

# SUPPLY FIVE DISTRIBUTION (PTY) LTD

## 2014/112736/07

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### SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 ("PAIA")

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## CONTENTS

### A. Introduction

### B. Particulars in terms of Section 51 of the Promotion of Access to Information Act

1. Contact Details
  2. The Section 10 Guide on How to Use the Act
  3. Records Available in Terms of Other Legislation
  4. Access to Records Held by the Private Body
    - Private Body Documents and Records
    - The Request Procedures
  5. Other Information as May Be Prescribed
  6. Availability of the Manual
- 

## A. INTRODUCTION

This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act") and is intended to assist requesters in understanding the procedure for accessing records held by **SUPPLY FIVE DISTRIBUTION (PTY) LTD**.

### Definitions:

- **"the Act"**: Refers to the Promotion of Access to Information Act, No. 2 of 2000, including its regulations.
- **"Private Body"**: Refers to **SUPPLY FIVE DISTRIBUTION (PTY) LTD**.

**Nature of Business:** Importer and Re-seller (Wholesale & commercial) of building  
and related products.

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## B. PARTICULARS IN TERMS OF SECTION 51 OF PAIA

### 1. CONTACT DETAILS

<b>Head of Private Body:</b>	<u>Craig Robert Bradnick</u>
<b>Information Officer:</b>	<u>Craig Bradnick / Marlene Bradnick (Deputy IO)</u>
<b>Postal Address:</b>	<u>P O Box 553, Kasselsvlei, 7533</u>
<b>Street Address:</b>	<u>3 Riesling Rd, Saxenburg Park 1, Kuils River, 7580</u>
<b>Tel / Cell:</b>	<u>+27 82 556 3109</u>
<b>Email:</b>	<u><a href="mailto:marlene@supply5.co.za">marlene@supply5.co.za</a></u>

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### 2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide is compiled by the South African Human Rights Commission (SAHRC) and is available for inspection.

#### **Contact Details: SAHRC - PAIA Unit**

Research and Documentation Department

<b>Postal Address:</b>	Private Bag 2700, Houghton, 2041
<b>Telephone:</b>	+27 11 484 8300
<b>Fax:</b>	+27 11 484 7146
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
<b>Email:</b>	PAIA@sahrc.org.za

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### 3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

**SUPPLY FIVE DISTRIBUTION (PTY) LTD** may hold records in accordance with the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Unemployment Insurance Act 63 of 2001
- Value-Added Tax Act 89 of 1991
- Skills Development Act 9 of 1999
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health and Safety Act 85 of 1993
- Regional Services Council Act 109 of 1985
- Constitution of the Republic of South Africa, 1996
- Sectional Titles Act 95 of 1986

*Note: This includes all amendments to the above legislation.*

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## 4. ACCESS TO RECORDS HELD BY SUPPLY FIVE DISTRIBUTION (PTY) LTD

### a) PRIVATE BODY DOCUMENTS AND RECORDS

#### 1. Incorporation Records

- Code of ethics / conduct for sectional title complex management

#### 2. Financial Records

- District/Regional Service Council records
- VAT, Tax, PAYE, UIF records
- Invoices
- Bank statements, cheque account records
- Financial reports and general accounting records

#### 3. Operational Records

- Legal and insurance correspondence
- Licences, permits, authorisations
- Customer correspondence and account records

#### 4. Human Resource Records

- Employment contracts, salary slips
- Leave records
- Disciplinary procedures
- UIF and medical aid records
- Statutory deduction records
- Trade union information

**Note:** "Employee" includes permanent, temporary, contract workers, and others assisting in business activities.

#### 5. Safety Records

- Incident reports
- Occupational Health & Safety Act compliance documentation

### b) REQUEST PROCEDURE

#### 1. Form of Request

- Requests must be made on the prescribed form to the Head of the Private Body.
  - Requests must include sufficient details to enable record identification and the preferred method of communication.
  - The requester must state the right to be exercised and why the information is necessary.
  - Requests on behalf of others must include proof of authority.
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## 2. Fees

- No fee for personal information requests.
- R50 request fee for all other requests (non-personal).
- Head of Private Body may require payment before processing.
- Access fees may apply for search time, reproduction, and preparation of records.
- A court application may be lodged if requester disputes the fee.

## 5. OTHER INFORMATION AS MAY BE PRESCRIBED

As of the date of this manual, no regulations have been prescribed by the Minister of Justice and Constitutional Development under this section.

## 6. AVAILABILITY OF THE MANUAL

This manual is available:

- At the offices of the **South African Human Rights Commission** (see Section 2);
- At the registered office of **SUPPLY FIVE DISTRIBUTION (PTY) LTD** (see Section 1);
- Upon request, electronically or in printed form during normal business hours.
- **Please note: NOT all records are automatically available to the public.**
- The PAIA Manual **list categories of records** but requests are subject to refusal grounds (e.g., client confidentiality, POPIA restrictions).
- The **public only gets access to statutory or publicly available records**, while client/working papers are strictly confidential unless the law requires disclosure.




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**Information Officer**




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**Managing Director**




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Deputy Information Officer

