

Touchstone Gems CC

Registration Number of Company: 1999/033029/23

NAME OF COMPANY: Touchstone Gems CC

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 10/03/2015

DATE OF REVISION: n/a

INDEX

1. Introduction to your company and the type of business:

Touchstone Gems CC

2. Contact Details (Section 51 (1) (a))

3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation (Section 51 (1) (c))

5. Schedule of Records (Section 51 (1) (d))

6. Form of Request (Section 51 (1) (e))

7. Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.

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1. INTRODUCTION

Touchstone Gems is a wholly owned South African gemstone manufacturer and wholesaler, and is part of an integrated coloured gem and jewellery manufacturing operation. Our South African business is primarily a wholesale operation. In addition to operations in Thailand and the USA we have regional agencies countrywide and retail jewellers across Southern Africa. Touchstone Gems is a member of the South African Jewellery Council.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Directors: NHD Armstrong

Postal Address: PO Box 44, Clarens, 9707

Street Address: 1/3 Steyn Street Clarens 9707

Telephone Number: 058 256 1577

Fax Number: 086 605 6785

Email: enquiries@touchstonegems.co.za

Web Address: www.touchstonegems.co.za

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3. THE ACT (Section 51(1) (b)) This clause must be inserted in every S51 manual as indicated in this generic template

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or 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 provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
1	No 55 of 1998	Employment Equity Act
2	No 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No 89 of 1991	Value Added Tax Act
5	No 75 of 1997	Basic Conditions of Employment Act
6	No 69 of 1984	Close Corporations Act
7	No 2 of 2000	Promotion of Access of Information Act
8	No 30 of 1996	Unemployment Insurance Act

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5. Schedule of Records (Section 51 (1) (d))

Records	Subject	Availability
Financial	Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Employee Records	Employee Records Contracts of employment Disciplinary codes and transgression	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Client Records	Company Registration Documents Company Confidential information Company Tax Records	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Company Information	Contact details Services Marketing	Information available on request or on company website
Industry Specific Documentation	Various as per regulatory boards and/ or industry	Request in terms of PAIA. Not Available

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6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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.

7. PRESCRIBED FEES (Section 51 (1) (f)) Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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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 <i>ONLY</i> 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:

DATE OF COMPILATION: 10/03/2015

DATE OF REVISION: n/a

E. Fees

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Reason for exemption from payment of fees:

F. Form of access to record

<p>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.</p>

Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

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DATE OF REVISION: n/a

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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

PAIA Fee Schedule

Request fees (Section 22 (8))	
Payable by a requester, other than a personal requester, referred to in Regulation 7(2)	R35
Reproduction fees (Section 15 (3)) (apply to the reproduction of records that are disclosed voluntarily or that are made available automatically)	
Fee for a copy of the manual as contemplated in Regulation 5 (c) for every photocopy of an A4-size page or part thereof.	R0-60
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R0-40
(c) For copy in a computer disk (CD)	R40
(d) For a transcription of visual images	R22
(i) For an A4-size page or part thereof	
(ii) For a copy of visual images	R60
(e) For a transcription of an audio record (i) For an A4-size page or part thereof	R12
(ii) For a copy of an audio record	R17
Access fees (apply to records requested by means of the PAIA request form)	
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0-40
(c) For copy in a computer disk (CD)	R40
(d) For a transcription of visual images (i) for an A4-size page or part thereof	R22
(ii) for a copy of visual images	R60
(e) For a transcription of an audio record (i) for an A4-size page or part thereof	R12
(ii) for a copy of an audio record	R17

Deposit required (Section 22 (2))	
For purposes of Section 22(2) of the PAIA, the following applies:	
(a). Six hours as the hours to be exceeded before a deposit is payable (b). One third of the access fee is payable as a deposit by the requester	
Postal fees	
The actual postal fee is payable when a copy of a record must be posted to a requester	
Search and Preparation fees	
f) To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15-00 p/hour excl 1 st hour

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