

LABOURNET PAYMENT SOLUTIONS (PTY) LTD

(Registration number: 2006/021847/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

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

Section 51 Manual of LABOURNET PAYMENT SOLUTIONS (PTY) LTD (Registration number: 2006/021847/07)

1. Contact particulars

Head of business:	BRENDAN SAYERS	Information officer	Nompumelelo Magasela
Postal address:	PO BOX 1807 SAXONWOLD 2132	Physical address	1 SHERBORNE ROAD PARKTWON 2193
Telephone number:	011 532 8817	Fax number:	
Email address:	nmagasela@labournet.com		
Website:	www.labournet.com		

2. Introduction

PROVIDING PAYROLL AND PAYMENT SOLUTIONS

3. Guide in terms of section 10 of 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 Telephone Number: 011 877 3600 Fax Number: 011 403 0625 Website: www.sahrc.org.za

4. Facilitation of a request for access to information

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 LABOURNET PAYMENT SOLUTIONS (PTY) LTD.

5. Information available in terms of other legislation

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

- 5.1 Arbitration Act 42 of 1965
- 5.2 Basic Conditions of Employment Act 75 of 1997
- 5.3 BBBEE Act 53 of 2003
- 5.4 Companies Act 71 of 2008
- 5.5 Income Tax Act 58 of 1962

- 5.6 Labour Relations Act 66 of 1995
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 Securities Transfer Tax Act 25 of 2007
- 5.9 South African Revenue Services Act 34 of 1997
- 5.10 Skills Development Levies Act 9 of 1999
- 5.11 Skills Development Act 97 of 1998
- 5.12 Unemployment Contributions Act 4 of 2002
- 5.13 Unemployment Insurance Act 63 of 2001
- 5.14 Value Added Tax 89 of 1991

6. Information automatically available

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

- 6.1 Marketing and promotional material
- 6.2 Website

7. Information available in terms of The Act

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Compiler's reports
- 7.1.17 Accounting officer's reports
- 7.1.18 Reviewer's reports
- 7.1.19 Systems documentation
- 7.1.20 Management reviews
- 7.1.21 Capital expenditure
- 7.1.22 Credit agreements
- 7.1.23 Record of assets
- 7.1.24 Record of liabilities
- 7.1.25 Record of loans to related parties
- 7.1.26 Record of liabilities and obligations
- 7.1.27 Record of property held
- 7.1.28 Record of revenue
- 7.1.29 Record of expenses

7.2 Auditors

- 7.2.1 Working Papers
- 7.2.2 Correspondence

7.3 Credit Agreements

- 7.3.1 Credit Provider's documents

7.4 Fixed Property

- 7.4.1 Building plans
- 7.4.2 Leases
- 7.4.3 Mortgage bonds or other encumbrances
- 7.4.4 Title deeds

7.5 Health and Safety

- 7.5.1 Register, record of earnings, time worked, payment and particulars of all employees
- 7.5.2 Permits, licenses, approvals and registrations for operations of sites and business

7.6 Information Technology

- 7.6.1 Client database
- 7.6.2 Development of investment plans
- 7.6.3 Disaster recovery
- 7.6.4 Hardware
- 7.6.5 Internet
- 7.6.6 Licences
- 7.6.7 Systems, support, programming and development
- 7.6.8 LAN installations
- 7.6.9 Operating systems
- 7.6.10 Software packages
- 7.6.11 Telephone lines, leased lines and data lines

7.7 Insurance

- 7.7.1 Claim records
- 7.7.2 Details of coverage, limits and insurers
- 7.7.3 Insurance policies

7.8 Intellectual Property

- 7.8.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, agreements, joint development agreements and consulting agreements
- 7.8.2 Designs, trademarks, trade names and protected names

7.9 Legal, Agreements and Contracts

- 7.9.1 Acquisition or disposal documentation
- 7.9.2 Agreements with contractors, suppliers and clients
- 7.9.3 Agreements with customers

- 7.9.4 Agreements with governmental agencies
- 7.9.5 Agreements with shareholders, officers or directors
- 7.9.6 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreement
- 7.9.7 Material licenses, permits and authorisations
- 7.9.8 Contracts, including lease agreements and finance agreements
- 7.9.9 Restraint agreements
- 7.9.10 Sale agreements
- 7.9.11 Settlement agreements

7.10 Personnel Records

- 7.10.1 Arbitration awards
- 7.10.2 Attendance register
- 7.10.3 Bargaining Council documents
- 7.10.4 Collective agreements
- 7.10.5 Disability schemes
- 7.10.6 Disciplinary records
- 7.10.7 Employee evaluation and performance records
- 7.10.8 Employee information records
- 7.10.9 Employee loans
- 7.10.10 Employee share purchase plan
- 7.10.11 Employee remuneration
- 7.10.12 Employee applications
- 7.10.13 Employee date of birth
- 7.10.14 Employment contracts
- 7.10.15 Funeral insurance scheme
- 7.10.16 Group life
- 7.10.17 Group personal accident
- 7.10.18 Health and safety records
- 7.10.19 Housing scheme
- 7.10.20 Incentive schemes
- 7.10.21 Industrial training records
- 7.10.22 IRP 5 and IT 3 certificates
- 7.10.23 Letters of appointment
- 7.10.24 Leave applications
- 7.10.25 Maternity leave policy
- 7.10.26 Medical aid records
- 7.10.27 Micro loan scheme
- 7.10.28 Name and occupation of each employee
- 7.10.29 Organisational design
- 7.10.30 Payroll
- 7.10.31 Particulars of each employee
- 7.10.32 Pension fund information
- 7.10.33 Provident fund information
- 7.10.34 Records of foreign employees
- 7.10.35 Records of strikes, lockouts or protest action
- 7.10.36 Recruitment and appointments
- 7.10.37 Relocation policy
- 7.10.38 Registered trade unions / employers' organisations documents, list of members and ballot paper
- 7.10.39 Salary and wage registers
- 7.10.40 Salary slips and wage cards
- 7.10.41 Scholarships and bursaries
- 7.10.42 Staff loan schemes
- 7.10.43 Staff records after employment
- 7.10.44 Strike, lock-out or protest action records
- 7.10.45 Study assistance schemes
- 7.10.46 Tax returns of employees
- 7.10.47 Time records
- 7.10.48 Training and development
- 7.10.49 UIF, PAYE and SDL returns

7.10.50 Workmen's Compensation Documents

7.11 Sales and Marketing

7.11.1 Service and product information

7.12 Statutory Company Records

- 7.12.1 Annual Statutory Returns
- 7.12.2 Certificate of change of name
- 7.12.3 Certificate of incorporation
- 7.12.4 Certificate to Commence Business
- 7.12.5 Dividend register
- 7.12.6 Director's attendance register
- 7.12.7 Memorandum and Articles of Association or Incorporation and alterations / amendments
- 7.12.8 Notice and minutes of shareholders' meetings
- 7.12.9 Minutes of director's meetings
- 7.12.10 Proxy documents
- 7.12.11 Proxy forms used at Court convened meetings
- 7.12.12 Register of Allotments
- 7.12.13 Register of debenture holders and mortgages
- 7.12.14 Registration certificate
- 7.12.15 Reports presented at Annual General Meeting
- 7.12.16 General resolutions
- 7.12.17 Special resolutions
- 7.12.18 Shareholders' agreements
- 7.12.19 Shareholder's register

7.13 Tax

- 7.13.1 Income Tax returns
- 7.13.2 Provisional Tax returns
- 7.13.3 Tax assessments
- 7.13.4 Documents relating to where the objection and appeal is lodged
- 7.13.5 Records relating to taxable gain or assessed capital loss
- 7.13.6 VAT documents
- 7.13.7 Records of importation goods and documents
- 7.13.8 Vendors information
- 7.13.9 Documentary proof substantiating the zero rating of supplies

8.	Form of request
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8.1	Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za
8.2	Address your request to the Head of the Company (CEO).
8.3	Provide sufficient details to enable the Company to identify: <ul style="list-style-type: none"> 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) The postal address or fax number of the requester in the Republic; e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; f) 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.

9. Prescribed fees

9.1	A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
9.2	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);
9.3	A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
9.4	Records may be withheld until the fees have been paid
9.5	The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za