

LDE Payroll Consultants CC

(Registration number: 2010/171860/23)

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 LDE Payroll Consultants CC (Registration number: 2010/171860/23)

1. Contact particulars

Head of business:	Linda Diana Ehlers	Information officer:	Linda Diana Ehlers
Postal address:	PO Box 5345 Tygervalley 7536	Physical address:	14 Vergezigt Carob Crescent Lovenstein 7530
Telephone number:	(021) 913 7668	Fax number:	(021) 913 7668
E-mail address:	linda@ldepayroll.co.za		

2. 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) 877-3600.

3. 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 LDE Payroll Consultants CC.

4. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 BBBEE Act 53 of 2003
- 4.3 Close Corporations Act 69 of 1984
- 4.4 Competition Act 89 of 1998
- 4.5 Consumer Protection Act 68 of 2008
- 4.6 Electronic Communications and Transactions Act 25 of 2002
- 4.7 Employment Equity Act 55 of 1998
- 4.8 Income Tax Act 58 of 1962
- 4.9 South African Revenue Services Act 34 of 1997
- 4.10 Skills Development Levies Act 9 of 1999
- 4.11 Skills Development Act 97 of 1998
- 4.12 Unemployment Contributions Act 4 of 2002
- 4.13 Unemployment Insurance Act 63 of 2001
- 4.14 Value Added Tax Act 89 of 1991

5. Information automatically available

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

- 5.1 Reports



6. 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.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Tax returns and assessments
- 6.1.8 VAT returns
- 6.1.9 Lease or instalment sale agreements
- 6.1.10 Capital expenditure
- 6.1.11 Record of revenue
- 6.1.12 Record of expenses

6.2 Auditors

- 6.2.1 Working papers
- 6.2.2 Correspondence

6.3 Information Technology

- 6.3.1 Disaster recovery processes and procedures
- 6.3.2 Internet
- 6.3.3 Licenses
- 6.3.4 Software packages
- 6.3.5 Telephone lines, leased lines and data lines

6.4 Intellectual Property

- 6.4.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.

6.5 Legal, Agreements and Contracts

- 6.5.1 Agreements with customers
- 6.5.2 Electronic communications - Personal information and the purpose for which the data was collected
- 6.5.3 Electronic communications - Record of any third party to whom the information was disclosed

6.6 Personnel Records

- 6.6.1 Attendance register
- 6.6.2 Employee remuneration
- 6.6.3 Employee date of birth
- 6.6.4 Employment contracts
- 6.6.5 IRP 5 and IT 3 certificates
- 6.6.6 Leave applications
- 6.6.7 Payroll
- 6.6.8 Personnel file
- 6.6.9 Recruitment and appointments
- 6.6.10 Salary and wage registers
- 6.6.11 Salary slips and wage records

6.6.12 UIF, PAYE and SDL returns

6.7 Statutory Close Corporation Records

6.7.1 Annual Statutory Returns

6.7.2 Minute books

6.8 Tax

6.8.1 Income tax returns

6.8.2 Tax assessments

6.8.3 VAT documents

6.8.4 Vendors information

7. Requesting procedures

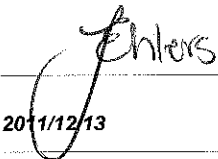
A person who wants access to the records must complete the necessary request form, that is available at the offices of LDE Payroll Consultants CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the prescribed fee structure under the Act. The fee structure is available on www.sahrc.org.za.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of LDE Payroll Consultants CC and from the South African Human Rights Commission.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Linda Diana Ehlers
Signature:	
Date:	2011/12/13