

A BURGER EN GENOTE CC

Registration Number: 2005/079193/23

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000

(the "ACT")

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1. INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Members: Mr. A.D. Burger, Mr. F.C.W. de Wet

Information Officer: Mr. F.C.W. de Wet

Postal Address: P.O. Box 2365, George, 6530

Street Address: 138 Merriman Street, George, 6529

Telephone Number: 044 874 4395

Fax Number: 044 874 2885

Cell Phone Number: 072 164 4357

Email: info@gr8audit.net

Website Address: www.gr8audit.co.za

3. OVERVIEW

A Burger en Genote CC conducts the business of accounting practice.

A Burger en Genote CC supports the constitutional rights of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

4. AVAILABILITY OF THIS MANUAL

A copy of this manual is available by sending a request for a copy to the Information Officer by e-mail. The Manual may also be obtained from the South African Human Rights Commission at the addresses set out in paragraph 5, the Government Printers or on the website of **A Burger en Genote CC**.

5. THE ACT

- 5.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 5.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.
- 5.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Human Rights Commission are:

Postal Address:	Private Bag X2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0668
Website:	www.sahrc.org.za

6. THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

The Protection of Personal Information Act, effective from 1 July 2021, deals with the collecting and processing of private information. **A Burger en Genote CC** has complied internally with all the provisions that relates to **A Burger en Genote CC** in regard to the processing and safeguarding of data. Our Information Officer has signed off on all the requirements.

In the event that the data subject resigns, or if **A Burger en Genote CC** resigns from doing work for any reason whatsoever, it will be necessary for **A Burger en Genote CC** to retain records including private information of the data subject, to deal with any queries that may arise from the tax affairs, until we are sure that all tax returns are filed and all queries are finalised by SARS. All other information will be disposed of in a manner that safeguards the information.

7. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- Close Corporation Act 69 of 1984
- Income Tax Act 95 of 1967
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Auditing Profession Act 26 of 2005
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Contributions Act 4 of 2002
- Consumer Protection Act 68 of 2008
- Harmful Business Practices Act 23 of 1999
- Compensation of Occupational Injuries and Health Diseases Act 130 of 1993
- Financial Intelligence Centre Act 38 of 2001
- Occupational Health and Safety Act 5 of 1993
- Protection of Information Act 84 of 1982
- Promotion of Access to Information Act 2 of 2000

8. SCHEDULE OF RECORDS

Records	Subject
Accounting Records and Correspondence	
Marketing	Newsletters
Information Technology	Agreements Client database Internet Licenses
Insurance Records	Policies and Claims
Legal, Agreements and Contracts	Acquisition documentation Disposal documentation Agreements with contractors Agreements with suppliers Agreements with customers Agreements with members

Personnel Records	Personal information Payroll Tax Records Attendance register Records after employment Prospective employee records Personnel file
Statutory Records	Close Corporation registration documents Minutes and Resolutions
Tax	Income Tax returns Provisional Tax returns Tax Assessments Objection and appeal documents VAT and EMP documents Compensation fund documents Vendors' information

9. THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION AT A BURGER EN GENOTE CC

- Provide or manage information, products or services requested by clients.
- Identify clients if the corporation is contacted.
- Maintain customer records.
- Employment purposes.
- General administration, financial and tax purposes.
- Legal or contractual purposes.
- Monitor access, secure and manage our premises and facilities.
- Improve the quality of our services.
- Debt recovery.

10. REQUESTING PROCEDURES AND ACCESS TO PRESCRIBED FORMS AND FEES

To facilitate the processing of your request, kindly:

- 10.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za.
- 10.2 The completed request form must be sent to the Information Officer to the address or fax number provided in this manual.

- 10.3 Provide sufficient details to enable the Company to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requestor in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

Prescribed forms and fees are published on the **A Burger en Genote CC** website as follows:

- <https://gr8audit.co.za/documents/>

11. **REMEDIES**

The Corporation does not have internal appeal procedures regarding the PAIA and POPI Act requests. As such, the decision made by the duly authorised persons in section 2, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator, for relief.