

Evolabs (Pty) Ltd
Promotion of Access to Information Manual

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1. Introduction

This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act").

Last updated September 2021

2. Information required in terms of section 51 of the Act

2(a) Information required in terms of section 51(1)(a) of the Act

Name of Company:	Evolabs (Pty) Ltd
CEO of Company:	Kim Lombard
Email address:	enquiries@evolabs.com
Street address:	1 st Floor Earlgo Building, Cnr Kloof Street and Park Road Gardens, Cape Town, 8001
Postal address:	PO Box 1606, Cape Town, 8000
Telephone address:	021 201 1310
Website address:	www.evolabs.com

2(b) Information required in terms of section 51 (1)(b)(i) of the Act

In terms of section 10 of the Act, the Information Regulator is required to compile and publish a guide containing such information as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. The guide can be obtained on the website of the Information Regulator (<https://info regulator.org.za/>) and upon request to the Information Officer.

A copy of the Guide is also available at the offices of the company, in English and Afrikaans, for public inspection during normal office hours.

2(c) Information required in terms of section 51(1)(b)(ii) of the Act

Section 51 (b) (ii) of the Act relates to the categories of records of the Company which are made available without a person having to request access in terms of the Act.

Records are kept in accordance with the following legislation:

Human Resources

Basic Conditions of Employment Act 75 of 1997
Occupational Health and Safety Act 85 of 1993
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Unemployment Insurance Act 63 of 2001
Employment Equity Act 55 of 1998
Labour Relations Act 66 of 1995
Compensation for Occupational Injuries and Diseases Act 130 of 1993

Finance

Companies Act 71 of 2008
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

Other

Customs and Excise Act 91 of 1964
Trademarks Act 194 of 1993

2(d) Information required in terms of section 51(1)(b)(iii) of the Act

Other documents which may be requested include:

Agreements

Contracts with suppliers, lease agreements, insurance contracts and distribution agreements

General documents

Memorandum of Incorporation, other documents of incorporation, management accounts, documents of title, banking records, accounting records, asset register, trademarks register, domain name register, meeting minutes

Operational

Production and marketing information

Human Resources

Employment contracts, pension fund records, medical aid records, leave and absence records, independent contractor agreements and policies

Information Technology

Maintenance agreements, licensing documentation

2(e) Information required in terms of section 51 (c) of the Act

- (i) The organisation processes personal information for the purposes of employment of personnel and the distribution of skincare products globally.
- (ii) Data collected for the above purposes includes employee details, distributor information and their employee details, supplier information, and customer care information.
- (iii) Personal information is supplied to a third parties for payroll and benefit processing, and for the backing up of data.
- (iv) Distributor information, including employee details, is held on international (cloud) servers. Consumer personal information is only transferred cross border when necessary to resolve a query.
- (v) Appropriate physical (including on-site security and sign-in, access controlled areas, alarms and 24 hr response) and technological (including access control, use of VPN's, data encryption, regular back-ups, use of firewalls, use of antivirus and malware software, password protection) measures are in place to ensure the confidentiality, integrity and availability of information which is to be processed.

3. The request procedures

The Act requires that requests for records must be made in the prescribed form, which can be found at <https://inforegulator.org.za/>. The form is also available at the contact address of the Company and is attached to this manual.

The request for a record may be subject to the payment of a fee and will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act.

4. Availability of the manual

The manual is available for inspection at the offices of the Company, free of charge, and can be found on the Company's website, www.evolabs.com. It has also been submitted to the Information Regulator.

FORM 2
REQUEST FOR ACCESS TO RECORD
[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

_____ (Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: _____
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required, and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (<i>Please specify</i>)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature
of Information Officer