PAIA MANUAL FOR FOSCHINI LIMITED

(Registration number 1937/009504/06)

in accordance with Section 51 of the Promotion of Access to Information Act No 2 of 2000 ("the Act")

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A. INTRODUCTION TO FOSCHINI LIMITED

The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from Foschini Limited as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requester is advised to contact our Information Officer(s) should he / she require any assistance in respect of the use of this manual and/or requesting of documents / information from Foschini Limited.

The following words in this manual mean:-

"the Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations.

"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Foschini Limited.
"Foschini Limited"	shall mean Foschini Limited, and its subsidiaries.
"SAHRC"	shall mean the South African Human Rights Commission.

Foschini Limited is an investment holding company whose shares are listed on the JSE Securities Exchange (SA) and whose subsidiaries, through their operating divisions – Foschini, branded as Foschini, Donna-Claire, Fashion Express, Luella; Markham, branded as Markham; Exact!; The Sports Division, branded as Sport Scene, Totalsports, Due South; TFG Apparel Supply Company; The Jewellery Division, branded as American Swiss, Sterns, Matrix; @home branded as @home, @homelivingspace; Retail Credit Solutions and Foschini Retail Group (Pty) Ltd–retail clothing, jewellery, accessories, cosmetics, sporting apparel, housewares and financial products to the broad, middle–income group throughout Southern Africa.

It also administers The Foschini Group Retirement Fund through its subsidiary Foschini Retail Group (Pty) Ltd

Foschini Limited is a private body as defined in the Act.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Contact details (in terms of Section 51(1)(a) of the Act)

Foschini Limited	
Chief Executive Officer:	A.D. Murray
Information Officer :	Christine Malan for: Foschini, Donna-Claire, Fashion Express, Luella, Markham, Exact!, Sport Scene ,Totalsports, Due South, TFG Apparel Supply Company, American Swiss, Sterns, Matrix, @home, @homelivingspace:
Street Address:	Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500
Postal Address:	P.O. Box 6020, Parow East, 7501
Telephone:	+ 27 21 938 1911
Website:	www.foschinigroup.co.za
E-mail:	proatia1@foschini.co.za
AND	

Information Officer :	Carin Wiese for: The Foschini Group Retirement Fund
Street Address:	Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500
Postal Address:	P.O. Box 6020, Parow East, 7501
Telephone:	+ 27 21 938 1911
Website:	www.foschinigroup.co.za
E-mail:	proatia@foschini.co.za
AND	
Information Officer :	C Adler for: Retail Credit Solutions (Pty) Ltd (the debt collecting company of Foschini Retail Group (Pty) Ltd), and Foschini Retail Group (Pty) Ltd
Street Address:	Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500
Postal Address:	P.O. Box 6020, Parow East, 7501
Telephone:	+ 27 21 937 4591
Fax:	+ 27 21 938 7409
Website:	www.foschinigroup.co.za
E-mail:	proatia@foschini.co.za
AND	
Information Officer	G Harker for: RCS Personal Finance, RCS Cards, RCS Home Loans, RCS Vehicle Finance

Street Address:	Ground Floor, Liberty Grande Building,
	Corner of Voortrekker Road and Vanguard Drive, Goodwood, 7460
Postal Address:	PO Box 6020, Parow East, 7501
Telephone:	021 597 4000
Fax:	021 597 4727
Website:	www.foschinigroup.co.za
E-mail:	paia@rcsgroup.co.za

1. The section 10 Guide on how to use the Act (in terms of Section 51(1)(b))

In terms of section 10 of the Act, the SAHRC is required to compile, in each official language, a guide to the Act to assist people in exercising their rights under the Act. This guideis available from the SAHRC. The SAHRC may be contacted at:

The South African Human Rights Commission (SAHRC):
PAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700 Houghton
	2041
Telephone:	+27 11 484-8300
Fax: Website:	+27 11 484-0582 www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

2. Records available in terms of any other legislation (in terms of Section 51(1)(d))

Foschini Limited keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list): -

i. Administration of Estates Act, No. 66 of 1965

ii. Alienation of Land Act No. 68 of 1981

iii. Arbitration Act No. 42 of 1965

iv. Banks Act No. 94 of 1990

v. Basic Conditions of Employment No.75 of 1997 (including Sectoral Determination 9: Wholesale and Retail Sector)

vi. Broad Based Black Economic Empowerment Act No. 53 of 2003

vii. Closed Pension Fund Act No. 197 of 1993

viii. Companies Act No. 61 of 1973

ix. Companies Act No. 71 of 2008

x. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

xi. Competition Act No. 89 of 1998

xii. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988

xiii. Consumer Protection Act No. 68 of 2008

xiv. Copyright Act No. 98 of 1978

xv. Credit Agreements Act No. 75 of 1980

xvi. Criminal Procedure Act No. 51 of 1977

xvii. Currency and Exchanges Act No. 9 of 1933

xviii. Customs and Excise Act No. 91 of 1964

xix. Debtor Collectors Act No. 114 of 1998

xx. Employment Equity Act No. 55 of 1998

xxi. Electronic Communications and Transmissions Act No. 25 of 2002

xxii. Finance Act No. 35 of 2000

xxiii. Financial Advisory and Intermediary Services Act No. 37 of 2003

xxiv. Financial Intelligence Centre Act No. 38 of 2001

xxv. Financial Services Board Act No. 97 of 1990

xxvi. Financial Relations Act No. 65 of 1976

xxvii. Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972

xxviii. General Pensions Act No. 29 of 1979

xxix. Harmful Business Practices Act No. 23 of 1999

xxx. Home Loan and Mortgage Disclosure Act No. 63 of 2000

xxxi. Import and Export Control Act No. 45 of 1963

xxxii. Income Tax Act No. 95 of 1967

xxxiii. Insider Trading Act No. 135 of 1998

xxxiv. Insolvency Act No. 24 of 1936

xxxv. Insurance Act No 27 of 1943

xxxvi. Intellectual Property Laws Amendments Act No. 38 of 1997

xxxvii. Labour Relations Act No. 66 of 1995

xxxviii. Long Term Insurance Act No. 52 of 1998

xxxix. Medical Schemes Act No. 131 of 1998

xl. Merchandise Marks Act No. 17 of 1941

xli. National Building Regulations and Building Standards Act No. 103 of 1977

xlii. National Credit Act No. 34 of 2005

xliii. National Environmental management : Waste Act No. 59 of 2008

xliv. Occupational Health & Safety Act No. 85 of 1993

xlv. Pension Funds Act No. 24 of 1956

xlvi. Post Office Act No. 44 of 1958

xlvii. Price Control Amendment Act, No. 80 of 1967

xlviii. Prescribed rate of Interest Act No. 55 of 1975

xlix. Prevention and Combating of Corrupt Activities Act No. 12 of 2004

l. Promotion of Access to Information Act No. 2 of 2000

li. Protected Disclosures Act No. 26 of 2000

lii. Protection of Businesses Act No. 99 of 1978

liii. Regional Services Councils Act No. 109 of 1985

liv. Regulation of Interception of Communications and Provision of Communication Related Information Act No 70 of 2002 (as amended)

lv. SA Reserve Bank Act No. 90 of 1989

lvi. Second Hand Goods Act No. 23 of 1955

lvii. Sale and Services Matters Act No. 25 of 1964

lviii. Securities Services Act No. 36 of 2004

lix. Short Term Insurance Act No. 53 of 1998

lx. Skills Development Levies Act No. 9 of 1999

lxi. Skills Development Act No. 97 of 1998

lxii. Stamp Duties Act No. 77 of 1968

lxiii. Standards Act No. 29 of 1993

lxiv. Stock Exchange Control Act No. 1 of 1985

lxv. Tax on Retirement Funds Act No. 38 of 1996

lxvi. Trade Practices Act No. 76 of 1976

lxvii. Trade Marks Act No. 194 of 1993

lxviii. Uncertificated Securities Tax Act No. 31 of 1998

lxix. Unemployment Contributions Act No. 4 of 2002

lxx. Unemployment Insurance Act No. 63 of 2001

lxxi. Usury Act No 73 of 1968

lxxii. Value Added Tax Act No. 89 of 1991.

3. Gaining access to records held by Foschini Limited (in terms of Sections 51(1)(c) and 51(1)(e)).

4.1 What categories of records are, or will be, automatically available without you having to request access to these records in terms of the Act?

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 voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

4.2 What records can you request?

(in terms of Section 51(1)e))
Requests for records in respect of Foschini, Donna-Claire, Fashion Express, Luella, Markham, Exact!, Sport Scene, Totalsports, Due South, TFG Apparel Supply Company, American Swiss, Sterns Matrix, @home, @homelivingspace, Foschini Group Retirement Fund are to be forwarded to our Information Officer as follows:

Christine Malan

Street Address: 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500

Postal Address: P.O. Box 6020, Parow East, 7501

Telephone: +27 21 938 1911

Website: www.foschinigroup.co.za

Email: proatia1@foschini.co.za

Or

Requests for records in respect of the Foschini Group Retirement Fund are to be forwarded to our Information Officer as follows:

Carin Wiese

Street Address: 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500

Postal Address: P.O. Box 6020, Parow East, 7501

Telephone: +27 21 938 1911

Website: www.foschinigroup.co.za

Email: proatia@foschini.co.za

Or

Requests for records in respect of Retail Credit Solutions or Foschini Retail Group are to be forwarded to our Information Officer as follows:

C Adler

Street Address: 340 Voortrekker Road, Parow East, Cape Town, Western Cape, 7500

Postal Address: P.O. Box 6020, Parow East, 7500

Telephone: + 27 21 937 4591

Fax: + 27 21 938 7409

Website: www.foschinigroup.co.za

E-mail: proatia@foschini.co.za

Or

Requests for records in respect of RCS Personal Finance, RCS Cards, RCS Home Loans and RCS Vehicle Finance are to be forwarded to our Information Officer as follows:

G Harker

Street Address: Ground Floor, Liberty Grande Building, Corner of Voortrekker Road and Vanguard Drive, Goodwood, 7460

Postal Address: PO Box 6020, Parow East, 7501

Telephone: 021 597 4000

Fax: 021 597 4727

Website: www.foschinigroup.co.za

E-mail: paia@rcsgroup.co.za

Records that may- be requested are set out in the following categories and types:

CATEGORIES & TYPES OF RECORDS HELD BY THE FOSCHINI GROUP

STATUTORY:

- registers
- annual reports
- statutory records & returns
- agreements
- trade marks & patents
- licenses
- copyrights & designs
- title deeds
- lease agreements

HUMAN RESOURCES:

- policies & procedures
- employment equity plan & report
- skills development plan
- pension
- IR disciplinary & grievance procedures & hearings
- CCMA records
- records & reports

ADMIN, FINANCE & ACCOUNTING:

- accounting records
- suppliers records
- policies & procedures
- store records

RETIREMENT FUND

- Rules
- Registers
- Policies and Procedures
- Correspondence
- Statutory records and returns

CREDIT SERVICES:

- customer records
- credit application forms
- terms & conditions
- correspondence

ASSETS & SECURITY:

- procedures & schedules

4.3 How do you request records?

The following procedures must be followed.

- You must use the prescribed form to make the request for access to a record.
- You can download the form from the Department of Justice website at www.doj.gov.za.
- Your request must be made to the relevant Information Officer.
- Your request must be made to the address, or fax number or electronic mail address as set out under 1 above.
- You must provide sufficient detail on the request form to enable the Information Officer to clearly identify the record as well as your specific identity.
- You must also indicate which form of access you require.
- You must also indicate if you wish to be informed in any other manner and if so, you must state the necessary particulars required to be so informed.
- You must identify the right that you are seeking to protect or that you wish to exercise and you must provide an explanation as to why the requested record is required for the protection or exercise of that right.
- If you are making the request on behalf of another person, you must submit proof, to the satisfaction of the Information Officer, of the capacity in which you are making the request.
- The prescribed fee (if any) must be paid as set out in 7 below.

5. Other information as may be prescribed in terms of Section 51(1)(f)

In terms of this Section, the Minister may publish a notice prescribing any other information that companies will have to disclose.

6. Availability of the manual (in terms of Section 51(3))

6.1 This manual is available for inspection during office hours, at no cost, at our head office, for

6.1.1 Foschini, Donna-Claire, Fashion Express, Luella, Markham, Exact!, Sport Scene, Totalsports, Due South, TFG Apparel Supply Company, American Swiss, Sterns Matrix,@home and

@homelivingspace - situated at Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town;

6.1.2 The Foschini Group Retirement Fund - situated at Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town; and

6.1.3 Retail Credit Solutions and Foschini Retail Group, - situated at Stanley Lewis Centre, 340 Voortrekker Road, Parow East, Cape Town;

6.1.4 RCS Personal Finance, RCS Cards, RCS Home Loans, RCS Vehicle Finance - situated at Ground Floor, Liberty Grande Building, Corner of Voortrekker Road and Vanguard Drive, Goodwood, Cape Town.

6.2 Should you wish to obtain a copy of this manual, or part thereof, such copy can be obtained from either:

6.2.1 Our head office, at the prescribed fee as set out in Item 1 of Part III of the Fee Schedule; or

6.2.2 The South African Human rights Commission. Please direct your query for a copy directly to the SAHRC details of which are set out in 2 above; or

6.2.3 The Government Gazette (the Government Printers); or

6.2.4 it can be downloaded from our website at www.foschinigroup.co.za

7. Prescribed fees.

i. Once your request is made, you will receive notice from us to pay the prescribed fee of R50.00.

ii. This prescribed fee must be paid before your request will be processed.

iii. Payment of this fee is to be made as directed by the Information Officer.

iv. If you are making a request in your personal capacity, payment of the prescribed fee of R50.00 may not be required.

v. We will then make a decision in respect of your request and will notify you of our decision

vi. Should your request be refused, you may lodge an application at court against the tender or payment of the requested fee as will be advised in the Notice to you (in terms of (sec 54(3)(b) of the Act).

vii. If your request is granted then you will have to pay a further access fee for the search, reproduction and preparation of the record as well as for any time, that has exceeded the prescribed hours, to search and in order prepare the record for disclosure to you (in terms of sec 54(6)) of the Act).

viii. The fees schedule can be downloaded form the Department of Justice website at www.doj.gov.za

VALUE ADDED TAX: Please note that certain of Foschini Limited's subsidiaries are registered under the Value-Added Tax Act (Act No. 89 of 1991) as a vendor and may in terms thereof add value-added tax (VAT) to all fees prescribed.

8. Prescribed forms.

Your request must be set out in the prescribed form, which you can download from the Department of Justice website at www.doj.gov.za and after completion must be forwarded to:

Foschini Limited

Foschini, Donna-Claire, Fashion Express, Luella, Markham, Exact!, Sport Scene, Totalsports, Due South, TFG Apparel Supply Company, American Swiss, Sterns, Matrix, @home and @homelivingspace

For attention : Christine Malan
Stanley Lewis Centre
340 Voortrekker Road, Parow East, 7500
P.O.Box 6020, Parow East, 7501

Tel: +27 21 938 1911

For: **The Foschini Group Retirement Fund**

For attention : Carin Wiese
Stanley Lewis Centre
340 Voortrekker Road, Parow East, 7500
P.O.Box 6020, Parow East, 7501

Tel: +27 21 938 1911

For: **Retail Credit Solutions and Foschini Retail Group**

For attention: C Adler
Stanley Lewis Centre
340 Voortrekker Road, Parow East, 7500
P.O.Box 6020, Parow East, 7500

Tel: +27 21 9387 4591

Fax: +27 21 938 7409

For: **RCS Personal Finance,**

For attention: G Harker
Ground Floor, Liberty Grande Building, Corner of Voortrekker Road and Vanguard Drive, Goodwood, 7460
PO Box 6020, Parow East, 7501

Tel: 021 597 4000

Fax: 021 597 4727