

**MAILING & MECHANISATION (PTY) LTD / HASLER
BUSINESS SYTEMS (PTY) LTD / MAILMECH
ELECTRONICS CC
HASLER BUSINESS SYSTEMS (PTY) LTD
MAILMECH ELECTRONICS CC**

**ACCESS TO INFORMATION MANUAL IN TERMS OF
THE PROMOTION OF ACCESS TO INFORMATION
ACT, 2000 (“PAIA”)**

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CHAPTER 1

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

1. CONTACT DETAILS

1.1 Information officer

Mr. J A Harding

Director

E-mail address: sandy@mailmech.co.za

1.2 Physical address: 5th Floor, Petrob House, 343 Surrey Ave, Ferndale

1.3 Postal address: P O Box 12, Ferndale 2160

1.4 Telephone number (011) 789 1608

1.5 Facsimile number (011) 886 2394

CHAPTER 2

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right in terms of the PAIA.

The Guide is available for inspection at the office of the Human Rights Commission at:

**29 Princess of Wales Terrace
Cnr York and St. Andrews Street
Parktown**

For further enquiries:

**The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041**

Telephone number: (011) 877 3600

Facsimile number: (011) 403 0625

Website (electronic copy of Guide): www.sahrc.org.za

CHAPTER 3

THE LATEST NOTICE IN TERMS OF SECTION 52(2) OF THE PAIA (IF ANY):

No notice in terms of section 52(2) of the PAIA has been published.

CHAPTER 4

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

1. Basic Conditions of Employment Act 75 of 1997
2. Compensation for Occupational Injuries and Diseases Act 130 of 1993
3. Employment Equity Act 55 of 1998
4. Income Tax Act 58 of 1962
5. Labour Relations Act 66 of 1995
6. Skills Development Act 9 of 1999
7. Unemployment Insurance Act 63 of 2001
8. Value Added Tax Act 89 of 1991
9. Companies Act 61 of 1973

You are advised that access to information in terms of the above-mentioned legislation may be limited to specific persons. Information may be requested in terms of the PAIA (and will be subject to the provisions of the PAIA), however, provided the request falls within the ambit of the PAIA.

CHAPTER 5

A. RECORDS HELD BY MAILING & MECHANISATION (PTY) LTD / HASLER BUSINESS SYTEMS (PTY) LTD / MAILMECH ELECTRONICS CC

Requests should be directed to the Information Officer at the address referred to in Chapter 1, and must substantially correspond with Form C of Annexure B to *Government Gazette* Notice R.187 as published in *Government Gazette* 23119 dated 15 February 2002.

MAILING & MECHANISATION (PTY) LTD / HASLER BUSINESS SYTEMS (PTY) LTD / MAILMECH ELECTRONICS CC holds information on the following subjects and categories of records (access to these records may be refused in terms of the grounds of refusal contemplated in the PAIA):

1. Companies Act Records

- Documents of Incorporation
- Memorandum and Articles of Association
- Share Certificates
- Records relating to the appointment of directors / auditors / secretary / public officers and other officers
- Minutes of Board of Directors meetings
- Location & contact numbers
- Share register and other statutory registers

2. Financial Records

- Banking Records
 - Bank statements
 - Paid cheques
 - Electronic Banking Records

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- Accounting Records
 - Creditors/Debtors
 - Annual Financial Statements and Reports
 - Asset Register
 - Rental Agreements
 - Invoices
 - Tax Returns

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
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Salary Records
- SETA Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

CHAPTER 6

DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

6.1 The requester must complete Form C and submit this form together with a request fee, to the head of the private body

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

6.3. 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 of that right,

It 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 with the requester is making the request, to the reasonable satisfaction of the head of the private body.

SIGNED:



MR J.A. HARDING
Director

12 December 2011