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## **SECTION 51 MANUAL** **FOR** **STT SALES (PTY) LIMITED**

**THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT, 2000.**

### **INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

#### **Registered office address:**

Darachem House, 6 Mission Road,  
Anderbolt,  
Boksburg North.

#### **Postal Address :**

PO Box 6008  
Dunswart,  
1508.

**Telephone Number:** +27 11 892 2917, +27 11 917 9816

**Facsimile Number:** +27 11 892 1519.

**e-mail address:** info@darachem.co.za

## **GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

A guide to the Act (as contemplated under section 10 of the Act) is available from the South African Human Rights Commission. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide and its contents should be directed to:

The South African Human Rights Commission:  
PAIA Unit (the Research and Documentation Department)  
Postal address: Private Bag 2700, Houghton, 2041  
Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **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 Disease 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
- Promotion of Access to Information Act 2 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004.

## **SUBJECTS AND CATEGORIES OF RECORDS HELD BY STT SALES (Pty) Ltd: SECTION 51(1)(e)**

### **1. 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
- Share Register and other statutory registers

## **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
  - Bank Statements
  - Paid Cheques
  - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

## **3. 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

## **4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid Records
- Pension Fund records
- Disciplinary records
- Salary Records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

## **5. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

The requester must complete the request forms that are available from the SAHRC web site ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development web site ([www.doj.gov.za](http://www.doj.gov.za))(under "regulations").

The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address

The form must:

- Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
- Indicate which form of access is required,
- Specify a postal address or fax number of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body