

Manual prepared in terms of section 51 of Promotion of Access to Information Act, No 20 of 2000 for the following private entity:

Registered Name: **BRIDGESTONE SOUTH AFRICA RETAIL (PTY) LTD**

Registered Number: **1983/010523/07**

1. **Contact details** (Section 51(1)(a) of the Act)

All requests for information in terms of this manual should be directed to:

Information Officer: **ROMANO M DANIELS – Managing Director**
Physical Address: **Cnr. Quality and Isando Roads, Isando, Gauteng**
Postal Address: **P O Box 570, Isando, 1600**
Telephone Number: **(011) 966 5900** Fax Number: **(011) 392-3358**
E-mail address: **romano@bsaretail.com**

2. **Description of guide referred to in section 10 of Act** (Section 51(1)(b) of Act)

The “guide” is the “book” compiled by the SA Human Rights Commission in terms of s10 of the Act for the purposes of reasonably assisting a person who wishes to exercise any right in terms of the Act; available on website www.sahrc.org.za and for *inter alia* any Magistrate’s Office, Post Office or office of the SAHRC.

3. **Notice(s) in terms of section 52(2) of Act** (Section 51(1)(c) of act)

No submissions have been made and the Minister has therefore not published any notice in the Government Gazette. Information shall only be made available in accordance with the provisions of the Act and upon due process in terms of sections 53 and 54 of the Act. Requests for access to records and information may be refused in terms of the provisions of section 62 through 69 of the Act.

4. **Records available in terms of other legislation** (Section 51(1)(d) of Act)

Records are kept and information is available in terms of various provisions of the following legislation:

(Please note that this is not necessarily an exhaustive list).

Basic Conditions of Employment Act 75 of 1997; Compensation for Occupational Injuries and Diseases Act 130 of 1993; Income Tax Act 58 of 1962; Labour Relations Act 66 of 1995; Occupational Health and Safety Act 85 1993; Regional Services Council Act 109 of 1985; Skills Development Act 97 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Value-added Tax Act 89 of 1991.

5. **Other Records** Section 51(1)(e) of Act

The following additional information is available from the Information Officer upon due process (see clause 3 *supra*): (Please note that this is not necessarily an exhaustive list).

Financial records; including asset registers, banking records, financial statements, management accounts, invoices and VAT records.

Human Resource records; including contracts and agreements, payroll information, policies and procedures, staff records and training records.

Franchise documentation; including Franchise Agreements, Franchise Policies & Procedures and current Franchise staff data, including training records.

6. **Additional prescribed information** (Section 51(1)(f) of Act)

No Additional information is prescribed.

7. **Availability of Manual**

This manual is available for inspection, free of charge, at the offices of the Information Officer per the detail provided in clause 1 *supra*.

A copy has also been forwarded to the SA Human Rights Commission. The manual can also be viewed on the websites

www.autoquip.co.za , www.supaquick.co.za and www.speedy.co.za .