

# Text Trading 20 (Pty) Ltd t/a Econo-Heat

## Manual as per requirements of Provision of Access to Information Act No. 2 of 2000 (PAIA)

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### 1. Introduction

Econo-Heat is a light industrial manufacturer of energy-saver heaters for the domestic market.

### 2. Company Contact Details

Information Officer Johan du Preez	Director Pieter Bräsler
Contact No: 021 715 0444 021 715 0454	Contact No: 021 715 0444 021 715 0454
E-mail: info@econo-heat.com	E-mail: pieter@econo-heat.com
Website: <a href="http://www.econo-heat.com">www.econo-heat.com</a>	Website: <a href="http://www.econo-heat.com">www.econo-heat.com</a>
Physical Address 28 Estmill Road Diep River, 7806 Cape Town	PO Box 683 Plumstead 7806
Company registration number: 2004/020586/07	

### 3. SAHRC Guide

The official Guide to the contents of this manual was published by the SAHRC for release in August 2003.

### 4. Availability

This document will be available from the Government Printer, SAHRC and the company's website, [www.econo-heat.com](http://www.econo-heat.com) from 28 February 2003.

### 5. Procedure for Public to Access Information

- 5.1. The individual must complete Form C, correctly completed.
- 5.2. Proof of the individual's identity in the form of a certified copy of his Identity Document.
- 5.3. The company will effect a reply immediately (within 24 hours of receipt).
- 5.4. The company will furnish the information within 30 – 60 days which will state whether the information, or inform the individual by registered mail that the requested information is withheld.

### 6. Documents

- 6.1. Statutory
  - 6.1.1. Auditors  
The company's auditors are RSM Betty & Dickson Chartered Accountants (SA)  
Contact number 021 686 7890.
  - 6.1.2. Memorandum of Articles of the company  
This information is available on request from the Information Officer.
  - 6.1.3. Founding Statement  
This information is available on request from the Information Officer.
  - 6.1.4. Income Tax Returns  
This information is available on request from the Information Officer.
  - 6.1.5. VAT Returns

- This information is available on request from the Information Officer.
- 6.1.6. Skills Development Levy  
This information is available on request from the Information Officer.
  - 6.1.7. Audited Balance Sheet  
This information is available on request from the Information Officer.
  - 6.2. Personnel
    - 6.2.1. A full Staff list is maintained by the company.
    - 6.2.2. Personal details of Staff cannot be released without the 3rd party's consent. Therefore, any information will be furnished to the requestor upon receipt of permission in writing from the relevant staff member.
  - 6.3. Labour Law
    - 6.3.1. Company Policy & Procedures  
This document is available on request from the Information Officer.
    - 6.3.2. Employment Contracts  
All employees have Employment Contracts and personnel files.  
This information is available on receipt of permission from the 3rd party via the Information Officer.
    - 6.3.3. OHSAct  
The company is in the process of ensuring compliance with OHSAct.  
This information is available on request from the Information Officer.
  - 6.4. Property Appraisal  
The company's premises are rented.
  - 6.5. Assets
    - 6.5.1. Register  
This register is available on request from the Information Officer.
  - 6.6. Insurance
    - 6.6.1. Short Term  
This information is available on request from the Information Officer.
    - 6.6.2. Long Term  
This information is available on request from the Information Officer.
  - 6.7. Vehicles
    - 6.7.1. Commercial  
This information is available on request from the Information Officer.
    - 6.7.2. Domestic  
This information is available on request from the Information Officer.
  - 6.8. Marketing  
This information is available on request from the Information Officer.
  - 6.9. Free to Public Information  
This information is available on request from the Information Officer.

## **7. Schedule of Costs**

Information will be charged for at the gazetted prices. Please refer to the Government Gazette for these prices, or contact the Information Officer.

## **8. Copies of Forms**

Copies of necessary forms, for example, Form C, is available from the Information Officer or the Government Gazette.