

## **MANUAL**

*in terms of Section 51 of*

### **THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA**

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Promotion of Access to Information Act. Act 2 of 2000 (The Act)

#### ***Section 51 Manual of THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA***

##### 1. Contact particulars

Contact person: THE SECRETARY, THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA  
Postal Address: P.O. Box 1029, Halfway House 1685  
E-mail: secretary@wpcs.co.za

##### 2. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act. 2000. may obtain a copy of the information guide issued by the Human Rights Commission in all official languages from the Human Rights Commission. Tel (011) 484-8300. Fax (011) 484-7149

##### 3. Facilitation of a request for access to information

Information which is not readily available as indicated 1n this manual. may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request are available from THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA

##### 4. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 4.1 Basic Conditions of Employment Act
- 4.2 Compensation for Occupational Injuries and Health Diseases Act
- 4.3 Labour Relations Act
- 4.4 Occupational Health and Safety Act
- 4.5 Skills Development Levy Act
- 4.6 Skills Development Act
- 4.7 Unemployment Insurance Act

##### 5. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Booklets
- 5.2 Pamphlets/ Brochures
- 5.3 Pricelists

##### 6. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

###### 6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Bank statements. cheque books. cheques

- 6.1.4 Customer and supplier statements and invoices
- 6.1.5 Cash books and petty cash books
- 6.1.6 Fixed asset register
- 6.1.7 Investment records
- 6.1.8 Auditor's reports
- 6.1.9 Inventory records
- 6.1.10 Credit agreements

## 6.2 Environment, Health and Safety

- 6.2.1 Emergency response plans
- 6.2.2 Employee public health emergency action plans
- 6.2.3 Permits, licenses, approvals and registrations for operations of sites and business

## 6.3 Information Technology

- 6.3.1 Agreements
- 6.3.2 Licenses
- 6.3.3 Software packages

## 6.4 Intellectual Property

- 6.4.1 Agreements relating to intellectual property, e.g. license agreement, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements
- 6.4.2 Copyrights
- 6.4.3 Trademarks, trade names and protected names

## 6.5 Personnel Records

- 6.5.1 Attendance register
- 6.5.2 Employee contracts
- 6.5.3 Employees' names and occupations
- 6.5.4 IRP 5 and IT 3 certificates
- 6.5.5 Leave applications
- 6.5.6 Personnel file
- 6.5.7 Salary and wage registers
- 6.5.8 Time records
- 6.5.9 UIF, PAYE and SOL returns
- 6.5.10 Workmen's Compensation Document

## 6.6 Sales and Marketing

- 6.6.1 Brochures, newsletters and marketing material
- 6.6.2 Customers
- 6.6.3 Products
- 6.6.4 Public relations policies and procedures
- 6.6.5 Sales

## 7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of The Secretary.

## 8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of THE WELSH PONY & COB SOCIETY OF SOUTH AFRICA, from the South African Human Rights Commission and from the Government Printer.