

# Pop's Auto Shop PAIA

Pops Auto Shop (Pty) Ltd; Registration: 2017/028795/07

## 1. INTRODUCTION

Pop's Auto Shop offers a wide range of car repair and maintenance services by experienced and qualified technicians using high-quality parts. The businesses focus is on quality in everything that is done and integrity and honesty in dealing with customers.

Our workshops are conveniently located, equipped with up-to-date state-of-the-art computerised diagnostics and all the right tools. The Pop's team is dedicated to offering the best care and quality at affordable prices.

## 2. COMPANY CONTACT DETAILS

**Pop's Auto Shop**  
**Address:**  
25 9<sup>th</sup> Avenue  
Walmer  
Port Elizabeth; 6070  
Eastern Cape  
South Africa

**Telephone:** 041 004 0349  
**Email:** info@popsauto.co.za  
**Web Site:** www.popsauto.co.za

**Directors:**  
Paul De Vantier  
Graeme Reid  
Jared Wright

## 3. THE ACT (Section 51(1) (b))

- 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 a ny 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 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

No	Ref	Act	No	Ref	Act
1	No 61 of 1973	Companies Act	7	No 37 of 2002	Financial Advisory and Intermediary Services Act
2	No 98 of 1978	Copyright Act	8	No 75 of 1997	Basic Conditions of Employment Act
3	No 55 of 1998	Employment Equity Act	9	No 25 of 2002	Electronic Communications and Transactions Act
4	No 95 of 1967	Income Tax Act	10	No 2 of 2000	Promotion of Access of Information Act
5	No 66 of 1995	Labour Relations Act	11	No 30 of 1996	Unemployment Insurance Act
6	No 89 of 1991	Value Added Tax Act			

## 5. SCHEDULE OF RECORDS

Category	Subject	Availability	Category	Subject	Availability
<b>Public Affairs</b>	Product Information	Available on web site	<b>Financial</b>	Financial Statements	Proprietary business; not available
	Public Corporate Records	Available on web site		Financial and Tax Records	Request in terms of PAIA
	Media Releases	Available on web site		Financial and Tax Records	Request in terms of PAIA
<b>Marketing</b>	Customer Information	Request in terms of PAIA		Asset Register	Not Available
	Product Sales Records	Request in terms of PAIA		Management Accounts	Not Available
	Marketing Strategies	Request in terms of PAIA			
	Customer Database	Not Available			

## 6. REQUEST FORM (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:
  - 6.3.1. The record(s) requested;
  - 6.3.2. The requester (and if an agent is lodging the request, proof of capacity);
  - 6.3.3. The form of access required;
    - 6.3.3.1. The postal address or email of the requester in the Republic;
    - 6.3.3.2. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - 6.3.4. 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))

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.