

Landing Eyes CC

Promotion of Access to Information Act

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

Contact Details

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The Guide

The South Africa Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission

The Research and Documentation Unit

Postal Address: Private Bag x2700, Houghton, 2041

Telephone +27 11 4848300

Fax +27 11 484 0582

Email Paia@sahrc.co.za

Website www.sahrc.org.za

Records Available in terms of Legislation

Basic Conditions of Employment Act No. 75 of 1997
Companies Act No. 71 of 2008
Compensation for Occupation Injuries and Disease Act No. 130 of 1993
Competition Act No. 89 of 1998
Consumer Protection Act No. 68 of 2008
Customs and Excise Act No. 91 of 1964
Electronic Communications and Transaction Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Financial Intelligence Centre Act No. 38 of 2001
Income Tax Act No.58 of 1962

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Labour Relations Act No. 66 of 1995
National Credit Act no. 34 of 2005
Occupational Health and Safety Act No. 85 of 1993
Prevention of Organised Crime Act No. 121 of 1998
Securities Transfer Tax Administration Act No. 26 of 2007
Skills Development Levies Act No. 9 of 1999
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991
Close Corporation Act No. 69 of 1984

Categories of Records Held

Companies Act Records

Memorandum and Articles of Association
Minutes of the Board of Directors meetings
Records Relating to the appointment of Directors/Auditors/Secretary/Public Officer and other
Share Register and other statutory registers
Documents of Incorporation

Financial Records

Annual Financial Statements
Tax Returns
Accounting Records
Banking Records
Asset Register
Rental Agreements
Invoices

Income Tax Records

Regional Services Levies
PAYE Records
Income Tax Documents
Skills Development Levies
UIF
Workmen's Compensation
VAT
Records and Payments made to SARS

Personnel Documents & Records

Medical Aid records
Training records
Leave records
Disciplinary Code
SETA records
Salary records

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Pension Fund records
Employment Equity Plan
Employment Contracts
Training manuals
Disciplinary records

Request Procedure

The requester must Complete Form C and Submit this form together with a request fee , to the head of the private body.
The form must be submitted to the head of the private body as his/her address, fax number, or electronic email address.
The form must provide sufficient particulars to enable the head of the private body to Identify the records requested and identify the requester.
The form must indicate which form of access is required.
The form must specify a Postal address or a Fax number of the requester
Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required.
If the request is made on behalf of another person, to submit proof of the capacity in which the requester is the making the request.

Other Information required by regulation

No regulations have been made in this regard.

Availability of this manual

No regulations have been made in this regard.