

Section 51 Manual of Main Street 57 (Pty) Ltd

1. Contact particulars

Head of business:	PC du Trevou	Information officer:	JP Thessal
Postal address:	C/o Po Box 201367 Durban North 4016	Physical address:	20 Toncoro Road Durban North 4051
Telephone number:	031 560 3111	Fax number:	031 565 1671

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.

3. 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 Main Street 57 (Pty) Ltd.

4. Information available in terms of other legislation

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

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 Companies Act 61 of 1973
- 4.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.4 Employment Equity Act 55 of 1998
- 4.5 Income Tax Act 58 of 1962
- 4.6 Intellectual Property Laws Amendments Act 38 of 1997
- 4.7 Medical Schemes Act 131 of 1998
- 4.8 Skills Development Levy Act 9 of 1999
- 4.9 Unemployment Insurance Act 30 of 1966
- 4.10 Value Added Tax Act 89 of 1991

5. 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.

5.1 Accounting records

- 5.1.1 Annual financial statements and working papers
- 5.1.2 General ledger
- 5.1.3 Bank statements, cheque books, cheques
- 5.1.4 Fixed asset register
- 5.1.5 Tax returns and assessments
- 5.1.6 VAT returns
- 5.1.7 Budgets and business plans
- 5.1.8 Investment records
- 5.1.9 Management reviews
- 5.1.10 Credit agreements

5.2 Fixed Property

- 5.2.1 Building plans
- 5.2.2 Leases
- 5.2.3 Title deeds

5.3 Insurance

- 5.3.1 Details of coverage, limits and insurers
- 5.3.2 Insurance policies

5.4 Intellectual Property

- 5.4.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements, joint development agreements and consulting agreements
- 5.4.2 Copyrights
- 5.4.3 Patents, patent applications and inventions
- 5.4.4 Designs, trademarks, trade names and protected names

5.5 Legal, Agreements and Contracts

- 5.5.1 Agreements with shareholders, officers or directors
- 5.5.2 Contracts, including lease agreements and finance agreements

5.6 Personnel Records

- 5.6.1 Employee information records
- 5.6.2 Employment contracts
- 5.6.3 Group life
- 5.6.4 Group personal accident
- 5.6.5 IRP 5 and IT 3 certificates
- 5.6.6 Letters of appointment
- 5.6.7 Leave applications
- 5.6.8 Medical aid records
- 5.6.9 Payroll
- 5.6.10 Pension fund information
- 5.6.11 Personnel file
- 5.6.12 Salary and wage registers
- 5.6.13 UIF, PAYE and SDL returns

5.7 Statutory Company Records

- 5.7.1 Certificate of Incorporation
- 5.7.2 Certificate to Commence Business
- 5.7.3 Directors' attendance register
- 5.7.4 Index of Members
- 5.7.5 Memorandum and Articles of Association
- 5.7.6 Minutes of shareholders' meetings
- 5.7.7 Minutes of directors' meetings
- 5.7.8 Register of directors and officers
- 5.7.9 Resolutions
- 5.7.10 Shareholders' agreements
- 5.7.11 Shareholders' register

6. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Main Street 57 (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.

7. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Main Street 57 (Pty) Ltd and from the South African Human Rights Commission.