

SIGN AND SEAL TRADING 99 (PTY) LTD

Manual in terms of section 51 of the

Promotion of Access to Information Act 2 of 2000

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

Section 51 Manual of SIGN AND SEAL TRADING 99 (PTY) LTD

(Registration number: 2005/014924/07)

1. Contact particulars

Head of business:	Tammy Botbyl	Information officer:	Julie Galvin
Postal address:	P O BOX 490 CONSTANTIA CAPE TOWN 7848	Physical address:	GROOT CONSTANTIA WINE ESTATE CONSTANTIA CAPE TOWN 7806
Telephone number:	082 572 6662	Fax number:	021 525 8601
E-mail address:	info@jonkershuisconstantia.co.za		
Website:	not applicable		

2. Introduction

RESTAURANT AND ALL RELATED ASPECTS THERETO

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, tel (011) 484-8300, fax (011) 484-7149.

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 SIGN AND SEAL TRADING 99 (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 71 of 2008
- 5.3 Electronic Communications and Transactions Act 25 of 2002
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Financial Intelligence Centre Act 38 of 2001
- 5.6 Income Tax Act 58 of 1962
- 5.7 Labour Relations Act 66 of 1995
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Unemployment Insurance Act 63 of 2001
- 5.10 Value Added Tax Act 89 of 1991

6. Information automatically available

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

- 6.1 Pamphlets / Brochures
- 6.2 Pricelists
- 6.3 Marketing and promotional material
- 6.4 [not applicable](#) Website

7. 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.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Insurance records
- 7.1.13 Auditor's reports
- 7.1.14 Inventory records
- 7.1.15 Capital expenditure

7.2 Insurance

- 7.2.1 Claim records
- 7.2.2 Details of coverage, limits and insurers
- 7.2.3 Insurance policies

7.3 Personnel Records

- 7.3.1 Attendance register
- 7.3.2 Employee information records
- 7.3.3 Employment applications
- 7.3.4 Employment contracts
- 7.3.5 IRP 5 and IT 3 certificates
- 7.3.6 Letters of appointment
- 7.3.7 Medical aid records
- 7.3.8 Payroll
- 7.3.9 Personnel file
- 7.3.10 Policies and procedures
- 7.3.11 Recruitment and appointments
- 7.3.12 Salary and wage registers
- 7.3.13 Salary slips and wage records
- 7.3.14 Tax returns of employees
- 7.3.15 Time records
- 7.3.16 Training and development
- 7.3.17 UIF, PAYE and SDL returns

7.4 Statutory Company Records

- 7.4.1 Certificate of Incorporation
- 7.4.2 Certificate to Commence Business
- 7.4.3 Directors' attendance register
- 7.4.4 Memorandum and Articles of Association
- 7.4.5 Minutes of directors' meetings
- 7.4.6 Register of directors and officers
- 7.4.7 Register of directors' shareholding
- 7.4.8 Resolutions
- 7.4.9 Shareholders' agreements

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of SIGN AND SEAL TRADING 99 (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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of SIGN AND SEAL TRADING 99 (PTY) LTD, from the South African Human Rights Commission and at [not applicable](#).