

Stupel & Berman Inc

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

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

Section 51 Manual of Stupel and Berman Inc (Registration number: 2005/037663/21)

1. Contact particulars

Head of business: MB Berman	Information Officer: MB Berman
Postal address: PO Box 436 Germiston 1400	Physical Address: 70 Lambert Street Germiston 1400
Telephone number: 011 873 9100	Fax Number: 011 884 5256
Email address: michael@stupelberman.co.za	Website: www.stupelberman.co.za

2. Introduction

Attorneys, notaries and conveyancers

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act 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.

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 Stupel and Berman Inc.

5. Information available in terms of other legislation

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

- 5.1 Administration of Estates Act 66 of 1965
- 5.2 Attorneys Act 53 of 1979
- 5.3 Basic Conditions of Employment Act 75 of 1997 :
- 5.4 Companies Act 61 of 1973
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Deeds Registries Act 47 of 1937
- 5.7 Estate Duty Act 45 of 1955
- 5.8 Financial Intelligence Centre Act 38 of 2001
- 5.9 Income Tax Act 58 of 1962
- 5.10 Labour Relations Act 66 of 1995
- 5.11 Occupational Health and Safety Act 85 of 1993
- 5.12 Promotion of Access to Information Act 2 of 2000
- 5.13 Regional Services Councils Act 109 of 1985
- 5.14 South African Revenue Services Act 34 of 1997
- 5.15 Skills Development Levies Act 9 of 1999
- 5.16 Transfer Duty Act 40 of 1949
- 5.17 Unemployment Insurance Act 63 of 2001
- 5.18 Value Added Tax Act 89 of 1991
- 5.19 michael@stupelberman.co.za Website

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 requestor 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 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns
- 6.1.11 Auditor's reports

6.2 Information Technology

- 6.2.1 Client database
- 6.2.2 Hardware
- 6.2.3 Software packages
- 6.2.4 Telephone lines, leased lines and data lines

6.3 Insurance

- 6.3.1 Claim records
- 6.3.2 Details of coverage, limits and insurers
- 6.3.3 Insurance policies

6.4 Personnel Records

- 6.4.1 Employee information records
- 6.4.2 Employment contracts
- 6.4.3 IRP 5 and IT 3 certificates
- 6.4.4 Letters of appointment
- 6.4.5 Leave applications
- 6.4.6 Payroll
- 6.4.7 Personnel file
- 6.4.8 Salary and wage registers
- 6.4.9 UIF, PAYE and SOL returns
- 6.4.10 Workmen's Compensation documents

6.5 Statutory Company Records

- 6.5.1 Certificate of Incorporation .
- 6.5.2 Certificate to Commence Business .
- 6.5.3 Directors' attendance register
- 6.5.4 Index of Members
- 6.5.5 Memorandum and Articles of Association
- 6.5.6 Minutes of shareholders' meetings
- 6.5.7 Minutes of directors' meetings
- 6.5.8 Register of Allotments
- 6.5.9 Register of debenture holders and mortgages
- 6.5.10 Register of directors and officers
- 6.5.11 Register of directors' shareholding

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Stupel and Berman Inc, or can be accessed on 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 Information Officer.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Stupel and Berman Inc, from the South African Human Rights Commission, from the Government Printer.