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M A N U A L

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 IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

DE JONG KINDERS (PTY)LTD

1. CONTACT PARTICULARS:

Directors: L de Jong, J de Jong, C de Jong, J de Jong (jnr), L E van der Walt, A Verbeek, B Engelbrecht

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Pretoria

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Tel: (012) 546 2685

Fax: (012) 546 2507

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,
SUBJECTS ON WHICH DE JONG KINDERS (PTY)LTD HOLDS RECORDS
AND THE CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 4 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms to be completed for submitting a request, are available from De Jong Kinders (Pty)Ltd.

4. INFORMATION HELD:**4.1 INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH
OTHER LEGISLATION (Section 51(1)(d) of the Act):**

De Jong Kinders (Pty)Ltd keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- 4.1.1 Income Tax Act, Act No 58 of 1962 (Section 75);
- 4.1.2 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 4.1.3 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 4.1.4 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 4.1.5 Employment Equity Act, Act No 55 of 1998 (Section 26);
- 4.1.6 Compensation for Occupational Injuries and Diseases Act, Act No 130 of 1993 (Section 97);
- 4.1.7 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 4.1.8 Occupational Health and Safety Act, Act No 85 of 1993;

4.1.9 Attorneys Act, Act No 53 of 1979;

4.1.10 Skills Development Act, Act No 97 of 1998.

4.2 **PROFESSIONAL AFFAIRS:**

	<u>Subjects:</u>	<u>Categories of Information:</u>
1.	Details of employees	Contact details Full names and identity numbers Salaries Benefits
2.	Details of clients	Contact details Personal particulars Details of Lease Agreements with clients
3.	Financial details of De Jong Kinders (Pty)Ltd	
4.	Administrative matters	

5. **CATEGORIES OF RECORDS: AUTOMATIC DISCLOSURE IN TERMS OF THE ACT:**

The following categories of information are automatically available from De Jong Kinders (Pty)Ltd without a person having to request access in terms of the Act:

NIL

6. **CATEGORIES OF RECORDS: VOLUNTARY DISCLOSURE IN TERMS OF THE ACT:**

The following categories of information are voluntarily disclosed by De Jong Kinders (Pty)Ltd subject to access thereto being requested in terms of the Act:

NONE

Any request made for information must be requested on the enclosed form and a fee will be charged for records.

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

LEWENSVERRYKING SEMINARE (ASSOCIATION INCORPORATED ACCORDING TO ARTICLE 21)

1. CONTACT PARTICULARS:

Directors: Petrus Lafras Krüger
Alida Maria Geldenhuys
George Frederik Euvrard Geldenhuys
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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 SUBJECTS ON WHICH LEWENSVERRYKINGSEMINAAR HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD:

Information that is not readily available as indicated in paragraph 4 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms to be completed for submitting a request are available from LEWENSVERRYKINGSEMINAAR.

4. INFORMATION HELD:

4.1 INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act):

LEWENSVERRYKING SEMINAAR keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

4.1.1 Income Tax, Act No 58 of 1962 (Section 75);

- 4.1.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 4.1.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31)
- 4.1.4 Employment Equity Act, Act No 55 of 1998 (Section 26);
- 4.1.5 Compensation for Occupational Injuries and Diseases Act, Act No 130 of 1993 (Section 97);
- 4.1.6 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 4.1.7 Occupational Health and Safety Act, Act No 85 of 1993

4.2 PROFESSIONAL AFFAIRS

	Subjects	Categories of Information
1.	Detail of employees	Contact details Full names and identity numbers Salaries Benefits
2.	Details of clients	Contact details Personal particulars
3.	Administrative matters	

5. CATEGORIES OF RECORDS: AUTOMATIC DISCLOSURE IN TERMS OF THE ACT:

The following categories of information are automatically available from LEWENSVER-RYKINGSEMINAAR without a person having to request access in terms of the Act:

Nil

6. CATEGORIES OF RECORDS: VOLUNTARY DISCLOSURE IN TERMS OF THE ACT:

The following categories of information are voluntarily disclosed by LEWENSVERRYK-INGSEMINAAR subject to access thereto being requested in terms of the Act:

Any request made for information must be requested on the enclosed form and a fee will be charged for records.

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