

**UNSGAARD & SAMSON (PROPRIETARY) LIMITED**

*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)

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## **Section 51 Manual of UNSGAARD & SAMSON (PROPRIETARY) LIMITED**

(Registration number: 1931/003213/07)

### **1. Contact particulars**

Head of business:	P.G. WILSE-SAMSON	Information officer:	JOHN WILSE-SAMSON
Postal address:	P. O. BOX 70 EPPINDUST 7475	Physical address:	19 MOODY AVENUE EPPING 1 CAPE TOWN 7460
Telephone number:	021-531-6969	Fax number:	021-531-8787
E-mail address:	sales@unsam.co.za	Website:	<a href="http://www.unsam.co.za">www.unsam.co.za</a>

### **2. Introduction**

THE COMPANY MANUFACTURES PAPER, PLASTIC AND NON-WOVEN PRODUCTS FOR FOOD SERVICES AND OTHER INDUSTRIES.

### **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 UNSGAARD & SAMSON (PROPRIETARY) LIMITED.

### **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 Customs and Excise Act 91 of 1964
- 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 Occupational Health and Safety Act 85 of 1993
- 5.9 Promotion of Access to Information Act 2 of 2000
- 5.10 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2002
- 5.11 South African Revenue Services Act 34 of 1997
- 5.12 Skills Development Levies Act 9 of 1999
- 5.13 Skills Development Act 97 of 1998
- 5.14 Unemployment Contributions Act 4 of 2002
- 5.15 Unemployment Insurance Act 63 of 2001
- 5.16 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 [www.unsam.co.za](http://www.unsam.co.za) Website
- 6.4 MANAGEMENT ACCOUNTS

### **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 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Internal auditors' reports
- 7.1.17 Inventory records
- 7.1.18 Systems documentation
- 7.1.19 Management reviews
- 7.1.20 Capital expenditure
- 7.1.21 Credit agreements

## **7.2 Distribution and Transportation**

- 7.2.1 Permits and licenses

## **7.3 Environment, Health and Safety**

- 7.3.1 Industrial hygiene programs, data and audits
- 7.3.2 Noise exposure records
- 7.3.3 Permits, licenses, approvals and registrations for operations of sites and business
- 7.3.4 Records of waste water discharges
- 7.3.5 Waste water assessment and monitoring records
- 7.3.6 Safety management systems, data and audits

## **7.4 Fixed Property**

- 7.4.1 Leases

## **7.5 Information Technology**

- 7.5.1 Client database
- 7.5.2 Hardware
- 7.5.3 Internet
- 7.5.4 Licenses
- 7.5.5 Systems support, programming and development
- 7.5.6 LAN Installations
- 7.5.7 Operating systems
- 7.5.8 Software packages
- 7.5.9 Telephone exchange equipment
- 7.5.10 Telephone lines, leased lines and data lines

## **7.6 Insurance**

- 7.6.1 Claim records
- 7.6.2 Details of coverage, limits and insurers
- 7.6.3 Insurance policies

## **7.7 Intellectual Property**

- 7.7.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 7.7.2 Designs, trademarks, trade names and protected names

## **7.8 Legal, Agreements and Contracts**

- 7.8.1 Agreements with contractors, suppliers and clients
- 7.8.2 Agreements with customers
- 7.8.3 Agreements with shareholders, officers or directors
- 7.8.4 Distributor, dealer or agency agreements
- 7.8.5 Contracts, including lease agreements and finance agreements
- 7.8.6 Warranty agreements

## **7.9 Personnel Records**

- 7.9.1 Attendance register
- 7.9.2 Collective agreements
- 7.9.3 Disability schemes
- 7.9.4 Disciplinary records
- 7.9.5 Employee information records
- 7.9.6 Employee loans
- 7.9.7 Employment applications
- 7.9.8 Employment contracts
- 7.9.9 Employment equity plan
- 7.9.10 Health and safety records
- 7.9.11 IRP 5 and IT 3 certificates
- 7.9.12 Letters of appointment
- 7.9.13 Leave applications
- 7.9.14 Maternity leave policy
- 7.9.15 Medical aid records
- 7.9.16 Micro loan scheme
- 7.9.17 Payroll
- 7.9.18 Pension fund information
- 7.9.19 Personnel file
- 7.9.20 Salary and wage registers
- 7.9.21 Salary slips and wage records
- 7.9.22 Staff loan schemes
- 7.9.23 Time records
- 7.9.24 Training and development
- 7.9.25 UIF, PAYE and SDL returns
- 7.9.26 Workmen's Compensation documents

## **7.10 Sales and Marketing**

- 7.10.1 Brochures, newsletters and marketing material
- 7.10.2 Customers
- 7.10.3 Domestic and export orders
- 7.10.4 Products
- 7.10.5 Sales
- 7.10.6 Service and product information

## **7.11 Statutory Company Records**

- 7.11.1 Certificate of Incorporation
- 7.11.2 Memorandum and Articles of Association
- 7.11.3 Minutes of shareholders' meetings
- 7.11.4 Minutes of directors' meetings
- 7.11.5 Register of directors and officers
- 7.11.6 Register of directors' shareholding
- 7.11.7 Resolutions

## **8. General**

THE COMPANY COMPLIES WITH LEGAL REQUIREMENTS IN ALL RESPECTS.

## **9. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of UNSGAARD & SAMSON (PROPRIETARY) LIMITED, or can be accessed on [www.sahrc.org.za](http://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.

## **10. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of UNSGAARD & SAMSON (PROPRIETARY) LIMITED, from the South African Human Rights Commission, from the Government Printer and at [www.unsam.co.za](http://www.unsam.co.za).