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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**MANUAL OF
PICSIE BOOKS**

**Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
Number 2 of 2000 (The Act)**

PICSIE BOOKS

1. CONTACT PARTICULARS

HEAD OF COMPANY: MR F. SPEROTTO

1st Floor
Parkwood Mansions
144 Jan Smuts Ave
PARKWOOD

P O Box 786-340
SANDTON
2146

Tel (011) 442-8175

Fax: (011) 442-7910

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

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH PICSIE BOOKS HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in 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 PICSIE BOOKS

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1** CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2** LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3** BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4** UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5** **The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL RECORDS:

- 5.1.1** Contract / customer details
- 5.1.2** Administrative matters

5.2 EQUIPMENT RECORDS:

- 5.2.1** Assets registers
- 5.2.2** Maintenance

5.3 DISTRIBUTION RECORDS:

- 5.3.1** Orders
- 5.3.2** Invoices
- 5.3.3** Delivery notes

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records
- 5.4.5 Returns to UIF

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of PICSIE BOOKS, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of PISCIE BOOKS on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company

- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of PICSIE BOOKS; copies are also available from the South African Human Rights Commission and from the Government printer.

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