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No. 24807

MANUAL

IN ACCORDANCE WITH

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



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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PAIA SECTION 51 MANUAL FOR DADO CREATIONS cc

Prepared in terms of Section 51 of the Promotion of Access to Information Act. (PAIA - Act 2 of 2000)

Introduction

Dado Creations is a Close Corporation whose core business is the manufacture and sale of ceramic tiles and dados as well as stone fireplaces and stone artwork creations.

Contact details

Dado Creations cc

Postal address: - P.O. Box 36407, Menlo Park, 0102
Street address: - 617 Kobus street, Silverton, Pretoria.
Telephone: - +27 12 804-9338 Fax: - +27 12 807-6746
E-Mail address: - dadocreations@mweb.co.za

The section 10 Guide on how to use the Act

The South African Human Rights Commission will publish the Section 10 Guide on how to use the Promotion of Access to Information Act by not later than August 2003. Please address any queries to:

The South African Human Rights Commission: PAIA Unit, Research and Documentation Department

Postal address: Private Bag 2700, Houghton. 2041
Telephone: +27 11 484-8300 Fax: +27 11 484-0582
Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

Voluntary disclosures

The company has no voluntary disclosures in terms of section 52(2) of the PAIA Act.

Records available in accordance with other legislation

Nil

Records held by Dado Creations

Dado Creations holds records in the following categories, namely:

- | | |
|--------------------------|------------------------------|
| a. Advertising Brochures | d. Financial records |
| b. Strategic Plans | e. Business Customer Records |
| c. Budgets | f. Inventory Records |

Availability of the manual

This manual may also be examined at the Dado Creations offices without cost. Copies have been submitted to the SAHRC, and have been published in the Government Gazette.

Other information as may be prescribed

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

Access to the company's records

The request procedures are as follows:

Form of request:

Any person making a request for access to a record in terms of this act must use the prescribed form to make the request as per section 53 (1) of the Act.

The request must be made to the head of Dado Creations at the address, fax number or electronic mail address above.

The person making the request must furnish the particulars on the request form as required in terms of section 53, subsection (2), parts (a), (b), (c), (d), and (e) of the Promotion of Access to Information Act.

Fees:

Any person making a request for access to a record, other than a person requesting access to a record containing personal information about that person, must pay the prescribed request fee as required in terms of section 54 of the PAI Act.

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