

Red Meat Levy Admin (Pty) Ltd

(Registration number: 2005/027338/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Red Meat Levy Admin (Pty) Ltd (Registration number: 2005/027338/07)

1. Contact particulars

Head of business:	WB Pienaar	Information officer:	AG du Plessis
Postal address:	P.O Box 36802 Menlo Park Pretoria 0102	Physical address:	318 The Hillside Lynnwood 0081
Telephone number:	(012) 348 7572	Fax number:	086 511 4064
E-mail address:	aletd@levyadmin.co.za		

2. Introduction

Levy collection and accounting 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) 877-3600, fax number (011) 403-0625 or www.sahrc.org.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 Red Meat Levy Admin (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 Companies Act 61 of 1973
- 5.3 Companies Act 71 of 2008
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Unemployment Contributions Act 4 of 2002
- 5.10 Value Added Tax Act 89 of 1991

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 Insurance records
- 6.1.12 Investment records
- 6.1.13 Auditor's reports

- 6.2 Health and Safety**
 - 6.2.1 Register, record of earnings, time worked, payment and particulars of all employees

- 6.3 Information Technology**
 - 6.3.1 Client database
 - 6.3.2 Hardware
 - 6.3.3 Internet
 - 6.3.4 Licenses
 - 6.3.5 LAN Installations
 - 6.3.6 Operating systems
 - 6.3.7 Software packages
 - 6.3.8 Telephone lines, leased lines and data lines

- 6.4 Insurance**
 - 6.4.1 Claim records
 - 6.4.2 Details of coverage, limits and insurers
 - 6.4.3 Insurance policies

- 6.5 Personnel Records**
 - 6.5.1 Employee information records
 - 6.5.2 Employment contracts
 - 6.5.3 IRP 5 and IT 3 certificates
 - 6.5.4 Leave applications
 - 6.5.5 Payroll
 - 6.5.6 Salary slips and wage records
 - 6.5.7 UIF, PAYE and SDL returns
 - 6.5.8 Workmen's Compensation documents

- 6.6 Statutory Company Records**
 - 6.6.1 Annual Statutory Returns
 - 6.6.2 Certificate of Change of Name
 - 6.6.3 Certificate of Incorporation
 - 6.6.4 Certificate to Commence Business
 - 6.6.5 Dividend register
 - 6.6.6 Directors' attendance register
 - 6.6.7 Index of Members
 - 6.6.8 Memorandum and Articles of Association
 - 6.6.9 Notice and minutes of shareholders' meetings
 - 6.6.10 Minutes of directors' meetings
 - 6.6.11 Register of Allotments
 - 6.6.12 Register of company secretary and auditors
 - 6.6.13 Register of directors and officers
 - 6.6.14 Register of past directors
 - 6.6.15 Register of beneficial interest holders

6.6.16 Shareholders' register

6.7 Tax

6.7.1 Income tax returns

6.7.2 Provisional tax returns

6.7.3 Tax assessments

6.7.4 Documents relating to where the objection and appeal is lodged

6.7.5 VAT documents

6.7.6 Vendors information

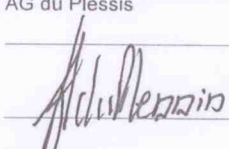
7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Red Meat Levy Admin (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 Red Meat Levy Admin (Pty) Ltd and from the South African Human Rights Commission.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	AG du Plessis
Signature:	
Date:	2011/12/13