

Reliance Distributors (Pty) Ltd

(Registration number: 2010/005194/07)

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

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

Section 51 Manual of Reliance Distributors (Pty) Ltd (Registration number: 2010/005194/07)

1. Contact particulars

Head of business:	PJ Kinnear	Information officer:	PJ Kinnear
Postal address:	PO Box 2495 Honeydew Roodepoort 2040	Physical address:	Ridge Road Laser Park Honeydew 2040
Telephone number:	011 794 4880	Fax number:	011 794 1961
E-mail address:	peter@reliancepoultry.co.za		
Website:	www.reliancepoultry.co.za		

2. Introduction

Installation of poultry equipment

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 Reliance Distributors (Pty) Ltd.

5. Information available in terms of other legislation

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

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Consumer Protection Act 68 of 2008
- 5.6 Customs and Excise Act 91 of 1964
- 5.7 Employment Equity Act 55 of 1998
- 5.8 Income Tax Act 58 of 1962
- 5.9 Labour Relations Act 66 of 1995
- 5.10 Occupational Health and Safety Act 85 of 1993
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 South African Revenue Services Act 34 of 1997
- 5.13 Skills Development Levies Act 9 of 1999
- 5.14 Skills Development Act 97 of 1998
- 5.15 Unemployment Contributions Act 4 of 2002
- 5.16 Unemployment Insurance Act 63 of 2001
- 5.17 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 Newsletters

6.2 Pricelists

6.3 www.reliancepoultry.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 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 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Inventory records (including stock take)
- 7.1.17 Systems documentation
- 7.1.18 Management reviews
- 7.1.19 Capital expenditure
- 7.1.20 Credit agreements
- 7.1.21 Record of assets
- 7.1.22 Record of liabilities
- 7.1.23 Record of loans to related parties
- 7.1.24 Record of liabilities and obligations
- 7.1.25 Record of revenue
- 7.1.26 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Credit Agreements

- 7.3.1 Debt councillor's documents
- 7.3.2 Credit Provider's documents
- 7.3.3 Credit Bureaux' documents
- 7.3.4 Enquiries
- 7.3.5 Details and results of disputes lodged with consumers
- 7.3.6 Payment profile
- 7.3.7 Adverse information
- 7.3.8 Debt restructuring
- 7.3.9 Civil court judgements
- 7.3.10 Administration orders
- 7.3.11 Sequestrations

- 7.3.12 Liquidations
- 7.3.13 Rehabilitation orders
- 7.4 Distribution and Transportation**
 - 7.4.1 Permits and licenses
 - 7.4.2 Transportation system delivery plan and routing
 - 7.4.3 Transportation rights
 - 7.4.4 Transportation, warehouse and storage contracts
- 7.5 Health and Safety**
 - 7.5.1 Register, record of earnings, time worked, payment and particulars of all employees
 - 7.5.2 Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- 7.6 Information Technology**
 - 7.6.1 Agreements
 - 7.6.2 Client database
 - 7.6.3 Development or investment plans
 - 7.6.4 Disaster recovery processes and procedures
 - 7.6.5 Hardware
 - 7.6.6 Internet
 - 7.6.7 Licenses
 - 7.6.8 Systems support, programming and development
 - 7.6.9 LAN Installations
 - 7.6.10 Operating systems
 - 7.6.11 Software packages
 - 7.6.12 Telephone exchange equipment
 - 7.6.13 Telephone lines, leased lines and data lines
- 7.7 Insurance**
 - 7.7.1 Claim records
 - 7.7.2 Details of coverage, limits and insurers
 - 7.7.3 Insurance policies
- 7.8 Intellectual Property**
 - 7.8.1 Designs, trademarks, trade names and protected names
- 7.9 Legal, Agreements and Contracts**
 - 7.9.1 Acquisition or disposal documentation
 - 7.9.2 Agreements with contractors, suppliers and clients
 - 7.9.3 Agreements with customers
 - 7.9.4 Agreements with shareholders, officers or directors
 - 7.9.5 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
 - 7.9.6 Distributor, dealer or agency agreements
 - 7.9.7 Material agreements relating to provision of services or materials
 - 7.9.8 Material licenses, permits and authorisations
 - 7.9.9 Contracts, including lease agreements and finance agreements
 - 7.9.10 Restraint agreements
 - 7.9.11 Sale agreements
 - 7.9.12 Settlement agreements
 - 7.9.13 Warranty agreements

7.10 Personnel Records

- 7.10.1 Arbitration awards
- 7.10.2 Attendance register
- 7.10.3 Bargaining Council documents
- 7.10.4 Collective agreements
- 7.10.5 Disability schemes
- 7.10.6 Disciplinary records
- 7.10.7 Employee evaluation and performance records
- 7.10.8 Employee information records
- 7.10.9 Employee loans
- 7.10.10 Employee share purchase plan
- 7.10.11 Employee remuneration
- 7.10.12 Employment applications
- 7.10.13 Employee date of birth
- 7.10.14 Employment contracts
- 7.10.15 Employment equity plan
- 7.10.16 Expense accounts
- 7.10.17 Health and safety records
- 7.10.18 IRP 5 and IT 3 certificates
- 7.10.19 Letters of appointment
- 7.10.20 Leave applications
- 7.10.21 Maternity leave policy
- 7.10.22 Medical aid records
- 7.10.23 Name and occupation of each employee
- 7.10.24 Organisational design
- 7.10.25 Payroll
- 7.10.26 Particulars of each employee
- 7.10.27 Personnel file
- 7.10.28 Policies and procedures
- 7.10.29 Provident fund information
- 7.10.30 Records of foreign employees
- 7.10.31 Records of strikes, lockouts or protest action
- 7.10.32 Recruitment and appointments
- 7.10.33 Relocation policy
- 7.10.34 Registered trade unions / employers' organisations documents, list of members and ballot papers
- 7.10.35 Salary and wage registers
- 7.10.36 Salary slips and wage records
- 7.10.37 Staff records after employment
- 7.10.38 Strike, lock out or protest action records
- 7.10.39 Study assistance schemes
- 7.10.40 Time records
- 7.10.41 Training and development
- 7.10.42 UIF, PAYE and SDL returns
- 7.10.43 Workmen's Compensation documents

7.11 Sales and Marketing

- 7.11.1 Brochures, newsletters and marketing material
- 7.11.2 Customers
- 7.11.3 Domestic and export orders

- 7.11.4 Media releases
- 7.11.5 Products
- 7.11.6 Public relations policies and procedures
- 7.11.7 Sales
- 7.11.8 Service and product information

7.12 Statutory Company Records

- 7.12.1 Annual Statutory Returns
- 7.12.2 Certificate of Change of Name
- 7.12.3 Certificate of Incorporation
- 7.12.4 Certificate to Commence Business
- 7.12.5 Dividend register
- 7.12.6 Directors' attendance register
- 7.12.7 Index of Members
- 7.12.8 Memorandum and Articles of Association
- 7.12.9 Memorandum of Incorporation and alterations / amendments
- 7.12.10 Notice and minutes of shareholders' meetings
- 7.12.11 Minutes of directors' meetings
- 7.12.12 Minutes of audit committee meetings
- 7.12.13 Minutes of directors' committee meetings
- 7.12.14 Other minute books
- 7.12.15 Proxy documents
- 7.12.16 Proxy forms used at Court convened meetings
- 7.12.17 Register of Allotments
- 7.12.18 Register of company secretary and auditors
- 7.12.19 Register of debenture holders and mortgages
- 7.12.20 Register of directors and officers
- 7.12.21 Register of directors' shareholding
- 7.12.22 Register of past directors
- 7.12.23 Registration Certificate
- 7.12.24 Register of beneficial interest holders
- 7.12.25 Reports presented at Annual General Meeting
- 7.12.26 General resolutions
- 7.12.27 Special resolutions
- 7.12.28 Resolutions
- 7.12.29 Rules
- 7.12.30 Shareholders' agreements
- 7.12.31 Shareholders' register
- 7.12.32 Securities register / uncertificated securities register
- 7.12.33 Written communication to holders of securities

7.13 Tax

- 7.13.1 Income tax returns
- 7.13.2 Provisional tax returns
- 7.13.3 Tax assessments
- 7.13.4 Documents relating to where the objection and appeal is lodged
- 7.13.5 Records relating to taxable gain or assessed capital loss
- 7.13.6 VAT documents
- 7.13.7 Records of importation goods and documents
- 7.13.8 Vendors information

7.13.9 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Reliance Distributors (Pty) Ltd, 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Reliance Distributors (Pty) Ltd, from the South African Human Rights Commission and at www.reliancepoultry.co.za.