

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

SOUTHERN AFRICAN BITUMEN ASSOCIATION

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

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Section 51 Manual of SOUTHERN AFRICAN BITUMEN ASSOCIATION

(Registration Number 89/00047/08)

1. Contact particulars

Chief Executive Officer		TR Distin	
Administrative Manager		JO Nichol	
Postal address		Postnet Suite 56	
		Private Bag X21	
		7450 Howard Place Cape Town	
Physical address		5 Lonsdale	
		Lonsdale Way	
		7405 Pinelands Cape Town	
Telephone	021 531 2718	Fax	021 531 2606
Email	info@sabita.co.za	Web	www.sanita.co.za

2. Introduction

Southern African Bitumen Association is an association incorporated under Section 21. **Southern African Bitumen Association's** mission is to achieve through its sponsorship of industry-related generic research, the development and implementation of user-friendly bituminous product technology geared to the social and economic needs of our region and to the promotion of emerging contractors. Other ways in which **Southern African Bitumen Association** achieves results for its membership base include promoting strategies which serve public demand for adequate road provision and maintenance programmes and fostering closer co-operation between public and private sectors to promote sustained adequate funding linked to achievable delivery.

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) 484 8300, fax 011 4847149.

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 form to be completed for submitting a request, are available from SOUTHERN AFRICAN BITUMEN ASSOCIATION.

5. Information available in terms of other legislation

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

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Copyright Act 98 of 1978
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act of 2001
- Income Tax Act 58 of 19762
- Non-profit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Regional Services Councils Act 109 of 1985
- Southern African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998

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- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. Information automatically available:

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

- Newsletters
- Posters
- Price lists
- Reports
- Marketing and promotional material
- www.sabita.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 those records and that access to them may or must be refused in accordance with section 62 to 69 of the Act.

8. Accounting records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables etc.)
- Bank statements, cheque books and invoices
- Deposit slips
- Cash books and petty cash books
- Tax returns and assessments
- VAT returns
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports.

9. Insurance

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

10. Personnel records

- Employee evaluation and performance records
- Employee information records
- Employment applications
- Employment contract
- Group Life
- IRP5 and IT3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Payroll
- Personnel files

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- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Workmens' Compensation documents

11. Statutory business records

- Memorandum and articles of association
- Certificate of incorporation
- Certificate to commence business
- List of directors
- List of subscribers
- Share register held in offices of McDowell, Caradoc Davies

12. Requesting procedures

Any person who wants access to the records must complete the necessary request form, 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 Administrative Manager.

13. Availability of the Manual

Copies of this manual are available for inspection, free of charge from the South African Human Rights Commission, from the Government Printer and at www.sabita.co.za