

MANUAL for Cosmeticweb CC
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1 Company and Contact Details

Name of Company :	Cosmeticweb CC
Nature of Business :	Web Site Sales
Public Officer of CC:	Mrs BR Rackham
Postal Address:	P O Box 13519, Northmead, 1511
Street Address:	19 Tugela Gardens, Webb Street, Northmead, 1501
Telephone Number:	011 425 3378
Telefax Number:	086 670 0106
Email Address:	rackham@telkomsa.net
Web Address :	www.cosmeticweb.co.za
Information Officer:	Mrs BR Rackham
Postal Address:	P O Box 13519, Northmead, 1511
Telephone:	011 425 3378
Telefax Number:	086 670 0106
Email Address:	rackham@telkomsa.net

Note Public information on the company is available on the company's web site (www.cosmeticweb.co.za). Public information on the company and its services is available in brochure form at the head office.

Part 2 South African Human Rights Commission guide.

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. The Human Rights Commission may be contacted at:

Private Bag 2700; Houghton; 2041

Telephone: 011 484 8300 Fax: 011 484 0582

Web site: www.sahrc.org.za

Part 3 Records.

Records available in terms of Section 52(2) of the Act

(records available without a person having to request access).

Not applicable.

Records that are held in the Company's Head Office.

1. Records relating to Customers
2. Records relating to Cosmeticweb CC
 - 2.1 Financial
 - 2.2 Internal Correspondence

Part 4 Information Request Procedure.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Information Officer of Cosmeticweb CC. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is

made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of Cosmeticweb CC must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the Information Officer of Cosmeticweb CC must refuse a request for access to a record of the Corporation if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Cosmeticweb CC. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Cosmeticweb CC. Access to such records will require the written permission of the third party concerned before Cosmeticweb CC will permit access to view.

In accordance with the above mandatory refusal grounds, the Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

Part 5. Manual Availability.

In addition to the availability of this Manual at the South African Human Rights Commission, copies may also be obtained from the Information Officer of Cosmeticweb CC.

In respect of hard copies, any transmission costs/postage will be for the account of the requester.