

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

Section 51 Manual of LK PRODUCTS (PTY) LTD (Registration number: 1998/023197/07)

1. Contact particulars

Head of business:	J KRIEL	Information officer:	S BOTHA
Postal address:	PO BOX 378 KUILS RIVER 7580	Physical address:	120 VAN RIEBEECK ROAD KUILS RIVER 7580
Telephone number:	(021) 903-4436	Fax number:	(021) 903-0040

2. 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, 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 LK PRODUCTS (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 Income Tax Act 58 of 1962
- 4.5 Occupational Health and Safety Act 85 of 1993
- 4.6 Regional Services Councils Act 109 of 1985
- 4.7 Skills Development Levies Act 9 of 1999
- 4.8 Skills Development Act 97 of 1998
- 4.9 Unemployment Insurance Act 30 of 1966
- 4.10 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 Pricelists
- 5.3 Marketing and promotional material

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 Cash books and petty cash books
- 6.1.7 Fixed asset register
- 6.1.8 Tax returns and assessments
- 6.1.9 VAT returns

6.1.10 Lease or instalment sale agreements

6.2 Information Technology

- 6.2.1 Licenses
- 6.2.2 Software packages

6.3 Personnel Records

- 6.3.1 Disciplinary records
- 6.3.2 Employee information records
- 6.3.3 Employment contracts
- 6.3.4 IRP 5 and IT 3 certificates
- 6.3.5 Medical aid records
- 6.3.6 Provident fund information
- 6.3.7 Salary and wage registers
- 6.3.8 UIF, PAYE and SDL returns
- 6.3.9 Workmen's Compensation documents

6.4 Statutory Company Records

- 6.4.1 Certificate of Incorporation
- 6.4.2 Certificate to Commence Business
- 6.4.3 Index of Members
- 6.4.4 Memorandum and Articles of Association
- 6.4.5 Minutes of shareholders' meetings
- 6.4.6 Minutes of directors' meetings
- 6.4.7 Register of Allotments
- 6.4.8 Register of directors and officers
- 6.4.9 Resolutions

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of LK PRODUCTS (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 LK PRODUCTS (PTY) LTD, and the South African Human Rights Commission.