

(REGISTRATION NUMBER: 2000/027350/07)

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

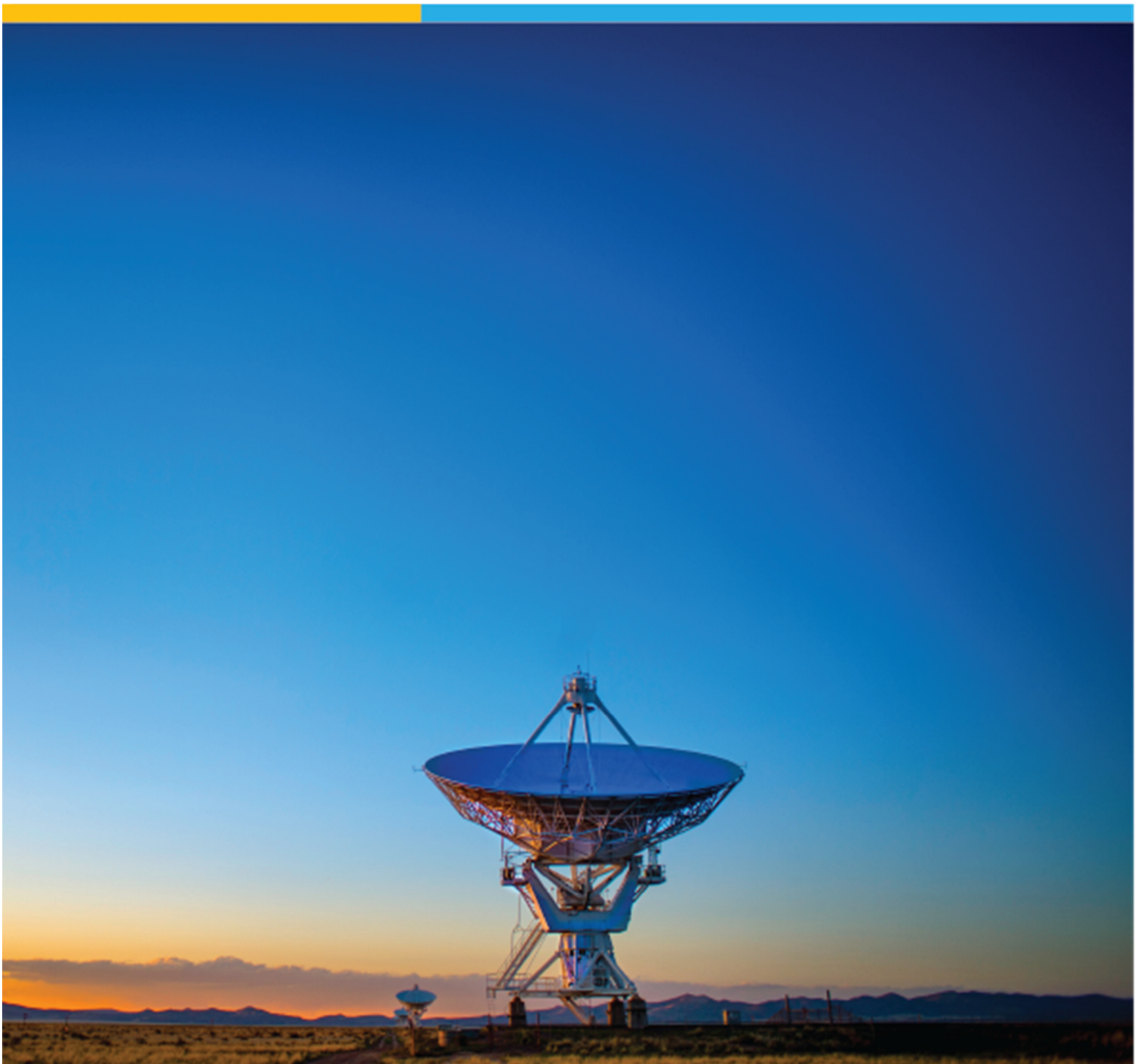


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REVISION HISTORY

Revision	Author	Approved by	Reason for change	Date issued	Next revision due date
Version 1	P Maia	P Maia	New	5 Jul 2021	5 Jul 2022

1. CONTACT PARTICULARS

Head of business: Pedro Maia

Information officer: Theo Schoch

Postal address: PO Box 50722
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Midrand
1685

Physical address:
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Midrand
1685

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2. INTRODUCTION

The company carries on the business of distribution of information technology related products and services.

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, contact number (011) 887-3600 or www.sahrc.co.za.

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 Centravoice 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 61 OF 1973
- 5.4 COMPANIES ACT 71 OF 2008
- 5.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.6 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.7 INCOME TAX ACT 58 OF 1962
- 5.8 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.9 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.10 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.11 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.12 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.13 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.14 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

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

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS
- 6.4 PRICELISTS

6.5 REPORTS

6.6 MARKETING AND PROMOTIONAL MATERIAL

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which 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, if applicable:

7.1 ACCOUNTING RECORDS

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance record
- Investment records
- Auditor's reports
- Inventory records (including stock take)
- Systems documentation
- Management review
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 HEALTH AND SAFETY

Register, record of earnings, time worked, payment and particulars of all employees

7.3 PERSONNEL RECORDS

- Attendance register
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.4 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of Allotments
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Resolutions
- Shareholders' agreements

7.5 TAX

Income tax returns

Provisional tax returns

Tax assessments

Documents relating to where the objection and appeal is lodged

Records relating to taxable gain or assessed capital loss

VAT documents

Records of importation goods and documents

Vendors information

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Centravoice 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 CentraVoice Pty Ltd, from the South African Human Rights Commission and at www.centravoice.co.za

10. SIGNATORY

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Theo Schoch
Information officer

28/06/2021
Date



Signature of Information
officer