

**SECTION 51 MANUAL FOR
ZELTI AGENTE CC T/A ZELTI LABELS
REGISTRATION NUMBER: 1994/022101/23**

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1. CONTACT DETAILS

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2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51 (1) (B)]

The guide will be available from the South African Human Rights Commission by no later than 31 August 2005. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone Number: +27 11 484-8300

Fax Number: +27 11 484-0582

E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SECTION 51(1) (D)]

- Basic Conditions of Employment Act No 75 of 1997
- Close Corporations Act No 69 of 1984

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [SECTIONS 51 (1) © AND 51 (1) (E)]

i) Information available without request in terms of this Act in terms of section 52(2) [Section 51 (1) ©]

- None

ii) Classification of records [Section 51 (1)(e)]

ADMINISTRATION

- Management memos and circulars
- Correspondence with clients
- Correspondence with suppliers

HUMAN RESOURCES

- Employment contracts
- Remuneration records
- Labour information and data

OPERATIONS

- Sales records and data
- Supplier records and data
- Internal order
- Bookkeeping and accounting data
- Client and supplier database
- Inventory database
- Product specification and related information

FINANCES AND RELATED

- Annual financial statements
- Secretarial records of Close Corporation

iii) Request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to records. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The request is made on behalf of another person. The requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R 50.00. The requester may lodge an application to the court against the tender or payment of the request fee [s54 (3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51 (1) (F)]

The minister of Justice and Constitutional Development has not made any regulations in this regard.

6. AVAILABILITY OF THE MANUAL [SECTION 51 (3)]

- The manual is available for inspection at the offices of Ledbury Accounting Services (Pty) Ltd.

Physical Address: 735 Lydia Avenue
Villieria
0186

Telephone Number: +27 12 331-2088 / 2008

- Copies of the manual may be obtained, subject tot the prescribed fees, at the offices of Ledbury Accounting Services (Pty) Ltd or from the website www.zeltlabels.co.za

Physical Address: 735 Lydia Avenue
Villieria
0186

Telephone Number: +27 12 331-2088 / 2008

- Copies of the manual are available with the SAHRC.

7. REVISION HISTORY AND COMPILATION

This manual was compiled by Ledbury Accounting Services (Pty) Ltd.

- Rev 1.0 24/08/2005