

EFROG DIGITAL DESIGN CC

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

CONTENTS

- 1. Contact details**
- 2. The Guide published by the South African Human Rights Commission**
- 3. Records held in terms of applicable legislation**
- 4. Access to records held by this body**
- 5. Making a request in terms of the Act**
- 6. Other information:**
 - Prescribed forms**
 - Prescribed fees**

1. Contact Details:

Name of Business	THE FORGE WEB CREATIONS CC
Head of Private Body	SUE RUTHERFORD
Information Officer	SUE RUTHERFORD
Street Address	130 LANSDOWNE ROAD CLAREMONT 7708
Postal Address	130 LANSDOWNE ROAD CLAREMONT 7708
Telephone	+27 21 6717855
Fax	+27 21 6718027
Email	sue@theforge.co.za
Website	www.efrogthemes.com

2 The South African Human Rights Commission Section 10 Guide to the Act:

2.1 The Act requires the South African Human Rights Commission to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in Act. The guide will describe the objects of the Act and generally how to go about making use of the provisions in the Act.

2.2 To date this guide has not been compiled and they are unsure when it will be available. As soon as it is available, it will form part of this manual.

2.3 Any queries regarding this guide can be addressed directly to:

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

**Private Bag 2700
Houghton
2041**

Tel: +27 011 484 8300

Fax: +27 011 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records held in terms of any applicable Legislation (Section 51(1)(d)):

- 3.1. The Close Corporations Act 69 of 1984
- 3.2. The Basic Conditions of Employment Act 75 of 1997
- 3.3. The Labour Relations Act 66 of 1995
- 3.4. The Occupational Health and Safety Act 85 of 1993
- 3.5. Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.6. The Skills Development Act 97 of 1998
- 3.7. The Skills Development Levies Act 9 of 1999
- 3.8. The Unemployment Insurance Act 30 of 1966
- 3.9. The Income Tax Act 58 of 1962
- 3.10. The Value Added Tax Act 89 of 1991

4. Access to records held by this body (Section 51(1)(c) and 51(1)(e)):

4.i Not applicable

4.ii. 1. The Close Corporations Act 69 of 1984

- ❖ Founding Statement (Ck1)
- ❖ Amended Founding statements (Ck2)
- ❖ Association Agreements
- ❖ Minute Book of members meetings
- ❖ Register of Members
- ❖ Annual Financial Statements including:
 - ❖ Annual accounts
 - ❖ Members reports
 - ❖ Accounting Officers reports
 - ❖ Books of account required by the Act
 - ❖ Supporting Schedules to books of account and ancillary books of account
 - ❖ Records showing assets and liabilities, member's contributions, undrawn profits, revaluations of fixed assets and amounts of loans to and from members.
 - ❖ Dividend and interest payment list
 - ❖ A register of fixed assets showing in respect thereof the respective dates of any acquisition and the cost thereof, depreciation (if any), and where any assets have been re-valued, the date of the revaluation and the re-valued amount thereof, the respective dates of any disposals and the consideration received in respect thereof.
 - ❖ Records containing entries from day to day of all cash received and paid out, in sufficient detail to enable the nature of the transactions and, except in the case of cash sales, the names of the parties to the transactions to be identified.
 - ❖ Records of all goods purchased and sold on credit, and services received and rendered on credit, in sufficient detail to enable the nature of those goods or services and the parties to the transactions to be identified.
 - ❖ Statements of the annual stocktaking, and records to enable the value of stock at the end of the financial year to be determined.
 - ❖ Vouchers supporting entries in the accounting records.
 - ❖ Any other accounting records as are necessary fairly to present the state of affairs and business of the corporation, and to explain the transactions and financial position of the business of the corporation.
 - ❖ The accounting records relating to
 - contributions by members;
 - loans to and from members; and
 - payments to members,Register of pledges and bonds and fixed assets

4. The Basic Conditions of Employment Act 75 of 1997

- ❖ Records of the following:
- ❖ Each employee's name and occupation;
the time worked by each employee;
the remuneration paid to each employee; and
all other records required by the Act.

5. The Labour Relations Act 66 of 1995

- ❖ All records required in compliance with any collective agreement; arbitration award; or determination made in terms of the Wage Act
- ❖ All records of the prescribed details of any strike, lock-out or protest action involving its employees
- ❖ All Disciplinary records
- ❖ All other records required in terms of the Act.

6. The Occupational Health and Safety Act 85 of 1993

- ❖ A copy of the Occupational Health and Safety Act 85 of 1993
- ❖ An incident register certificate of compliance (in respect of electrical installations)
- ❖ First aid certificate (which is valid for three years)
- ❖ Refrigeration/air conditioning record book
- ❖ Good hoist record book
- ❖ Lifting machine record book
- ❖ Certificate of manufacture for air compressor vessel
- ❖ Air compressor vessel record book of inspection and tests

7. Compensation for Occupational Injuries and Diseases Act 130 of 1993

- ❖ The register or other record of the earnings and other prescribed particulars of all employees, for example: wages paid, time worked and payment made for piece-work and overtime

8. The Skills Development Act 97 of 1998

- ❖ Annual training report and the annual training plan

9. The Skills Development Levies Act 9 of 1999

- ❖ All records required by the Act.

10. The Unemployment Insurance Act 30 of 1966

- ❖ Records detailing the contributions by contributors employed by the employer in respect of earnings paid, time worked, payments made for piece work and overtime

11. The Income Tax Act 58 of 1962

- ❖ All ledgers, cash books, journals, cheque books, bank statements, deposit slips, pay cheques, invoices, stock lists and all other books of account
- ❖ Signed copy of annual Financial Statements including annual accounts; directors report; auditor report
- ❖ Books of account recording information required by the Close Corporations
- ❖ Investment schedules and documents
- ❖ Invoices B issued and received
- ❖ Periodic Financial Reports
- ❖ Register of fixed assets
- ❖ Stock inventories
- ❖ Supporting schedules to books of account
- ❖ Taxation returns, schedules and assessments
- ❖ Register of mortgages and debentures

12. The Value Added Tax Act 89 of 1991

- ❖ Books of account, documents recording the supply of goods to or by the vendor, invoices, tax invoices, credit and debit notes, bank statements, deposit slips, stock lists and paid cheques

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of this manual

This manual is available at our offices as disclosed in section 1, free of charge and copies are available with the SAHRC.

Head of Private Body