

PAIA MANUAL

FRANKWEN FORGE (PTY) LTD

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR.2 OF 2000

1. Introduction

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information or documents from Frankwen Forge (Pty) Ltd as contemplated in terms of the Act.

The manual may be amended from time to time and the latest version of the manual will be made available to the public.

Definitions:

“The Act”: The Promotion of Access to Information Act, Nr.2 of 2000, together with all published regulations.

“This Manual”: This Manual together with all annexures thereto as available at the offices of Frankwen Forge (Pty) Ltd.

“This company”: Frankwen Forge (Pty) Ltd,
Registration number: 1971/010346/07, a private company duly incorporated in accordance with the laws of South Africa.

“SAHRC”: South African Human Rights Commission

“Information Officer”: The Managing Director who has been appointed as the Information Officer of Frankwen Forge (Pty) Ltd, to whom requests for information in terms of the Act should be addressed.

2. Contact Details: Section 51(1) (a) of the Act

Name of Private Body:	Frankwen Forge (Pty) Ltd
Appointed Information Officer:	The Managing Director
Address:	43 Liverpool Road, Benoni Industrial Sites, Benoni
Postal Address:	P.O. Box, 5167, Benoni South, 1502
Telephone nr:	(011) 746-9200
Fax Nr:	(011) 749-0680
E-mail:	info@frankwenforge.co.za
Website address:	www.frankwenforge.co.za

3. Guide in terms of Section 10 of the Act (Section 51 (1) (b) of the Act)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr. York and St. Andrews Street, Parktown and on its website at sahrc.org.za.

4. The latest notice in terms of Section 52(2) (IF Any):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. Records available in terms of other legislation: Section 51(1)(d)

Records available in terms of other legislation are as follows:

Labour Relations Act 66 of 1995

Employment equity Act 55 of 1998

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Companies act 61 of 1973

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Income tax Act 58 of 1962

Skills development Act 9 of 1999

6. Subjects and categories of records held by Frankwen Forge (Pty) Ltd: Section 51(1)(e)

A. Companies Act Records

Documents of incorporation

Memorandum and Articles of association

Minutes of Board of Directors meetings

Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers

B. Financial Records

Annual Financial Statements

Tax returns

Accounting Records

Banking records

Bank Statements

Paid cheques

Electronic banking records

Asset register

Invoices

Credit Notes

C. Income Tax Records

PAYE Records

Documents issued to employees for income tax purposes

Records of payments made to SARS on behalf of employees

All other statutory compliances:

VAT

Regional Services Levies

Skills Development Levies

UIF

Workmen's Compensation

D. Personnel Documents and Records

Employment Contracts

Employment Equity Plan

Medical Aid records

Pension Fund records

Disciplinary records

Salary records

SETA records

Disciplinary code

Leave records

Training records

Training Manuals

7. Other information (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. Availability of the Manual (Section 51(3) of the Act)

8.1 This manual is available for inspection at the offices of Frankwen Forge (Pty) Ltd during office hours, free of charge.

8.2 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Frankwen Forge (Pty) Ltd (www.frankwenforge.co.za)

8.3 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

It is recorded that any and all documents or information requested shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Frankwen Forge (Pty) Ltd is automatically available without a person having to request access in terms and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

