

LANGARO PROPRIETARY LIMITED

Registration Number of Company: 2012/041988/07

PUBLIC ACCESS TO INFORMATION MANUAL

(“PAIA MANUAL”)

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. **INTRODUCTION**

Langaro Proprietary Limited is a Wellness and Beauty Day Spa, for women and men is located in Camps Bay, Cape Town, South Africa. We have chosen only the very best products and technology, to ensure quality and results. We offer a range of custom-designed body and beauty treatments including Signature Therapies and Therapy Journeys, Skin Care and Massages, using a holistic approach and promoting all-over wellness of the body, mind and soul. Offering aesthetic treatments, as well as facials, massage and body therapies. We also have a full service hair salon and nail bar as well as fashion boutique.

2. **COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Directors: Ms Kirsty Da costa (CEO)

Tel 021 437

Postal Address: 15 The Fairway, Cape Town, 8005

Street Address: Langaro Lifestyle Centre, 15 The Fairway, Camps Bay, Cape Town, 8005

Telephone Number: 021 437 1690

Email: info@langaro.com

3. **THE ACT**

- 3.1 The ACT grants a requester access to records of a private body, 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 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain

information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
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 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 38 of 2001	Financial Intelligence Centre Act
12	No 30 of 1996	Health and Safety
13	No 4 of 2013	Protection of Personal Information Act
14	No 69 of 2008	Consumer Protection Act
15	No 53 of 1998	Short Term Insurance Act
16	No 61 of 1997	Compensation for Injury and Diseases Act
17	No 91 of 1964	Customs and Excise Act
18	International	IFRS for SME

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site www.langaro.com
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Not available Not available Not available. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Not available Not available

6. FORM OF REQUEST (Section 51 (1) (e))

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
- 6.2** Address your request to the Company Secretary
- 6.3** Provide sufficient details to enable the COMPANY 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.