

Swift Sands

*Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000*

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 **(THE ACT)**

SECTION 51 MANUAL OF SWIFT SANDS

1. CONTACT PARTICULARS

Head of business:	Sathasivan Naicker	Information officer:	Mesha Naik
Postal address:	P.O.Box 28174 Malvern 4055	Physical address:	149 Eel Road Bayhead Durban 4000
Telephone number:	031 465 1523	Fax number:	086 572 8799
E-mail address:	info@swift-sands.co.za		
Website:	www.swift-sands.co.za		

2. INTRODUCTION

This business operates in the industry of plant hire and earthmoving.

Swift Sands supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

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, contact number (011) 887-3600 or www.sahrc.co.za.

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 **Swift Sands**.

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 BBBEE ACT 53 OF 2003
- 5.3 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.4 COMPETITION ACT 89 OF 1998
- 5.5 CONSUMER PROTECTION ACT 68 OF 2008
- 5.6 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.7 INCOME TAX ACT 58 OF 1962
- 5.8 LABOUR RELATIONS ACT 66 OF 1995
- 5.9 NATIONAL CREDIT ACT 34 OF 2005
- 5.10 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.11 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.12 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 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 POSTERS
- 6.2 PRICELISTS
- 6.3 MARKETING AND PROMOTIONAL MATERIAL
- 6.4 WWW.SWIFT-SANDS.CO.ZA

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

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Accounting officer's report
- Inventory records (including stock take)
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 FIXED PROPERTY

- Building plans
- Leases
- Mortgage bonds or other encumbrances
- Title deeds

7.3 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Dates of medical surveillance reports in respect of lead
- Records of incident reported at work
- Safety management systems, data and audits

7.4 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies
- Insert other insurance records here.

7.5 PERSONNEL RECORDS

- Attendance register
- Employee information records
- Employee remuneration
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Name and occupation of each employee
- Particulars of each employee
- Personnel file
- Salary and wage registers
- Salary slips and wage records
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.6 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic orders
- Products

- 7.7 TAX
- Income tax returns
 - Provisional tax returns
 - Tax assessments
 - VAT documents
 - Vendors information

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **Swift Sands**, 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 **Swift Sands**, from the South African Human Rights Commission.

10. SIGNATORY

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Mesha Naik

Information officer

Signature of Information officer

19 January 2016

Date