



**MANUAL**

**OF**

**TIAUTO INVESTMENTS (PROPRIETARY) LIMITED**  
**(“TIAUTO INVESTMENTS”)**

In terms of

Section 51 of the Promotion of Access to Information Act  
("the Act")

**THE PURPOSE**

The purpose of this document is to serve as the Manual of TiAuto Investments (Pty) Limited as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

# TABLE OF CONTENTS

		<b>Page</b>
	<b>Preamble</b>	3
	<b>Introduction</b>	3
<b>Section A</b>	<b>Particulars in terms of section 51 of the Promotion of Access to Information Act.</b>	4
	1. Contact details	4
<b>Section B</b>	<b>The section 10 Guide on how to use the Act</b>	5
<b>Section C</b>	<b>Information available in terms of the Act</b>	6 - 9
	1. Categories of Information	6 - 9
	2. Procedure for requesting access to the above information.	9
<b>Section D</b>	<b>Information available in terms of other legislation</b>	10
<b>Section E</b>	<b>Information automatically available</b>	11
<b>Section F</b>	<b>Other information as may be prescribed</b>	11
<b>Section G</b>	<b>Availability of the Manual</b>	11
<b>Annexure "A"</b>	<b>Form C – Request for access to record of private body</b>	12 - 15
<b>Annexure "B"</b>	<b>An explanatory note on fees to be charged by a private body when granting a request for Access to Information in terms of the Promotion to Access to Information Act, 2000.</b>	16 - 17

## PREAMBLE

The Promotion of Access to Information Act No. 2 of 2000, came into effect on 9 March 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

## INTRODUCTION TO OUR COMPANY

TiAuto Investments (Pty) Limited (“TiAuto Investments”) has two main business activities being: wholesale of tyres, wheels, batteries and related accessories through its two wholesale divisions YSA and Treads Unlimited. Retail of tyres wheels, batteries, shocks, brakes, undercarriage and related accessories and services through its two retail chains “Tiger Wheel and Tyre” and Tyres and More”.

The scope of the manual includes the following divisions and subsidiary:

Tiger Wheel and Tyre	Tyres and More
YSA	Treads Unlimited
Treads for Africa	Real Estate
Xpress Credit (Pty) Ltd	

A copy of this manual is also available on our website [www.twt.to](http://www.twt.to); [www.tyresandmore.com](http://www.tyresandmore.com); [www.yokohama.co.za](http://www.yokohama.co.za); [www.treadsunlimited.co.za](http://www.treadsunlimited.co.za); [www.xpresscredit.co.za](http://www.xpresscredit.co.za).

## SECTION A

### PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### Contact details

Full name of the entity: TiAuto Investments (Pty) Limited

Registration Number: 2014/173958/07

Head of the entity: Alexander Taplin – Chief Executive Officer  
Designated Information Officer: Heidrun Lohr

Email address of Information Officer: heidrunl@tiauto.co.za

Postal address: P O Box 6007  
Halfway House  
Midrand  
Gauteng  
1685  
South Africa

Street Address: Cnr Old Pretoria and K101 Roads  
Halfway House  
Midrand  
Gauteng  
1685  
South Africa

Telephone number: +27 11 256 4040

Fax number: +27 11 256 4515

Website: [www.twt.co.za](http://www.twt.co.za);  
[www.treadsunlimited.co.za](http://www.treadsunlimited.co.za);  
[www.xpresscredit.co.za](http://www.xpresscredit.co.za);  
[www.tyresandmore.com](http://www.tyresandmore.com);  
[www.yokohama.co.za](http://www.yokohama.co.za)

## SECTION B

### THE OFFICIAL GUIDE

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the Information Officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

**Post:** South African Human Rights Commission  
PAIA Unit  
Research and Development Department  
Private Bag 2700  
Houghton  
2041

**Telephone:** +27 11 484 8300  
**Fax:** +27 11 484 0582  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)  
**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## SECTION C

### INFORMATION AVAILABLE IN TERMS OF THE ACT

It is important to note that access to any information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the information you request is required for the exercise or protection of that right.

#### 1. Categories of Information

Where applicable to the Company, we hold the following categories of information.

- A. Statutory records:**
- Memorandum of incorporation
  - Documents of incorporation
  - Certificate of incorporation
  - Certificate to commence business
  - Register of directors
  - Records relating to the appointment of directors/ Auditors/ Secretary/ Public Officer etc.
  - Share register and other statutory registers.
  - Minute book as well as resolutions passed at general meetings

- B. Finance Administration**  
Annual Financial Statements and related records as required by the various statutes
- C. Corporate communications:**  
Press releases  
Staff magazine
- D. Human Resources**  
All payroll and human resource records as required by the various statutes
- E. Environmental Health and Safety**  
Where relevant, the divisions within the Group hold various categories of information pertaining to the policies and procedures in respect of health and safety, both in respect of the environment and in the workplace. This may include information on safety management systems, general hygiene programmes, environmental impact assessments, environmental management programs and employee public health emergency action plans.
- F. Fixed Property**  
All required information and records as required by the applicable statutes
- G. Movable Property**  
All required information and records as required by the applicable statutes
- H. Intellectual property**  
List of trademarks and registration numbers as required by the applicable statutes
- I. Agreements and Contracts**  
All contracts and agreements required to perform the functions of the Group are retained and maintained.
- J. Legal**
  - a) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation,
  - b) Settlement agreements,
  - c) Material licences, permits and authorisations.
- K. Insurance**
  - a) Insurance policies,
  - b) Claims records,
  - c) Details of insurance coverage's, limits and insurers.
- L. Information Technology**
  - a) Operating systems,
  - b) Software packages,
  - c) Licenses.
  - d) Information policies, standards, procedures and guidelines.

## 2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- a) Our information officer (whose contact details are in section A of this manual);
- b) The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- c) The Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching and compiling the information which you have requested, including copying charges.

## SECTION D

### INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are available in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

1. Arbitration Act No. 42 of 1965	2. Basic Conditions of Employment No. 75 of 1997
3. Broad Based Black Economic Empowerment Act No. 53 of 2003	4. Companies Act No. 71 of 2008
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993	6. Competition Act No. 89 of 1998
7. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1998	8. Consumer protections Act No. 68 of 2008
9. Copyright Act No. 98 of 1978	10. Customs and Excise Act No. 111 of 1991
11. Currency and Exchanges Act No. 9 of 1933	12. Debtor Collectors Act No. 114 of 1998
13. Electronic Communications and Transactions Act No. 25 of 2002	14. Employment Equity Act No. 55 of 1998
15. Financial Intelligence Centre Act No. 38 of 2001	16. Harmful Business Practices Act No. 23 of 1999
17. Income Tax Act No. 95 of 1967	18. Insider trading Act No. 135 of 1998
19. Insolvency Act No. 24 of 1936	20. Labour Relations Act No. 66 of 1995
21. National Credit Act No. 34 of 2005	22. Occupational Health & Safety Act No. 85 of 1993
23. Promotion of Access to information Act N. 2 of 2000	24. Pension Funds Act No. 24 of 1956
25. Skills Development Levies Act No. 9 of 1999	26. Skills Development Act No. 97 of 1998
27. Stamp Duties Act No. 77 of 1968	28. Stock Exchange Control Act No. 1 of 1985
29. Trade Marks Act No. 194 of 1993	30. Transfer Duty Act No. 40 of 1949
31. Unemployment Contributions Act No. 4 of 2002	32. Unemployment Insurance Act No. 63 of 2001
33. Usury Act No 73 of 1968	34. Value Added Tax Act No. 89 of 1991

## SECTION E

### INFORMATION AUTOMATICALLY AVAILABLE

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such disclosure. If a private company chooses to make such a voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

## SECTION F

### OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

## SECTION G

### AVAILABILITY OF THE MANUAL

**This manual is also available for inspection during office hours at the registered office of TiAuto (Pty) Ltd free of charge. Copies are available from the SAHRC and on our websites as listed above**

# ANNEXURE "A"

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53 (1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))  
[Regulation 10]

### A. Particulars of private body

The Head:

.....  
.....

### B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: .....

Identity number: .....

Postal address: .....

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### A. Particulars of private body

The Head:

### B. Particulars of person requesting access to the record

### C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: .....

Identity number: .....

### D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:.....

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**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: .....

.....

.....

Form in which record is required:.....

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.....

Mark the appropriate box with an **X**.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the soundtrack (cassette or digital record)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form*
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Postage is payable.</b>			

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: .....
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: .....

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record? .....

Signed at..... this ..... day of ..... 20 .....

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

## **ANNEXURE “B”**

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. All prices are exclusive of VAT. The present charges are as follows:

### **1. Copies of a manual**

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

### **2. Reproduction fees<sup>1</sup>**

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

### **3. Access fees<sup>2</sup>**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

### **4. Other fees**

- 4.1 A request fee<sup>3</sup> of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.<sup>5</sup>
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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<sup>1</sup> Section 52(3) and Regulation 1(1).

<sup>2</sup> Section 54(7) and Regulation 11(3).

<sup>3</sup> Section 54(1) and Regulation 11(2).

<sup>4</sup> Annexure “A”, Part III, Item 4(1)(f).

<sup>5</sup> Section 54(2).

PART III  
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees (all exclusive of VAT) for reproduction referred to in regulation 11 (1) are as follows:
 

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) compact disc .....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof .....	40,00
(ii) For a copy of visual images .....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record .....	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof .....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0,75
(c) For a copy in a computer-readable form on—	
(i) compact disc .....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images .....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

  - (2) For purposes of section 54 (2) of the Act, the following applies:
    - (a) Six hours as the hours to be exceeded before a deposit is payable; and
    - (b) one third of the access fee is payable as a deposit by the requester.
  - (3) The actual postage is payable when a copy of a record must be posted to a requester.