

Access of Information
MANUAL OF
LicenceWise Training Specialists
Prepared in Accordance with
Section 51
Promotion of Access to
Information Act
Number 2 of 2000 ('the Act')

1. CONTACT PARTICULARS:

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2. GUIDE IN TERMS OF SECTION 10 OF THE ACT:

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, 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

The Guide will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2005.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD:

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 [LicenceWise Training Specialists](#).

4. INFORMATION HELD:

The following records are available in accordance with the following legislation:

- 4.1. Administration of Estate Act No 66 of 1965
- 4.2. Arbitration Act No 42 of 1965
- 4.3. Basic Conditions of Employment Act No 75 of 1997
- 4.4. Closed Corporation Act No 69 of 1984
- 4.5. Companies Act No 61 of 1973

- 4.6. Compensation for Occupational Injuries Diseases Act No 130 of 1993
- 4.7. Consumer Affairs Act No 71 of 1988
- 4.8. Copyright Act No 98 of 1978
- 4.9. Credit Agreements Act No 75 of 1980
- 4.10. Currency & Exchanges Act No 9 of 1933
- 4.11. Debtor Collectors Act No 114 of 1998
- 4.12. Employment Equity Act No 55 of 1998
- 4.13. Finance Act No 35 of 2000
- 4.14. Financial Services Board Act No 97 of 1990
- 4.15. Financial Relations Act No 65 of 1976
- 4.16. Harmful Business Practices Act No 23 of 1999
- 4.17. Income Tax Act No 95 of 1967
- 4.18. Insolvency Act No 24 of 1936
- 4.19. Insurance Act No 27 of 1943
- 4.20. Intellectual Property Laws Amendments Act No 39 of 1997
- 4.21. Labour Relations Act No 66 of 1995
- 4.22. Long Term Insurance Act No 52 of 1998
- 4.23. Medical Schemes Act No 131 of 1998
- 4.24. Occupational Health & Safety Act No 85 of 1933
- 4.25. Pension Funds Act No 24 of 1956
- 4.26. Post Office Act No 44 of 1958
- 4.27. SA Revenue Services Act No 90 of 1989
- 4.28. Regional Services Councils Act No 109 of 1985
- 4.29. Short Term Insurance Act No 53 of 1998
- 4.30. Skills Development Levies Act No 9 of 1999
- 4.31. Skills Development Act No 97 of 1998
- 4.32. Stamp Duties Act No 77 of 1998
- 4.33. Stock Exchange Control Act No 1 of 1985
- 4.34. Tax on Retirement Funds Act No 38 of 1996
- 4.35. Trade Marks Act No 194 of 1993
- 4.36. Unemployment Contributions Act No 4 of 2002
- 4.37. Unemployment Insurance Act No 63 of 2001
- 4.38. Usury Act No 73 of 1968
- 4.39. Value Added Tax Act No 89 of 1991

5. The subjects on whom the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 t- 69 of the Act.

5.1 OPERATIONAL / SALES RECORDS:

- 5.1.1 Services / Customer Details
- 5.1.2 Administration Matters

5.2 OFFICE EQUIPMENT RECORDS:

- 5.2.1 Maintenance
- 5.2.2 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Invoices
- 5.3.2 Orders
- 5.3.3 Contracts

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary Records
- 5.4.2 Performance Assessments and Records
- 5.4.3 Payroll and Commission Records
- 5.4.4 Leave, Sick Leave, Maternity and Special Leave
- 5.4.5 Returns to UIF
- 5.4.6 Employment Contracts

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial Reports
- 5.5.2 VAT Returns
- 5.5.3 Income Tax Returns and Assessments
- 5.4.1 Short Term Insurance

6. REQUESTING PROCEDURES:

The necessary request form that is available at the offices of **LicenceWise Training Specialists** or can be accessed on the ERCOC CD.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Managing Member of **LicenceWise Training Specialists**. The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the offices of **LicenceWise Training Specialists** on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7. AVAILABILITY OF THE MANUAL:

Copies of this manual are available for inspection, free of charge; at the offices of **LicenceWise Training Specialists** copies are also available from the South African Human Rights Commission and from the Government printer.