

ROTOCOR CC T/A LABEL MATE

ACCESS TO INFORMATION MANUAL

(PRIVATE BODY)

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 2 OF 2000

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PRACTICAL ACCOUNTING SOLUTIONS (PTY) LTD

Jade Cranston

Professional Accountant SA- Practice no. 17675

Member of the South African Institute of Professional Accountants

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1. PREAMBLE

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively protect a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This Manual has been prepared in accordance with Section 51 of The Promotion of Access to Information Act No. 2 of 2000.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

The Section 10 Guide on how to use the Act is available from the South African Human Rights Commission [Sec 51(1)(b)].

2. INTRODUCTION TO RTOCOR CC

| | |
|--|---|
| Business Registration No: | 1996/015256/23 |
| Nature of Business: | Label Manufacturers + Printers |
| Business Description: | Label Manufacture & Printers Agents for packaging, Safety Ware & Other print not done by us. |
| Province in which business is conducted: | KwaZulu Natal |
| Head of Business: | Terence (Terry) Alan Noakes |
| Number of Member(s): | 1 |
| Directors/Members Name(s): | Terence Alan Noakes |

3. DETAILS OF ORGANISATION [SECTION 51(1)(a)]

Postal Address: PO Box 587
New Germany
3620

Physical Address: 12 Ivy Road
Pinetown
Durban
3600

Telephone Number: 031-709 6900
Fax Number: 031-709 6869
E-Mail Address: terry@labelmate.co.za
Website: www.labelmate.co.za

4. DETAILS OF INFORMATION OFFICER [SECTION 51(1)(a)]

Information Officer: Terry

Postal Address: PO Box 587
New Germany
3620

Physical Address: 12 Ivy Road
Pinetown
Durban
3600

Telephone Number: 031 709 6900
Fax Number: 031 7096869
E-Mail Address: terry@labelmate.co.za

5. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION**[SECTION 51(1)(c)]**

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister, a description of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge.

There are no records that are freely available to be requested in terms of this Act.

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**[SECTION 51(1)(d)]**

- Basic Conditions of Employment Act 75 of 1997
- Close Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Promotion of Access to Information Act 2 of 2000
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

7. RECORDS THAT MAY BE REQUESTED [Section 51(1)(e)]

A description of the subjects of the records held by the body and the categories in which these subjects are classed:

- **Accounting Records**
 - Banking records
 - Bank Statements
 - Invoices
 - Electronic Banking Records
 - Supporting schedules

7. RECORDS THAT MAY BE REQUESTED [Section 51(1)(e)]- CONTINUED

- **Agreement and Contracts**
 - Purchase or lease agreements
 - Agreements with customers- credit applications
- **Fixed Property**
 - Leases
- **Information Technology**
 - Agreements
 - Disaster recovery
 - Hardware
 - Licenses
 - Software Packages
 - Telephone exchange equipment
 - Telephone lines, leased lines and data lines
- **Insurance**
 - Claim Records
 - Details of insurance coverage's, limits and insurers
 - Insurance policies
- **Statutory Close Corporation Information**
 - Company registration documents
 - Annual Financial Statements
- **Movable property**
 - Asset register
- **Taxation**
 - Copies of all income tax returns
 - Other tax returns and Documents
 - PAYE Records
 - Documents issued to employee for income tax employees
 - Records of payments made to SARS on behalf of employees
 - All other statutory compliances
 - VAT
 - Skills Development Levies
 - UIF
 - Workmen's Compensation
- **Personnel Documents And Records:**
 - Employment contracts
 - Disciplinary records
 - Salary records
 - SETA Records
 - Disciplinary Code
 - Leave Records
 - Training records and manuals

8. REQUESTING PROCEDURE

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1 (Form C), and the completed form must be sent to the physical address/email address provided in the manual, and marked for the attention of the Information Officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information is required.

8.1 AVAILABILITY OF THE MANUAL [SECTION 51 (3)]

- This manual has been made available to the Human Rights Commission, in accordance with paragraph 9(1) of the Regulations promulgated in terms of the Act *and is to be published on our website: www.practicalaccounting.co.za.*
- The manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.
- Copies may also be requested from the SAHRC at the details provided below.

8.2 FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Every other requester, who is not a personal requester, must pay the required fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Sec 54(1)].
- The fee that the requester must pay to a private body is R50 .00, this amount will be refunded should the request for access be refused.
- The requester may lodge an application with a court against the tender or the payment of the request fee [Sec 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours and prepare the record for disclosure [Sec 54(6)].
- The head of the private body may withhold a record until the requester has paid the applicable fees.

8.3 THE DETAILS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Any queries with regard to this manual should be directed to:

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

Postal Address: Private Bag 2700
Houghton
2041

Telephone Address: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

This Manual is prepared on behalf of Rotocor CC, by their Accountant, Practical Accounting Solutions (Pty) Ltd.



Jade Cranston

Professional Accountant SA

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