

MANUAL OF LEAD LAUNDRY AND CATERING (PTY) LTD. ("LLC")

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000

DECEMBER 2011

INTRODUCTION

On 9 March 2001, the Promotion of Access to information Act, No. 2 of 2000 ("the Act") became operative, giving effect to the section 32(2) Constitutional right of access to information.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body.

This document serves as the LLC information manual and provides reference to the records held by LLC and the process to request access to such records.

SCOPE OF THE MANUAL

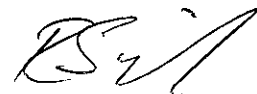
The scope of this manual includes Lead Laundry and Catering (Pty) Ltd. (LLC) and the following related entities in which LLC has a direct interest:

Lead Household Appliances (Pty) Ltd.
Servtech (Pty) Ltd.
Tullis (Pty) Ltd.
Aqualogic CC

SECTION 51 MANUAL FOR LLC (PTY) LIMITED

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

Contact Person: Rakesh Singh
Postal Address of head of LLC (Pty) Ltd: P O Box 259, Modderfontein, 1645.
Street Address of head of LLC (Pty) Ltd: 18 Pressburg Road, Founders View North, Modderfontein.
Tel. No of head of LLC (Pty) Ltd: (011) 553 3700 / (011) 553 3717
Fax. No of head of LLBC (Pty) Ltd: (011) 609 0354 / 086 557 7344
E- Mail address of head of LLC (Pty) Ltd: rakeshs@lead.co.za



LEAD LAUNDRY AND CATERING (PTY) LTD
CNR PRESSBURG & CHILWORTH ROAD
FOUNDERS VIEW NORTH, MODDERFONTEIN
P.O. BOX 259, MODDERFONTEIN 1645
TEL: 011 553 3700 FAX: 011 609 0354

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

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

The Guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission
PAIA Unit
29 Princess of Wales Terrace, cnr York and St. Andrews Street
Parktown
Website : <http://www.sahrc.org.za>

Kindly direct any enquiries to:

Postal address: Private Bag 2700
Houghton, 2041
Phone Number: +27 (11) 484 8300
Fax Number: +27 (11) 484 0582
E-mail: PAIA@sahrc.org.za

AVAILABILITY OF THE MANUAL

The Guide is available for inspection, *inter alia*, at the offices of LLC at 18 Pressburg Road, Founders View North, on the website at <http://www.lead.co.za>, and on request from the designated contact person referred to in this manual.


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

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

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



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SUBJECTS AND CATEGORIES OF RECORDS HELD BY ABC (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
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

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

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

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

Lead Laundry & Catering (Pty) Ltd

Contact person: Rakesh Singh
Postal address: P O Box 259, Modderfontein, 1645
Physical address: 18 Pressburg road, Founders View North, Modderfontein
Phone Number: (011) 553 3717
Fax Number: (086) 557 7344
E-mail: rakeshs@lead.co.za

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- | | |
|-----|--|
| (a) | A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be <i>notified of</i> the amount required to be paid as the request fee. |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| (d) | If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption. |

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

YOU MUST	SEND WITH THIS APPLICATION
<ol style="list-style-type: none">1. Complete all necessary spaces.2. Sign the access request form.3. Sign additional folios completed.	<ol style="list-style-type: none">4. R57.00 request fee (if not personal requester).5. Any additional folios completed.6. Copy of Identity Document

FEES

PRESCRIBED FEES

<p>Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)</p> <p>Regulation 11(3)</p>	
<p>1. PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</p>	
(a) For every photocopy of an A4-size page or part thereof	R 1,25
(b) For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	R 0,85
(c) For a copy in a computer- readable form on	
(i) Stiffy disc	R8,55
(ii) Compact disc	R79,80
(d) (i) for a transcription of visual images, for an A4-size page or part thereof	R 45,60
(ii) For a copy of visual images	R 68,40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 22,80
(ii) For a copy of an audio record	R 34,20
(f) To search for and prepare the record for disclosure – R34,20 for each hour or part thereof reasonably required for such search and preparation	R 34,20 p/h
<p>Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)</p> <p>Regulation 11(3)</p>	
<p>2. PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</p> <p>a) Six hours as the hours to be exceeded before a deposit is payable; and</p> <p>b) One third of the access fee is payable as a deposit by the requester</p>	
<p>Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)</p> <p>Regulation 11(3)</p>	
<p>3. PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</p> <p>The actual postage fee is payable when a copy of a record must be posted to a requester.</p>	