

PRINTERLAND (Pty) Ltd

(2010/024183/07)

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

## Section 51 Manual of Printerland (PTY) Ltd (Registration Number: 2010/024183/07)

### 1. Contact Particulars

Head of Business:	Fiona Virissimo	Information Officer:	Fiona Virissimo
Postal Address:	Printerland (Pty) Ltd Unit 68, Millennium Business Park, Edison way, Century city, Milnerton 7441, South Africa	Physical Address:	Printerland (Pty) Ltd Unit 68, Millennium Business Park, Edison way, Century city, Milnerton 7441, South Africa
Telephone Number:	086 110 1809		
E-Mail Address:	<a href="mailto:info@printerland.co.za">info@printerland.co.za</a>		
Website:	<a href="http://www.printerland.co.za">www.printerland.co.za</a>		

### 2. Introduction

General trading in all aspects.

### 3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain 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 forms to be completed for submitting a request, are available from Printerland (Pty) Ltd.

## **5. Information available in terms of other information**

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

- 5.1 Companies Act 71 of 2008
- 5.2 Consumer Protection Act 68 of 2000
- 5.3 Electronic Communications and Transactions Act 25 of 2002
- 5.4 Income Tax Act 58 of 1962
- 5.5 Promotion of Access to Information Act 2 of 2000

## **6. Information automatically available**

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

- 6.1 [www.printerland.co.za](http://www.printerland.co.za)

## **7. Information available in terms of The Act**

The subjects on whom 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
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Tax returns and assessments
- 7.1.7 VAT returns
- 7.1.8 Capital expenditure
- 7.1.9 Record of assets
- 7.1.10 Record of revenue
- 7.1.11 Record of expenses

### **7.2 Staff Information**

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

### **7.3 Information Technology**

- 7.3.1 Agreements
- 7.3.2 Client database
- 7.3.3 Hardware
- 7.3.4 Internet
- 7.3.5 Licenses
- 7.3.6 Software packages
- 7.3.7 Telephone exchange equipment
- 7.3.8 Telephone lines, leased lines and data lines

#### 7.4 Insurance

##### 7.4.1 Insurance policies

#### 7.5 Legal, Agreements and Contracts

##### 7.5.1 Agreements with contractors, suppliers and clients

##### 7.5.2 Agreements with shareholders, officers or directors

##### 7.5.3 Distributor, dealer or agency agreements

##### 7.5.4 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements

##### 7.5.5 Electronic communications – Personal information and the purpose for which the data was collected

#### 7.6 Personal Records

##### 7.6.1 Disciplinary records

##### 7.6.2 Employee evaluation and performance records

##### 7.6.3 Employee remuneration

##### 7.6.4 Employee date of birth

##### 7.6.5 Employment contacts

##### 7.6.6 Health and safety records

##### 7.6.7 IRP4 and ITR3 certificates

##### 7.6.8 Leave applications

##### 7.6.9 Name and occupation of each employee

##### 7.6.10 Particulars of each employee

##### 7.6.11 Personnel file

##### 7.6.12 Recruitments and appointments

##### 7.6.13 Salary and wage registers

##### 7.6.14 Salary slips and wage records

##### 7.6.15 Staff records after employment

##### 7.6.16 Tax returns of employees

##### 7.6.17 UIF, PAYE and SDL returns

#### 7.7 Sales and Marketing

##### 7.7.1 Brochures, newsletters and marketing material

##### 7.7.2 Customers

##### 7.7.3 Domestic and export orders

##### 7.7.4 Products

##### 7.7.5 Public relation policies and procedures

##### 7.7.6 Sales

#### 7.8 Statutory Company Records

##### 7.8.1 Annual Statutory Returns

##### 7.8.2 Certificate of Change of Name

##### 7.8.3 Certificate of Incorporation

##### 7.8.4 Dividend Register

##### 7.8.5 Index of Members

- 7.8.6 Memorandum and Articles of Association
- 7.8.7 Memorandum of Incorporation and alterations/ amendments
- 7.8.8 Minutes of director meetings
- 7.8.9 Minutes of director committee meetings
- 7.8.10 Register of director and officers
- 7.8.11 Register of directors shareholding
- 7.8.12 Registration Certificate
- 7.8.13 Special Resolutions
- 7.8.14 Resolutions
- 7.8.15 Shareholder agreements

#### 7.9 Tax

- 7.9.1 Income tax returns
- 7.9.2 Provisional tax returns
- 7.9.3 VAT documents

### 8. Requesting procedures

As person who would like access to the records must complete the necessary request form which is available at the offices of Printerland PTY or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za) . The completed request form must be sent to the address, e-mail or fax number provided in this manual and marked for the attention of the Information Officer.

### 9. Availability of Manual

Copies of the manual are available for inspection, free of charge, at the offices of Printerland PTY Ltd, from the South African Human Rights Commission and at [www.printerland.co.za](http://www.printerland.co.za) .

### 10. Signature

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

Name of Information Officer: Fiona Virissimo

Signature:



Date:

17/10/2013