

LUNEBURG & JANSE VAN VUUREN INCORPORATED

REGISTRATION NO.: 2004/016582/21

MANUAL

in terms of

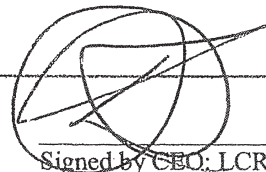
Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Prepared by: Credo Professional Accountants
Date of Compilation: 02/12/2015
Date of Revision: 02/12/2015



Signed by CEO: LCR Janse van
Vuuren

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LUNEBURG & JANSE VAN VUUREN INCORPORATED

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Vuuren

1. INTRODUCTION

LUNEBURG & JANSE VAN VUUREN INCORPORATED conducts business as attorneys.

2. COMPANY CONTACT DETAILS

Directors: LCR Janse van Vuuren (Managing)

MJ Basson

MH van Rensburg

Office Manager/CEO: LCR Janse van Vuuren

Postal Address: PO Box 482, White River, Mpumalanga, 1240

Street Address: 7 Palm Street, White River, Mpumalanga, 1240

Telephone Number: 013 750 1542

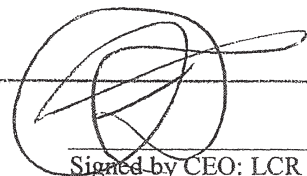
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3. THE ACT

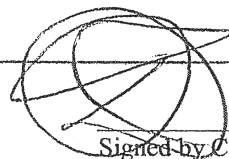
- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 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 Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-877 3600
 Fax Number: +27-11-403 0625
 Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

| <u>No</u> | <u>Ref</u> | <u>Act</u> |
|-----------|---------------|--|
| 1 | No.71 of 2008 | Companies Act |
| | No 61 of 1973 | Companies Act |
| 2 | No 95 of 1967 | Income Tax Act |
| 3 | No 89 of 1991 | Value Added Tax Act |
| 4 | No 55 of 1998 | Employment Equity Act |
| 5 | No 75 of 1997 | Basic Conditions of Employment Act |
| 6 | No 66 of 1995 | Labour Relations Act |
| 7 | No 63 of 2001 | Unemployment Insurance Act |
| 8 | No 4 of 2002 | Unemployment Insurance Contributions Act |
| 9 | No 97 of 1998 | Skills Development Act |
| 10 | No 9 of 1999 | Skills Development Levies Act |
| 11 | No 2 of 2000 | Promotion of Access of Information Act |
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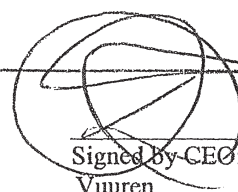


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5. Schedule of Records

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|---------------------------------|---|---------------------------|
| Company Act Records | <ul style="list-style-type: none"> • Documents of incorporation • Memorandum of Incorporation • Minutes of Board of Directors meetings • Records relating to the appointment of directors/auditor/secretary/public officer and other officers • Share Register and other statutory registers | Available on request |
| Financial Records | <ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Accounting records • Banking records and statements • Asset Register • Management Accounts • Rental agreements • Contracts • Invoices | Request in terms of PAIA |
| Income tax records | <ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes • Records of payments made to SARS on behalf of employees • All other statutory compliances: <ul style="list-style-type: none"> • - VAT • - Skills Development Levies • - UIF • - Workmen's Compensation | Request in terms of PAIA. |
| Personnel Documents and Records | <ul style="list-style-type: none"> • Employment contracts • Employment Equity Plan (If applicable) • Medical Aid records • Pension Fund records • Disciplinary code • Disciplinary records • Salary records • Leave records • Training records • Training manuals | Request in terms of PAIA. |

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6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

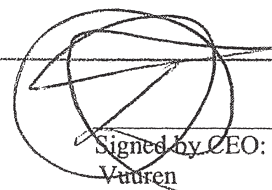
- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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