

South African Meat Industry Company (Ass. Inc under Sec. 21)

(Registration number: 2005/027338/07)

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 South African Meat Industry Company (Ass. Inc under Sec. 21) (Registration number: 2005/027338/07)

1. Contact particulars

Head of business:	RJ van der Westhuizen	Information officer:	AG du Plessis
Postal address:	P.O Box 36802 Menlo Park Pretoria 0102	Physical address:	318 The Hillside Lynnwood 0081
Telephone number:	(012) 361 4545	Fax number:	(012) 361 9837
E-mail address:	aletd@levyadmin.co.za		
Website:	www.samic.co.za		

2. Introduction

Providing and/or facilitating the necessary and useful services to all affected groups in the red meat industry.

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) 877-3600, fax number (011) 403-0625 or www.sahrc.org.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 South African Meat Industry Company (Ass. Inc under Sec. 21).

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 Companies Act 61 of 1973
- 5.3 Companies Act 71 of 2008
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Skills Development Levies Act 9 of 1999
- 5.10 Unemployment Contributions Act 4 of 2002
- 5.11 Value Added Tax Act 89 of 1991
- 5.12 Meat Safety Act 2000
- 5.13 Agricultural Product Standards Act (no 119 of 1990)
- 5.14 Marketing of Agricultural Products Act of 1996

6. Information automatically available

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

- 6.1 Posters
- 6.2 www.samic.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 Tax returns and assessments
 - 7.1.9 VAT returns
 - 7.1.10 Lease or instalment sale agreements
 - 7.1.11 Budgets and business plans
 - 7.1.12 Auditor's reports
 - 7.1.13 Inventory records (including stock take)
 - 7.1.14 Record of assets
- 7.2 **Health and Safety**
 - 7.2.1 Register, record of earnings, time worked, payment and particulars of all employees
- 7.3 **Information Technology**
 - 7.3.1 Client database
 - 7.3.2 Hardware
 - 7.3.3 Internet
 - 7.3.4 Licenses
 - 7.3.5 LAN Installations
 - 7.3.6 Operating systems
 - 7.3.7 Software packages
 - 7.3.8 Telephone lines, leased lines and data lines
- 7.4 **Insurance**
 - 7.4.1 Claim records
 - 7.4.2 Details of coverage, limits and insurers
 - 7.4.3 Insurance policies
- 7.5 **Legal, Agreements and Contracts**
 - 7.5.1 Agreements with customers
 - 7.5.2 Contracts, including lease agreements and finance agreements
- 7.6 **Personnel Records**
 - 7.6.1 Employee information records
 - 7.6.2 Employment contracts
 - 7.6.3 Funeral insurance scheme
 - 7.6.4 IRP 5 and IT 3 certificates
 - 7.6.5 Letters of appointment
 - 7.6.6 Leave applications
 - 7.6.7 Medical aid records
 - 7.6.8 Payroll
 - 7.6.9 Policies and procedures
 - 7.6.10 Provident fund information
 - 7.6.11 Salary slips and wage records

- 7.6.12 UIF, PAYE and SDL returns
- 7.6.13 Workmen's Compensation documents

7.7 Statutory Company Records

- 7.7.1 Annual Statutory Returns
- 7.7.2 Certificate of Incorporation
- 7.7.3 Certificate to Commence Business
- 7.7.4 Directors' attendance register
- 7.7.5 Index of Members
- 7.7.6 Memorandum and Articles of Association
- 7.7.7 Notice and minutes of shareholders' meetings
- 7.7.8 Minutes of directors' meetings
- 7.7.9 Proxy documents
- 7.7.10 Register of company secretary and auditors
- 7.7.11 Register of directors and officers
- 7.7.12 Register of past directors
- 7.7.13 Special resolutions
- 7.7.14 Resolutions

7.8 Tax

- 7.8.1 Income tax returns
- 7.8.2 Provisional tax returns
- 7.8.3 Tax assessments
- 7.8.4 VAT documents
- 7.8.5 Vendors information

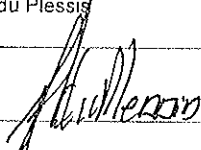
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of South African Meat Industry Company (Ass. Inc under Sec. 21), 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 South African Meat Industry Company (Ass. Inc under Sec. 21), from the South African Human Rights Commission and at www.samic.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:	AG du Plessis
Signature:	
Date:	2011/12/13