

Section 51 Manual of Corobrik (Pty) Ltd

1. Contact particulars

Head of business:	PC du Trevou	Information officer:	JP Thessal
Postal address:	PO Box 201 367 Durban North 4016	Physical address:	20 Toncoro Road Durban North 4051
Telephone number:	031 560 3111	Fax number:	031 565 1532
Website:	http://www.corobrik.com		

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 Corobrik (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 Labour Relations Act 66 of 1995
- 4.7 Mine Health and Safety Act 29 of 1996
- 4.8 National Environmental Management Act 107 of 1998
- 4.9 Occupational Health and Safety Act 85 of 1993
- 4.10 Regional Services Councils Act 109 of 1985
- 4.11 Skills Development Levy Act 9 of 1999
- 4.12 Skills Development Act 97 of 1998
- 4.13 Trade Marks Act 194 of 1993
- 4.14 Unemployment Insurance Act 30 of 1966
- 4.15 Value Added Tax Act 89 of 1991

5. Information automatically available

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

- 5.1 Pamphlets / Brochures
- 5.2 Marketing and promotional material
- 5.3 <http://www.corobrik.com> Website

6. 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.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Auditor's reports
- 6.1.15 Internal auditors' reports
- 6.1.16 Inventory records
- 6.1.17 Systems documentation
- 6.1.18 Capital expenditure

6.2 Environment, Health and Safety

- 6.2.1 Emergency response plans
- 6.2.2 Employee medical surveillance records in respect of hazardous chemicals and substances
- 6.2.3 Environmental management programs and systems
- 6.2.4 Industrial hygiene programs, data and audits
- 6.2.5 Noise exposure records
- 6.2.6 Permits, licenses, approvals and registrations for operations of sites and business
- 6.2.7 Records of investigations and tests in respect of hazardous chemicals and substances
- 6.2.8 Records of medical surveillance, working hours and remuneration in respect of mine employees
- 6.2.9 Safety management systems, data and audits

6.3 Fixed Property

- 6.3.1 Building plans
- 6.3.2 Leases
- 6.3.3 Title deeds

6.4 Information Technology

- 6.4.1 Agreements
- 6.4.2 Audits
- 6.4.3 Capacity and utilisation of current systems
- 6.4.4 Client database
- 6.4.5 Disaster recovery processes and procedures
- 6.4.6 Hardware
- 6.4.7 Internet
- 6.4.8 Intranet
- 6.4.9 Licenses
- 6.4.10 Systems support, programming and development
- 6.4.11 LAN Installations
- 6.4.12 Operating systems
- 6.4.13 Software packages
- 6.4.14 Telephone exchange equipment
- 6.4.15 Telephone lines, leased lines and data lines

6.5 Insurance

- 6.5.1 Claim records
- 6.5.2 Details of coverage, limits and insurers
- 6.5.3 Insurance policies

6.6 Intellectual Property

- 6.6.1 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
- 6.6.2 Copyrights
- 6.6.3 Patents, patent applications and inventions
- 6.6.4 Designs, trademarks, trade names and protected names

6.7 Legal, Agreements and Contracts

- 6.7.1 Acquisition or disposal documentation
- 6.7.2 Agreements with contractors, suppliers and clients
- 6.7.3 Agreements with shareholders, officers or directors
- 6.7.4 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- 6.7.5 Material agreements relating to provision of services or materials
- 6.7.6 Material licenses, permits and authorisations
- 6.7.7 Contracts, including lease agreements and finance agreements

6.8 Personnel Records

- 6.8.1 Attendance register
- 6.8.2 Disciplinary records
- 6.8.3 Employee evaluation and performance records
- 6.8.4 Employee information records
- 6.8.5 Employment applications
- 6.8.6 Employment contracts
- 6.8.7 Employment equity plan
- 6.8.8 Group life
- 6.8.9 Group personal accident
- 6.8.10 Health and safety records
- 6.8.11 Incentive schemes
- 6.8.12 IRP 5 and IT 3 certificates
- 6.8.13 Letters of appointment
- 6.8.14 Leave applications
- 6.8.15 Maternity leave policy
- 6.8.16 Medical aid records
- 6.8.17 Payroll
- 6.8.18 Pension fund information
- 6.8.19 Personnel file
- 6.8.20 Policies and procedures
- 6.8.21 Provident fund information
- 6.8.22 Records of strikes, lockouts or protest action
- 6.8.23 Recruitment and appointments
- 6.8.24 Relocation policy
- 6.8.25 Salary and wage registers
- 6.8.26 Salary slips and wage records
- 6.8.27 Scholarships and bursaries
- 6.8.28 Staff records after employment
- 6.8.29 Study assistance schemes
- 6.8.30 Time records
- 6.8.31 Training and development

- 6.8.32 UIF cards
- 6.8.33 UIF, PAYE and SDL returns
- 6.8.34 Workmen's Compensation Document

6.9 Sales and Marketing

- 6.9.1 Brochures, newsletters and marketing material
- 6.9.2 Customers
- 6.9.3 Domestic and export orders
- 6.9.4 Products
- 6.9.5 Sales
- 6.9.6 Service and product information

6.10 Statutory Company Records

- 6.10.1 Certificate of Change of Name
- 6.10.2 Certificate of Incorporation
- 6.10.3 Certificate to Commence Business
- 6.10.4 Directors' attendance register
- 6.10.5 Index of Members
- 6.10.6 Memorandum and Articles of Association
- 6.10.7 Minutes of shareholders' meetings
- 6.10.8 Minutes of directors' meetings
- 6.10.9 Register of directors and officers
- 6.10.10 Register of directors' shareholding
- 6.10.11 Resolutions
- 6.10.12 Shareholders' register
- 6.10.13 Founding Statement and amendments

7. Requesting procedures

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

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Corobrik (Pty) Ltd, from the South African Human Rights Commission and on our website <http://www.corobrik.com>.