

AKL Cable Manufacturers CC t/a CORDS

Cable assembly manufacturer. Cable, networking and telecommunications product wholesaler.

Section 51 Manual

in compliance with the Promotion of Access to Information Act.

compiled at www.paiabuilder.com

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INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Postal Address of head of AKL Cable Manufacturers CC t/a CORDS:	P O Box 32065, Ottery, Cape Town, 7808
Physical Address of head of AKL Cable Manufacturers CC t/a CORDS:	Unit 6, Hyde Park A, Basil Crescent, Ottery, 7800
Tel. No of head of AKL Cable Manufacturers CC t/a CORDS:	0217035836
Fax. No of head of AKL Cable Manufacturers CC t/a CORDS:	0217035856
E- Mail address of head of AKL Cable Manufacturers CC t/a CORDS:	al@cords.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

- ▣ Basic Conditions Of Employment No. 75 Of 1997
- ▣ Closed Corporations Act No. 69 Of 1984
- ▣ Companies Act No. 61 Of 1973
- ▣ Copyright Act No. 98 Of 1978
- ▣ Income Tax Act No. 95 Of 1967
- ▣ Unemployment Contributions Act No. 4 Of 2002
- ▣ Unemployment Insurance Act No. 63 Of 2001
- ▣ Value Added Tax Act No. 89 Of 1991

**SUBJECTS AND CATEGORIES OF RECORDS HELD BY AKL Cable
Manufacturers CC t/a CORDS: SECTION 51(1)(e)**

COMPANIES ACT RECORDS

- ▣ Documents of incorporation
- ▣ Memorandum and Articles of Association
- ▣ Minutes of Board of Directors meetings
- ▣ Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- ▣ Share Register and other statutory registers

FINANCIAL RECORDS

- ▣ Annual Financial Statements
- ▣ Tax Returns
- ▣ Accounting Records
- ▣ Bank Statements
- ▣ Paid Cheques
- ▣ Asset Register
- ▣ Rental Agreements
- ▣ Invoices

INCOME TAX RECORDS

- ▣ PAYE Records
- ▣ Documents issued to employees for income tax purposes
- ▣ Records of payments made to SARS on behalf of employees
- ▣ VAT
- ▣ Regional Services Levies
- ▣ Skills Development Levies
- ▣ UIF
- ▣ Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

- ▣ Employment contracts
- ▣ Employment Equity Plan
- ▣ Medical Aid records
- ▣ Pension Fund records
- ▣ Disciplinary records
- ▣ Salary records
- ▣ SETA records
- ▣ Disciplinary code
- ▣ Leave records
- ▣ Training records
- ▣ Training Manuals

HOW TO MAKE A REQUEST FOR ACCESS [SECTION 51(e)]

- The requester must complete Form C and submit this form together with a

request fee, to the head of the private body.

- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address.
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester is seeking to exercise or protect,
 - and provide an explanation of why the requested record is required for the exercise or protection of that right,
 - If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.