



Glorifying the King through Kingdom Clothing

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## IN THE GAP CLOTHING

PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (THE ACT)

Section 51 manual of In the Gap Clothing

### 1. Contact Particulars

Head of Business: Mr. DJA Viljoen

Information officer: Mr. DJA Viljoen

Postal Address: P O Box 1755

Physical Address: 30 Koraalboom Street

Mossel Bay

Heiderand

6500

Mossel Bay.

6506

Telephone No: 082 791 6657

Fax Number: 086 566 8330

Email address: [info@inthegapclothing.co.za](mailto:info@inthegapclothing.co.za)

Website: [www.inthegapclothing.co.za](http://www.inthegapclothing.co.za)

### 2. Guide in terms of section 10 of the Act

Any person, who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484 7149.

### 3. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from our offices or on line at [www.sahrc.co.za](http://www.sahrc.co.za)

### 4. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Income Tax Act 58 of 1962

Occupational Health and Safety Act 85 of 1993

Regional Services Councils Act 109 of 1985

Skills Development Levies Act 9 of 1999

Skills Development Act 97 of 1998  
Unemployment Insurance Act 30 of 1966  
Value Added Tax Act 89 of 1991

**5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pamphlets / Brochures
- 5.2 Pricelists
- 5.3 Marketing and promotional material

**6. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**Accounting records**

- 6.1.1. Annual financial statements and working papers
- 6.1.2. General ledger
- 6.1.3. Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4. Bank statements, cheque books, cheques
- 6.1.5. Customer and supplier statements and invoices
- 6.1.6. Cash books and petty cash books
- 6.1.7. Fixed asset register
- 6.1.8. Tax returns and assessments
- 6.1.9. VAT returns

**Information Technology**

- 6.2.1 Licenses
- 6.2.2 Software packages

**Personnel Records**

- 6.3.1 Disciplinary records
- 6.3.2 Employee information records
- 6.3.3 Employment contracts
- 6.3.4 IRP 5 and IT 3 certificates
- 6.3.5 Medical aid records
- 6.3.6 Provident Fund information
- 6.3.7 Salary and wage registers
- 6.3.8 UIF, PAYE and SDL returns
- 6.3.9 Workmen's compensation documents

**7. Requesting procedures**

1. A person who wants access to the records must complete the necessary request form, that is available at our offices, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.
2. The requestor shall be notified of the information officers decision in respect of the requested information, and if approved any costs payable. The information approved shall be supplied against payment of the said costs

**8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at my offices and the South African Human Rights Commission.