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No. 28503

M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

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MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 of 2000

1. INTRODUCTION

Avroy Shlain Cosmetics (Pty) Ltd is a wholly-owned subsidiary of Sara Lee Corporation in Chicago. Avroy Shlain Cosmetics is an operational company in the direct selling division of Sara Lee IDE and is involved in marketing and sales in the direct selling industry.

NAME OF THE BODY: Avroy Shlain Cosmetics (Pty) Ltd
Registration No. 92/02125/07

HEAD OF THE BODY: Mr Ernest du Toit

ADDRESS : 9 Old Pretoria Road
Midrand, 1685

POSTAL ADDRESS: Private Bag X46
Halfway House, 1685

TELEPHONE NO.: (27 11) 655 3549

FAX NO.: (27 11) 312 1973

E-MAIL: secretary@avroyshlain.co.za

WEBSITE: www.avroyshlain.co.za

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 a **guide** containing information relating to:
- 2.1.1 obtaining access to a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 lodging a court application against a decision by the head of a private body;
 - 2.1.3 the fees which are payable for accessing a record; and
 - 2.1.4 the voluntary disclosure of information by private **bodies**,

will be available from the Human Rights Commission by no later than August 2003.

2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Telefacsimile: +27 11 484-0582
Website: www.sahrc.org.za
E-Mail: paia@sahrc.org.za

3. SECTION 52(2) NOTICE

At this stage no notice has been published.

4. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment Act, Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993
- Employment Equity Act, Act 55 of 1998
- Labour Relations Act, Act 66 of 1995
- Skills Development Levies Act, Act 9 of 1999
- Unemployment Insurance Act, Act 63 of 2001
- Companies Act, Act 61 of 1973
- VAT Act, Act 89 of 1991

5. RECORD SUBJECTS AND CATEGORIES

A description of the subjects of the records held and the categories in which these subjects are classed.

5.1 Operations

- 5.1.1 Sara Lee Global Operating Principles;
- 5.1.2 Sara Lee Supplier Selection Guide.

5.2 Finance

- 5.2.1 Creditors invoices, statements and related payment supporting documents;
- 5.2.2 Accounting records;
- 5.2.3 Tax records;
- 5.2.4 VAT records;
- 5.2.5 Debtors invoices and statements.

5.3 Human Resources

- 5.3.1 Policies and Procedures;
- 5.3.2 Collective Bargaining Agreements;
- 5.3.3 Employment Equity Plan;

5.3.4 Skills Development Programme.

5.4 Sales and Marketing

5.4.1 Monthly promotional material; (Liaison)

5.4.2 Print and audio-visual material;

5.4.3 Brochures and advertising material.

5.5 Code of Ethics

5.5.1 Global Business Standards;

5.5.2 Integrity Guide;

5.5.3 Social responsibility projects.

5.6 The universal resource locator of the Avroy Shlain website is www.avroyshlain.co.za. The website contains information grouped under the following headings:

5.6.1 company profile;

5.6.2 company events;

5.6.3 products;

5.6.4 business opportunity;

5.6.5 beauty tips;

5.6.6 site map; and

5.6.7 contact us.

6. THE REQUEST PROCEDURES

6.1 Forms and Fees

6.1.1 A request for information must be made in the prescribed form, must be addressed to the head of the private body, and must be submitted together with the prescribed fee.

6.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the private body and from the South African Human Rights Commission, whose contact details are set out in paragraph 2.2 above.

6.2 Form of request

6.2.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

6.2.2 The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if it requires notice of the decision of the head of the private body in any manner, other than in writing.

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

6.2.4 If a 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 the head of the private body.

6.3 Fees

6.3.1 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 request fee.

6.3.2 The head of the private body must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.

6.3.3 The requester may lodge an application to court relating to the payment of the request fee.

6.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.

6.3.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare the record for disclosure.

7. OTHER INFORMATION REQUIRED BY REGULATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

8.1 This manual is available for inspection at Avroy Shlain free of charge.

8.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the universal resource locator, www.avroyshlain.co.za and was published in the Government Gazette.

8.3 It should be noted that the manual accessible on the website of Avroy Shlain and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, www.doj.gov.za.
