

P27_6

Section 51 of PAIA Manual



Company information and contact details

Company Name: Nebeau (Pty) Ltd

Company Registration number: 2014/242182/07

Directors: Nolene Owen

Office Manager: Elbe Jansen van Rensburg

Registered Address: 36 Liza Road
Flamwood
Klerksdorp
2570

Company Postal Address: P.O. Box 2361
Klerksdorp
2570

Physical Address: 3 Janice Avenue
Flamwood
Klerksdorp
2571

Contact numbers: 018 468 1001
082 870 2587

Fax number: 086 634 6891

E-mail address: finance@nebeau.co.za

Nature of the business

Nebeau (Pty) Ltd started operating in June 2014 and was fully incorporated with the CIPC on 12 February 2015.

Nebeau imports high quality cosmetics from established and renowned international manufacturers and wholesale these to South African salons. Through proper procurement practices, the Company keeps products as affordable as possible, thus ensuring that big and small salons alike can have access to high-performance products.

Our brands are focused on the hair professional to bring creativity and passion to their work every day. We therefore sell exclusively to salons and professional retail stores:

- The Company is the sole importer of *Inebrya* for South Africa. This is a premium haircare range imported from Pettenon, Italy.
- Keratin Structure is a hair Botox treatment system and home-care range imported from Edelstein, Italy;
- Our men's range, XFLEX, is imported from Edelstein, Italy;
- The Company supplies a vegan and formaldehyde free Brazilian smoothing system called Onlys. This treatment solution with its home-care range is imported from Alterlook, Spain;
- The Company also import a Black hair bleach from Alterlook, Spain.

The Company sells nationally to hair salons through a network of sales agents and representatives, whom are mostly situated in the provinces and not at Head Office.

The Promotion of Access to Information Act

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.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.

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 SAHRC are:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Postal Address:
Private Bag 2700
Houghton
2041
Telephone: +27 11 484-8300

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Fax: +27 11 484-0582
Website: <http://www.sahrc.org.za>
E-mail: PAIA@sahrc.org.za

Applicable Legislation

Information is available in terms of the following legislation, if and where applicable:

Companies Act No. 61 of 1973
Value Added Tax Act No. 89 of 1991
Income Tax Act No. 58 of 1962
Basic Conditions of Employment Act No. 75 of 1997
Labour Relations Act No. 66 of 1995
Unemployment Insurance Act No. 30 of 1966
Employment Equity Act No. 55 of 1998
Promotion of Access to Information Act No. 2 of 2000
Protection of Personal Information Act 4 of 2013

Schedule of records

Certain records are available without a person having to request access in terms of this Act. This information can be defined as operational information needed in the day to day running of the Company and is generally of little to no use to persons outside the Company.

Subject	Record	Availability
Terms of sale	Terms & Conditions	https://nebeau.co.za/terms-conditions/
Media releases	News	https://nebeau.co.za/category/news/
Privacy policy	POPI Manual	https://nebeau.co.za/category/POPI-manual
Product information	Product Catalogue	https://nebeau.co.za/wp-content/uploads/Nebeau-Catalogue-2020.pdf
	Product Guide	https://nebeau.co.za/wp-content/uploads/47_Product-Guide-A4-book-2020.pdf
	Colour charts	Various at https://nebeau.co.za/wp-content/uploads/
	Product brochures	Various at https://nebeau.co.za/wp-content/uploads/
Corporate records	Share register	Physical address
	Register of directors	Physical address

Subject	Record	Availability
Financial	Annual Financial Statements	Not available. Request in terms of PAIA.
	Tax returns and Assessments	
	Fixed Asset Register	
	Management Accounts	
	Supplier agreements	
Marketing	Market analysis	Not available. Request in terms of PAIA.
	Customer database	
	Sales records	
	Marketing strategies	

For the detailed records not stated above, the prescribed form as set out by the Act can be used. This information, together with the prescribed fees payable, is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

This manual is available at our offices free of charge.

Form of request

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the SAHRC at www.sahrc.org.za.
- Address your request to the Director.
- Provide sufficient details to enable the Company to identify:
 - The record(s) requested;
 - The requester, and if an agent is lodging the request, proof of capacity;
 - The form of access required;
 - The postal address or email of the requester;
 - 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.

Prescribed fees

The following applies to requests:

- A requestor is required to pay the prescribed fees before a request will be processed;
- If the preparation of the record requested requires more than the prescribed 6 hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SAHRC www.sahrc.org.za.

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