

Davis and Deale Irrigation (Pty) Ltd

(Registration number: 1965/003528/07)

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



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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF DAVIS AND DEALE IRRIGATION (PTY) LTD

(REGISTRATION NUMBER: 1965/003528/07)

1. CONTACT PARTICULARS

Head of business:	Bevan John Davis	Information officer:	Louise Caetano
Postal address:	P.O.Box 5070 Delmenville Germiston 1403	Physical address:	139 Elsburg Road Delville Extension 1 Germiston 1401
Telephone number:	011-827-2460	Fax number:	011-827-2498
E-mail address:	louise@converttek.co.za		
Website:	www.davisanddeale.co.za		

2. INTRODUCTION

Assembling and wholesale of water meter boxes

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, contact number (011) 887-3600 or www.sahrc.co.za .

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 **Davis and Deale Irrigation (Pty) Ltd**.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 5.1 ARBITRATION ACT 42 OF 1965
- 5.2 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.3 BBBEE ACT 53 OF 2003
- 5.4 COMPANIES ACT 61 OF 1973
- 5.5 COMPANIES ACT 71 OF 2008
- 5.6 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.7 CONSUMER PROTECTION ACT 68 OF 2008
- 5.8 COPYRIGHT ACT 98 OF 1978
- 5.9 CRIMINAL PROCEDURES ACT 51 OF 1977
- 5.10 CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5.11 CUSTOMS AND EXCISE ACT 91 OF 1964
- 5.12 DEBT COLLECTORS ACT 114 OF 1998
- 5.13 DESIGNS ACT 195 OF 1993
- 5.14 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.15 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.16 INCOME TAX ACT 58 OF 1962
- 5.17 LABOUR RELATIONS ACT 66 OF 1995
- 5.18 NATIONAL CREDIT ACT 34 OF 2005
- 5.19 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.20 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000
- 5.21 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.22 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.23 REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 OF 2002

- 5.24 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.25 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.26 STATISTICS ACT 6 OF 1999
- 5.27 TRADE MARKS ACT 194 OF 1993
- 5.28 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.29 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.30 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 PAMPHLETS / BROCHURES
- 6.2 POSTERS
- 6.3 PRICELISTS
- 6.4 REPORTS
- 6.5 MARKETING AND PROMOTIONAL MATERIAL
- 6.6 WWW.DAVISANDDEALE.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

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Compiler's reports
- Accounting officer's report
- Reviewer's reports
- Inventory records (including stock take
- Systems documentation
- Management review
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Working papers
- Correspondence

7.3 CREDIT AGREEMENTS

- Credit Provider's documents
- Credit Bureaux' documents
- Enquiries
- Details and results of disputes lodged with consumers
- Payment profile
- Adverse information
- Debt restructuring
- Civil court judgements
- Administration orders

7.4 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses
- Transportation system delivery plan and routing
- Transportation rights

7.5 FIXED PROPERTY

- Building plans
- Leases
- Title deeds

7.6 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Details of air emission discharges
- Details of solid waste discharges
- Emergency response plans
- Employee public health emergency action plans
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of incident reported at work
- Waste water assessment and monitoring records

7.7 INFORMATION TECHNOLOGY

- Agreements
- Audits
- Capacity and utilisation of current systems
- Client database
- Development or investment plans
- Disaster recovery processes and procedures
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

7.8 INSURANCE

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

7.9 INTELLECTUAL PROPERTY

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- Copyrights
- Litigation and other disputes involving intellectual property
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names
- Legal, Agreements and Contracts
- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advise and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.

- Consumer Protection Act - disclosure by auctions: written agreement containing terms and conditions
- Insert other legal records here.

7.10 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Bargaining Council documents
- Collective agreements
- Disability schemes
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Expense accounts
- Funeral insurance scheme
- Group life
- Group personal accident
- Health and safety records
- Housing scheme
- Incentive schemes
- Industrial training records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Pension fund information

- Personnel file
- Policies and procedures
- Provident fund information
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Registered trade unions / employers' organisations documents, list of members and ballot papers
- Salary and wage registers
- Salary slips and wage records
- Staff loan schemes
- Staff records after employment
- Strike, lock out or protest action records
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.11 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

7.12 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend register
- Directors' attendance register
- Index of Members
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments

- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Minutes of audit committee meetings
- Minutes of directors' committee meetings
- Proxy documents
- Register of company secretary and auditors
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Reports presented at Annual General Meeting
- General resolutions
- Special resolutions
- Resolutions
- Rules
- Shareholders' agreements
- Shareholders' register
- Securities register / uncertificated securities register
- Written communication to holders of securities
- Cooperation agreements
- Founding Statement and amendments
- Minute books
- Resolutions passed at meetings

7.13 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Records of importation goods and documents
- Vendors information
- Documentary proof substantiating the zero rating of supplies

7.14 OTHER RECORDS

- Insert other records here.

8. GENERAL

Insert any general information which you may wish to add.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **Davis and Deale** Irrigation (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.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of **Davis and Deale** Irrigation (Pty) Ltd, from the South African Human Rights Commission and at www.davisanddeale.co.za.

11. SIGNATORY

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

Louise Caetano

Information officer

Signature of Information officer

11 January 2012

Date