

Access of Information

MANUAL OF

Company name

Prepared in Accordance with

Section 51

Promotion of Access to

Information Act

Number 2 of 2000 ('the Act')

1. CONTACT PARTICULARS:

Address :	Name & Surname:
	P.O. Box :
Tel:	e-mail:
Fax:	Cell :

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT:

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in All official languages, from the Human Rights Commission, Tel (011) 484-8300 fax (011) 484-7149

The Guide will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2005.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD:

Information, which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from Company name .

4. INFORMATION HELD:

The following records are available in accordance with the following legislation:

- 4.1. Administration of Estate
- 4.2. Estate Duty
- 4.3. Basic Conditions of Employment
- 4.4. Closed Corporation
- 4.5. Companies
- 4.6. Compensation for Occupational Injuries Diseases

- 4.7. Consumer Affairs
- 4.8. Exchange Control Amnesty
- 4.9. Financial Advisory and Intermediary Services
- 4.10. Financial Intelligence Centre
- 4.11. Debtor Collectors
- 4.12. Employment Equity
- 4.13. Banks
- 4.14. Competitions
- 4.15. Electronic Communications and Transactions
- 4.16. Insider Trading
- 4.17. Income Tax
- 4.18. Conversion of SASRIA
- 4.19. National Small Business
- 4.20. Inspection of Financial Institutions
- 4.21. Labour Relations
- 4.22. Long Term Insurance
- 4.23. Medical Schemes
- 4.24. Occupational Health & Safety
- 4.25. Preferential Procurement
- 4.26. Post Office
- 4.27. SA Revenue Services
- 4.28. Un-certificated Securities Tax
- 4.29. Short Term Insurance
- 4.30. Skills Development Levies
- 4.31. Skills Development
- 4.32. Stamp Duties
- 4.33. Statistics
- 4.34. Tax on Retirement Funds
- 4.35. Maintenance
- 4.36. Unemployment Contributions
- 4.37. Unemployment Insurance
- 4.38. Usury
- 4.39. Value Added Tax

The subjects on whom the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 of the Act.

5.1 OPERATIONAL / SALES RECORDS:

- 5.1.1 Services / Customer Details
- 5.1.2 Administration Matters

5.2 OFFICE EQUIPMENT RECORDS:

- 5.2.1 Maintenance
- 5.2.2 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Invoices
- 5.3.2 Orders
- 5.3.3 Contracts

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary Records
- 5.4.2 Performance Assessments and Records
- 5.4.3 Payroll and Commission Records
- 5.4.4 Leave, Sick Leave, Maternity and Special Leave
- 5.4.5 Returns to UIF
- 5.4.6 Employment Contracts

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial Reports

- 5.5.2 VAT Returns
- 5.5.3 Income Tax Returns and Assessments
- 5.4.1 Short Term Insurance

6. REQUESTING PROCEDURES:

The necessary request form that is available at the offices of **Company name** or can be accessed on

the completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Managing Member of **Company name**. The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the offices of **Company name** on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7. AVAILABILITY OF THE MANUAL:

Copies of this manual are available for inspection, free of charge; at the offices of **Company name** copies are also available from the South African Human Rights Commission and from the Government printer.