



A division of Mobilia Décor House cc

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21 August 2006

MOBILIA DÉCOR HOUSE cc  
T/A Mobilia Industrial  
CK 2006/189625/23

### **ACCESS TO INFORMATION ACT MANUAL OF A CLOSE CORPORATION**

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000) ("The Act")

Mobilia Décor House cc ("Mobilia Group") is a close corporation company that conducts business in separate divisions, as a supplier of furniture, appliances, audio-visual and furnishings (Mobilia Décor division), audio-visual, computing hardware and software goods (Mobiliatech – Mobilia Technology division) and industrial specialist equipment (Mobilia Industrial division), both for domestic and corporate markets and at commercial and industrial levels. Mobilia runs with separate divisions, as illustrated above, for each different market served as a marketing strategy, albeit all final invoicing, ordering and all other administration documents being issued by Mobilia Décor House.

#### **Contact Details**

Carlos M. Lopes, sole member of Mobilia, is the head of Mobilia in relation to matters associated with the Act, and requests for access to information in terms of the Act must be made to him:

Postal address: Postnet Suite F199, Private Bag X3, Bloubergrant 7443  
Western Cape, Rep. of South Africa

Physical address: Bauhinia Unit 4, 48 Arum Road, Bloubergrant 7441  
Western Cape, Rep. of South Africa

Telephone: +27 083 230 9099  
Facsimile: +27 086 224 1295  
E-Mail: [info@mobilia.co.za](mailto:info@mobilia.co.za)  
Website: <http://www.mobilia.co.za>

#### **The Guide**

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide, please direct them to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Unit,  
Postal Address: Private Bag X2700, Houghton, 2041  
Telephone: +27 11 484-8300  
Facsimile: +27 11 484-0582  
E-Mail: [paia@sahrc.co.za](mailto:paia@sahrc.co.za)  
Website: <http://www.sahrc.org.za>

### **Records available in terms of legislation [Section 51(1) (d)]**

The following records are available in terms of the following legislation, if and where applicable, other than the Act:

- Basic conditions of employment Act (No. 75 of 1997)
- Closed Corporations Act (No. 69 of 1984)
- Electronic Communications and Transactions Act (No. 25 of 2002)
- Income Tax Act (No. 58 of 1962)
- Copyright Act (No. 61 of 1978)
- Value added Tax Act (No. 89 of 1991).

### **Information held**

Mobilia holds information relating to the following subjects:

- Employment records
- Financial records
- Information Technology records
- Insurance Documents
- Internal Policies and Procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers.

### **Records which are available without a person having to request access in terms of this Act 52(2) [Section 51(1) (c)]**

This information can be defined as being operational for the daily running of the company, such as quotations and the internal phone list.

At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2).

### **Procedure to request Information [Section 51 (1) (c) and 51 (1) (e)]**

In order to request information from Mobilia, please use the prescribed form which can be found at the following Website:

<http://www.sahrc.org.za>.

Please ensure that your request:

- Provides enough details to enable us to identify the record you require and who you are
- Indicates the form of access to the record you require
- Specifies a postal address or a fax number within South Africa
- Identifies the right you seek to exercise or protect and explain why the record is needed to exercise or protect the right
- Indicates the form of reply to your request as preferred, if other than written reply, and the relevant particulars

- Provides proof of your capacity to act, if you are doing so on behalf of someone else.

Once the form is completed, please submit it to us together with the prescribed fee. (These fees are set out for view at the following Website:

<http://www.doj.gov.za> (under the 'regulations' section).

Mobilia will notify you of its decision once it has been made.

Please note that there are instances in which Mobilia may refuse to grant access to the record, in terms of the Act.

If Mobilia does grant your request, you will be charged an additional fee for the access (per page provided to you).

### **Other Information required by regulation [Section 51 (1) (f)]**

No regulations have been made in this regard.

### **Availability of this Manual [Section 51 (3)]**

This Manual is available on our Websites:

<http://www.mobilia.co.za>,

<http://www.mobiliatech.co.za>, and

<http://www.mobiliaindustrial.co.za>

Also available at our offices

And from: The South African Human Rights Commission.

If you require a copy of the Manual, it will be provided at the prescribed fee.

The Manual will be updated from time to time, as and when it becomes necessary to do so.

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End of the Manual for Mobilia as a Close Corporation body, for the Promotion of Access to Information Act (PAIA).