Number: +27110222088

Email Address: silkthaispa@gmail.com

Website: www.silkdayspa.co.za

Information Officer: John Lambert Schofield (Owner/Director)

Company Registration Number: 2016 / 341032 / 07

3. The ACT and Section 10 Guide

The Human Rights Commission has compiled a guide, in each official language, to assist individuals wishing to exercise their rights under the Act. This guide is available from the South African Human Rights Commission (SAHRC). For further information, please contact the SAHRC at:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 877 3600

Website: www.sahrc.org.za

4. Applicable Legislation

The Company complies with the following legislation (where applicable):

- Basic Conditions of Employment Act, No. 75 of 1997
- Companies Act, No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Employment Equity Act, No. 55 of 1998
- Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act, No. 85 of 1993
- Skills Development Act, No. 97 of 1998
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 89 of 1991

5. Description of Records Held

The following categories of records are available:

- Client records
- Staff files
- Financial records
- Supplier invoices

6. Form of Request

To request access to a record, the requester must complete the prescribed form and submit it to the Information Officer at the above address or email. The requester must provide sufficient detail to enable the Company to identify the record and the requester.

7. Fees

A requestor may be required to pay a fee for processing the request. If the request is granted, an access fee may be charged for the reproduction and/or search of records.

8. Availability of the Manual

This manual is available for inspection at the Company premises free of charge, and copies are available upon request or on the Company website.