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Registration Number 2008/024878/23

**Retail Prime T/A**  
**Retail Point**  
**MANUAL**  
**in terms of**  
**The Promotion of Access to Information Act**  
**2/2000**  
**(the "ACT")**

1 JULY 2014

COPY OF MANUAL AVAILABLE  
ON WEBSITE  
[WWW.RETAILPOINT.CO.ZA](http://WWW.RETAILPOINT.CO.ZA)

**Retail Prime t/a Retail Point**

P O Box 1700 Olivedale 2158 Tel:+27 11 837 2282 Fax:+27 086 244 5219  
Reg No: 2008/024878/23 VAT No: 4480246810

# **INDEX**

- 1. Introduction to RETAIL PRIME CC Trading as RETAIL POINT**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Legislation**
- 5. Access To Records and Availability**
- 6. Form of Request**
- 7. Prescribed Fees**

## **1. INTRODUCTION**

Retail Prime T/A Retail Point CC conducts business as an IT Point of Sale provider offering software, hardware, training and support services for the small to medium Retail stores i.e. Fashion, Bedding, Sweet shops, Zoo's to name a few. We are an Authorized Microsoft Dynamics Retail Management Point of Sale software and Dineware Hospitality reseller.

## **2. COMPANY CONTACT DETAILS**

Persons designated/duly authorized persons:

Directors: MR C W Urquhart (Managing)

Office Manager Miss C L Urquhart

Information officer: Caron Urquhart

Postal Address: P.O. Box 1700 Olivedale 2158

Street Address: No 1 Railway Street

Mayfair West, Johannesburg

Telephone Number: + 27 11 837 2282

Fax Number: + 27 086 244 5219

Email Address: [caron@retailpoint.co.za](mailto:caron@retailpoint.co.za)

Web address: [www.retailpoint.co.za](http://www.retailpoint.co.za)

### **3. THE ACT**

- 3.1** The ACT grants a requester access to records of Retail Prime, if the record is required for the exercise or protection of any 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.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in all official languages by the commission.

The contact details of the Commission are:

Postal Address: Private Bag x2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

## 5. ACCESS TO RECORDS AND AVAILABILITY

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li></ul>	Freely available on Website <a href="http://www.retailpoint.co.za">www.retailpoint.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company)</li><li>• Management Accounts</li></ul>	Close Corporation - Not required to disclose. Not available.
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Electronic Product Brochures</li></ul></li><li>• Marketing Strategies</li></ul>	Limited Information available on request

## **6. FORM OF REQUEST**

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](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- 6.2** Address your request to Caron Urquhart.
- 6.3** Provide sufficient details to enable the Retail Prime to identify:
- (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) 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**

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.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/> a copy has been attached herewith.

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Colin Urquhart Managing Director