

G-STAR RAW SOUTH AFRICA (PROPRIETARY) LIMITED

Registration number: 2013/012742/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000
("PAIA")**

DATE OF COMPILATION: 21 December 2015

INDEX

A. INTRODUCTION	3
B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL	3
1. Contact Details	3
2. The Section 10 Guide on how to use the Act	4
3. Voluntary disclosure and automatic availability of certain records	4
4. Records available in terms of any other legislation	4
5. Access to records held by G-Star Raw South Africa (Pty) Ltd	5
6. Availability of the manual	6
7. Manner of access	7
ANNEXURE "A" (Form of Information Request)	8
ANNEXURE "B" (Prescribed Fees)	15

A INTRODUCTION

The G-Star Group is engaged in the design, marketing and wholesale of denim and denim related fashion. G-Star Raw South Africa (Pty) Ltd ("**G-Star Raw**" or "**the company**") is the South African representative of the G-Star Group.

The G-Star Group supplies a range of furniture and textile goods, in particular jeans products and a collection of complementary garments and accessories under the trademark "G-Star" ("**the G-Star Products**") to retailers in South Africa. The company imports G-Star Products, conducts sales and promotional activities and sells/delivers the G-Star Products to retailers. The company also exports G-Star Products to other African countries.

B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details

Company Name: G Star Raw South Africa (Proprietary) Limited

Directors: R Cox

RJ Schilder

Information Officer: JC de Bil

Registered address: The Foundry

Fourth Floor, Unit 2

Section 263

Prestwich Street

Green Point

Cape Town

8005

Postal address: See registered address

Telephone : 00 27 21 418 3194

Email address of

Information Officer : corporate-support@g-star.com

Fax: not applicable

Website: http://www.g-star.com/en_za

2. **The Section 10 Guide on how to use the Act**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein and on its website at www.sahrc.org.za. Please address all enquiries to:

South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 (0) 11 877 3600
Website: www.sahrc.org.za
E-mail: info@sahrc.org.za

3. **Voluntary disclosure and automatic availability of certain records**

Not applicable

4. **Records available in terms of any other legislation**

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997
- Broad-Based Black Economic Empowerment Act No. 53 of 2003
- Companies Act No. 71 of 2008
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995

- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Occupational Health and Safety Act, Act 85 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Income Tax Act No. 58 of 1962
- Value-added Tax Act No. 89 of 1991
- Copyright Act 98 of 1978
- Protection of Personal Information Act 4 of 2013.

5. **Access to records held by G-Star Raw South Africa (Pty) Ltd**

We hold the following categories of information:

- Company secretarial
 - Memorandum and Articles of Association
 - Company registration documents
 - Register of directors
 - Minutes of board meetings
 - Statutory returns
- Legal
 - Warehouse Agreement in respect of G-Star products kept in stock, transportation and logistics services
 - Lease Agreement in respect of office premises
 - Intercompany Agreement with G-Star Group in respect of supplying G-Star products to retailers
 - Seasonal order agreements with retailers
 - Agreement with retailers to supply in store material, corners and shop-in-shops.
- Human resources
 - Policies and procedures

- Employee information, including employment contracts
- Personnel files
- Skills and development programmes
- Health and safety records

- Financial
 - Accounting records
 - Fixed asset register
 - Financial statements and management accounts
 - Tax records and returns
 - VAT records and returns
 - Bank statements and cheques
 - Debtor invoices and statements
 - Creditors invoices, statements and related payment supporting documents

- Marketing
 - Market information
 - Public customer information such as product brochures
 - Product sales records
 - Marketing strategies

- Immovable and movable property
 - Agreements for the lease or sale of property or buildings by the Companies
 - Leases in respects of vehicles
 - Office equipment leases
 - Property records and leases

- Insurance
 - Insurance policies

6. **Availability of the manual**

The manual is readily available for inspection at the offices of the company and on the website of the company. Copies are available with the South African Human Rights Commission.

7. **Manner of access**

Requests for access to records must be made to our Information Officer at the address, telephone number or email address provided above.

The requesting party must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requesting party. The requesting party should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. G-Star Raw is also entitled to refuse you access to request if the requested information falls within any of the grounds of refusal which are set out in PAIA.

If you wish to request access to any information held by G-Star Raw you are required to complete Form C (attached as annexure "A" hereto). The prescribed forms for requests to private bodies are also available from the South African Human Rights Commission website (www.sahrc.org.za).

You will be notified in the manner indicated by you on the request form whether your request has been approved

There is a prescribed fee for requesting and accessing information in terms of the Act. The Act provides for two types of fees:

- (1) A request fee; and
- (2) An access fee which must be calculated by taking into account the reproduction costs, search and preparation time (if the time taken to find the records exceeds the prescribed time) as well as postal costs.

Details of these fees are contained in annexure "B" hereto.

When the company receives a request for access to information it will notify you in writing regarding the payment of the applicable fee.

ANNEXURE “A”

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]

A. Particulars of private body

The Head:

.....
.....
.....

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:

.....

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:

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:

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:

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.

Disability:

Form in which record is required:

Mark the appropriate box with an **X**.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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:		

listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:		
printed copy of record*	printed copy of information derived from the record*	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.		YES NO

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:

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 of 20

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE “B”

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations issued under PAIA. A copy of the schedule of fees is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in the attached table.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under PAIA. The fees are listed in the attached table.

4. Other fees

4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.

4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

¹ Section 52(3) and Regulation 11(1).

² Section 54(7) and Regulation 11(3).

³ Section 54(1) and Regulation 11(2).

⁴ Annexure “A”, Part III, Item 4(1)(f).

⁵ Section 54(2).

TABLE OF FEES

1. The fees for reproduction referred to in paragraph 2 above are as follows:

	Item	R
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stifty disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00

2. The access fees payable by a requester referred to in paragraph 3 are as follows:

	Item	R
(1)	(a) For every photocopy of an A4-size page or part thereof	1,10
	(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
	(c) For a copy in a computer-readable form on -	
	(i) stifty disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation	

