



# Government Gazette Staatskoerant

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## MANUAL

*IN ACCORDANCE WITH*

### THE PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)

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**DISCLAIMER:**

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National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

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**LUNEBURG & JANSE VAN VUUREN INCORPORATED**

**REGISTRATION NO.: 2004/016582/21**

**MANUAL**

**in terms of**

**Section 51 of**

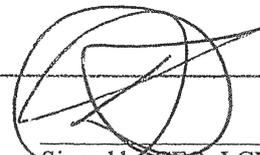
**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

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Prepared by: Credo Professional Accountants  
Date of Compilation: 02/12/2015  
Date of Revision: 02/12/2015



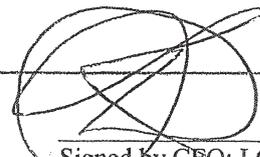
Signed by CEO: LCR Janse van  
Vuuren

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Signed by CEO: LCR Janse van  
Vuuren

## 1. INTRODUCTION

LUNEBURG & JANSE VAN VUUREN INCORPORATED conducts business as attorneys.

## 2. COMPANY CONTACT DETAILS

Directors: LCR Janse van Vuuren (Managing)  
MJ Basson  
MH van Rensburg

Office Manager/CEO: LCR Janse van Vuuren

Postal Address: PO Box 482, White River, Mpumalanga, 1240

Street Address: 7 Palm Street, White River, Mpumalanga, 1240

Telephone Number: 013 750 1542

Fax Number:

Email: [mjansevanvuuren@ljattorneys.co.za](mailto:mjansevanvuuren@ljattorneys.co.za)

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**3. THE ACT**

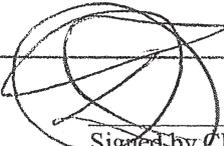
- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 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 Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
 Telephone Number: +27-11-877 3600  
 Fax Number: +27-11-403 0625  
 Website: www.sahrc.org.za

**4. APPLICABLE LEGISLATION**

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No.71 of 2008	Companies Act
	No 61 of 1973	Companies Act
2	No 95 of 1967	Income Tax Act
3	No 89 of 1991	Value Added Tax Act
4	No 55 of 1998	Employment Equity Act
5	No 75 of 1997	Basic Conditions of Employment Act
6	No 66 of 1995	Labour Relations Act
7	No 63 of 2001	Unemployment Insurance Act
8	No 4 of 2002	Unemployment Insurance Contributions Act
9	No 97 of 1998	Skills Development Act
10	No 9 of 1999	Skills Development Levies Act
11	No 2 of 2000	Promotion of Access of Information Act

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## 5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Company Act Records	<ul style="list-style-type: none"> <li>• Documents of incorporation</li> <li>• Memorandum of Incorporation</li> <li>• Minutes of Board of Directors meetings</li> <li>• Records relating to the appointment of directors/auditor/secretary/public officer and other officers</li> <li>• Share Register and other statutory registers</li> </ul>	Available on request
Financial Records	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Accounting records</li> <li>• Banking records and statements</li> <li>• Asset Register</li> <li>• Management Accounts</li> <li>• Rental agreements</li> <li>• Contracts</li> <li>• Invoices</li> </ul>	Request in terms of PAIA
Income tax records	<ul style="list-style-type: none"> <li>• PAYE Records</li> <li>• Documents issued to employees for income tax purposes</li> <li>• Records of payments made to SARS on behalf of employees</li> <li>• All other statutory compliances:               <ul style="list-style-type: none"> <li>• - VAT</li> <li>• - Skills Development Levies</li> <li>• - UIF</li> <li>• - Workmen's Compensation</li> </ul> </li> </ul>	Request in terms of PAIA.
Personnel Documents and Records	<ul style="list-style-type: none"> <li>• Employment contracts</li> <li>• Employment Equity Plan (If applicable)</li> <li>• Medical Aid records</li> <li>• Pension Fund records</li> <li>• Disciplinary code</li> <li>• Disciplinary records</li> <li>• Salary records</li> <li>• Leave records</li> <li>• Training records</li> <li>• Training manuals</li> </ul>	Request in terms of PAIA.

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## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 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 requester 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.

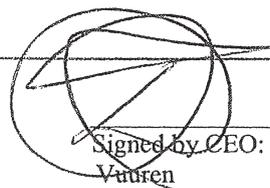
## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

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# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 ([Renny.Chetty@gpw.gov.za](mailto:Renny.Chetty@gpw.gov.za)),

Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

# IMPORTANT

## Information

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

#### GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).

