

# **AMBLESIDE MEATS CC**

(Registration number: 1999/014828/23)

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

**Section 51 Manual of AMBLESIDE MEATS CC (Registration number: 1999/014828/23)**

**1. Contact particulars**

|                   |                                  |                      |                                     |
|-------------------|----------------------------------|----------------------|-------------------------------------|
| Head of business: | LANCE LUFFINGHAM                 | Information officer: | RINA LANDMAN                        |
| Postal address:   | P O BOX 286<br>WINTERTON<br>3340 | Physical address:    | AMBLESIDE FARM<br>WINTERTON<br>3340 |
| Telephone number: | 036-4881200                      | Fax number:          | 036-4881997                         |
| E-mail address:   | rinalandman@amblesidefarm.co.za  |                      |                                     |

**2. Introduction**

ABBATOIR - SLAUGHTER AND SALE OF LIVESTOCK

**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) 887-3600.

**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 AMBLESIDE MEATS CC.

**5. Information available in terms of other legislation**

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

- 5.1 Close Corporations Act 69 of 1984
- 5.2 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.3 Competition Act 89 of 1998
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Employment Equity Act 55 of 1998
- 5.6 Financial Intelligence Centre Act 38 of 2001
- 5.7 Income Tax Act 58 of 1962
- 5.8 Labour Relations Act 66 of 1995
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.11 Prevention of Organised Crime Act 121 of 1998
- 5.12 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.13 Protection of Information Act 84 of 1982
- 5.14 Promotion of Access to Information Act 2 of 2000
- 5.15 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.16 Skills Development Levies Act 9 of 1999
- 5.17 Skills Development Act 97 of 1998
- 5.18 Unemployment Contributions Act 4 of 2002
- 5.19 Unemployment Insurance Act 63 of 2001
- 5.20 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 Pricelists
- 6.2 Marketing and promotional material

## **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 Insurance records
- 7.1.12 Accounting officer's reports
- 7.1.13 Inventory records (including stock take)
- 7.1.14 Systems documentation
- 7.1.15 Management reviews
- 7.1.16 Capital expenditure
- 7.1.17 Credit agreements
- 7.1.18 Record of assets
- 7.1.19 Record of liabilities
- 7.1.20 Record of loans to related parties
- 7.1.21 Record of liabilities and obligations
- 7.1.22 Record of property held
- 7.1.23 Record of revenue
- 7.1.24 Record of expenses

### **7.2 Distribution and Transportation**

- 7.2.1 Permits and licenses
- 7.2.2 Transportation system delivery plan and routing

### **7.3 Fixed Property**

- 7.3.1 Leases

### **7.4 Health and Safety**

- 7.4.1 Register, record of earnings, time worked, payment and particulars of all employees

### **7.5 Information Technology**

- 7.5.1 Agreements
- 7.5.2 Client database
- 7.5.3 Disaster recovery processes and procedures
- 7.5.4 Hardware
- 7.5.5 Internet
- 7.5.6 Licenses
- 7.5.7 Systems support, programming and development
- 7.5.8 LAN Installations

- 7.5.9 Operating systems
  - 7.5.10 Software packages
  - 7.5.11 Telephone exchange equipment
  - 7.5.12 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 Legal, Agreements and Contracts**
- 7.7.1 Acquisition or disposal documentation
  - 7.7.2 Agreements with contractors, suppliers and clients
  - 7.7.3 Agreements with customers
  - 7.7.4 Agreements with shareholders, officers or directors
  - 7.7.5 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
  - 7.7.6 Material agreements relating to provision of services or materials
  - 7.7.7 Contracts, including lease agreements and finance agreements
  - 7.7.8 Sale agreements
- 7.8 Personnel Records**
- 7.8.1 Attendance register
  - 7.8.2 Bargaining Council documents
  - 7.8.3 Disciplinary records
  - 7.8.4 Employee evaluation and performance records
  - 7.8.5 Employee information records
  - 7.8.6 Employee loans
  - 7.8.7 Employee remuneration
  - 7.8.8 Employment applications
  - 7.8.9 Employee date of birth
  - 7.8.10 Employment contracts
  - 7.8.11 Employment equity plan
  - 7.8.12 Expense accounts
  - 7.8.13 Funeral insurance scheme
  - 7.8.14 Health and safety records
  - 7.8.15 IRP 5 and IT 3 certificates
  - 7.8.16 Letters of appointment
  - 7.8.17 Leave applications
  - 7.8.18 Maternity leave policy
  - 7.8.19 Medical aid records
  - 7.8.20 Name and occupation of each employee
  - 7.8.21 Payroll
  - 7.8.22 Particulars of each employee
  - 7.8.23 Pension fund information
  - 7.8.24 Personnel file
  - 7.8.25 Policies and procedures
  - 7.8.26 Provident fund information
  - 7.8.27 Recruitment and appointments
  - 7.8.28 Relocation policy

- 7.8.29 Salary and wage registers
- 7.8.30 Salary slips and wage records
- 7.8.31 Staff loan schemes
- 7.8.32 Staff records after employment
- 7.8.33 Tax returns of employees
- 7.8.34 Time records
- 7.8.35 Training and development
- 7.8.36 UIF, PAYE and SDL returns
- 7.8.37 Workmen's Compensation documents

**7.9 Sales and Marketing**

- 7.9.1 Brochures, newsletters and marketing material
- 7.9.2 Customers
- 7.9.3 Products
- 7.9.4 Sales
- 7.9.5 Service and product information

**7.10 Statutory Close Corporation Records**

- 7.10.1 Annual Statutory Returns
- 7.10.2 Founding Statement and amendments
- 7.10.3 Resolutions passed at meetings

**7.11 Tax**

- 7.11.1 Income tax returns
- 7.11.2 Provisional tax returns
- 7.11.3 Tax assessments
- 7.11.4 Records relating to taxable gain or assessed capital loss
- 7.11.5 VAT documents

**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of AMBLESIDE MEATS CC, 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.

**9. Availability of the Manual**

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

**10. Signature**

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|--|-----------------------|
| We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided. |                       |
| <b>Name of Information Officer:</b>  | RINA LANDMAN<br>_____ |
| <b>Signature:</b>  | _____                 |
| <b>Date:</b>   | _____                 |