

UNAFRISOL (PTY) LTD

(Registration number: 2000/015649/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

MS

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of UNAFRISOL (PTY) LTD (Registration number: 2000/015649/07)

1. Contact particulars

Head of business:	DM Behr	Information officer:	DM Behr
Postal address:	PO Box 72614 Lynnwood Ridge 0040	Physical address:	46 Ingersol Road Lynnwood Glen Pretoria 0081
Telephone number:	012 470 2200	Fax number:	086 669 1890
Website:	http://www.unafrisol.com/about.html		

2. Introduction

The company is engaged in recruitment and related matters.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act 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) 877-3600.

4. Facilitation of a request for access to information

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 UNAFRISOL (PTY) LTD.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Consumer Protection Act 68 of 2008
- 5.6 Copyright Act 98 of 1978
- 5.7 Electronic Communications and Transactions Act 25 of 2002
- 5.8 Employment Equity Act 55 of 1998
- 5.9 Income Tax Act 58 of 1962
- 5.10 Labour Relations Act 66 of 1995
- 5.11 National Credit Act 34 of 2005
- 5.12 Occupational Health and Safety Act 85 of 1993
- 5.13 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.14 Prevention of Organised Crime Act 121 of 1998
- 5.15 Protected Disclosures Act 26 of 2000
- 5.16 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.17 Protection of Information Act 84 of 1982
- 5.18 Promotion of Access to Information Act 2 of 2000
- 5.19 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 5.20 Skills Development Levies Act 9 of 1999
- 5.21 Skills Development Act 97 of 1998
- 5.22 Unemployment Contributions Act 4 of 2002
- 5.23 Unemployment Insurance Act 63 of 2001
- 5.24 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Marketing and promotional material
- 6.2 <http://www.unafrisol.com/about.html>

7. Information available in terms of The Act

The subjects on whom the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Cash books and petty cash books
- 7.1.7 Fixed asset register
- 7.1.8 Auditor's reports
- 7.1.9 Inventory records (including stock take)
- 7.1.10 Record of assets
- 7.1.11 Record of liabilities
- 7.1.12 Record of loans to related parties
- 7.1.13 Record of liabilities and obligations
- 7.1.14 Record of revenue
- 7.1.15 Record of expenses

7.2 Personnel Records

- 7.2.1 Attendance register
- 7.2.2 Disciplinary records
- 7.2.3 Employee information records
- 7.2.4 Employment contracts
- 7.2.5 IRP 5 and IT 3 certificates
- 7.2.6 Salary and wage registers
- 7.2.7 UIF, PAYE and SDL returns
- 7.2.8 Workmen's Compensation documents

7.3 Sales and Marketing

- 7.3.1 Service and product information

7.4 Statutory Company Records

- 7.4.1 Annual Statutory Returns
- 7.4.2 Certificate of Incorporation
- 7.4.3 Certificate to Commence Business
- 7.4.4 Directors' attendance register
- 7.4.5 Memorandum and Articles of Association
- 7.4.6 Memorandum of Incorporation and alterations / amendments
- 7.4.7 Notice and minutes of shareholders' meetings
- 7.4.8 Minutes of directors' meetings
- 7.4.9 Register of company secretary and auditors
- 7.4.10 Register of directors and officers
- 7.4.11 Register of directors' shareholding

- 7.4.12 Resolutions
- 7.4.13 Shareholders' register
- 7.5 Tax**
 - 7.5.1 Income tax returns
 - 7.5.2 Provisional tax returns
 - 7.5.3 Tax assessments
 - 7.5.4 Records relating to taxable gain or assessed capital loss
 - 7.5.5 VAT documents
 - 7.5.6 Records of importation goods and documents
 - 7.5.7 Vendors information
 - 7.5.8 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

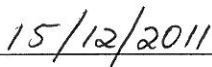
A person who wants access to the records must complete the necessary request form, that is available at the offices of UNAFRISOL (PTY) LTD, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of UNAFRISOL (PTY) LTD, from the South African Human Rights Commission and at www.unafrisol.com



INFORMATION OFFICER



DATE

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | 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. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
<p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p>			<p>YES NO</p>

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE