

**CONTRACTUM (PTY) LTD**

*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 CONTRACTUM (PTY) LTD** (Registration number: 1982/09833/07)

### **1. Contact particulars**

Head of business:	Pieter Viljoen	Information officer:	Pieter Viljoen
Postal address:	P O Box 260496 Excom Johannesburg 2023	Physical address:	7 McIntyre Street Doornfontein North Johannesburg 2094
Telephone number:	(011) 618 1564	Fax number:	(011) 618 2328
E-mail address:	ctractum@netactive.co.za	Website:	
<a href="http://www.contractum.co.za">www.contractum.co.za</a>			

### **2. Introduction**

Manufacturing, contract packers and distributors of pharmaceuticals, cosmetics, toiletries and allied products and services.

### **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 CONTRACTUM (PTY) LTD.

### **5. Information available in terms of other legislation**

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

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 61 of 1973
- 5.3 Customs and Excise Act 91 of 1964
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Financial Intelligence Centre Act 38 of 2001
- 5.6 Income Tax Act 58 of 1962
- 5.7 Labour Relations Act 66 of 1995
- 5.8 Medicines and Related Substances Control Act 101 of 1965
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Pharmacy Act 53 of 1974
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 Regional Services Councils Act 109 of 1985
- 5.13 South African Revenue Services Act 34 of 1997
- 5.14 Skills Development Levies Act 9 of 1999
- 5.15 Skills Development Act 97 of 1998
- 5.16 Statistics Act 6 of 1999
- 5.17 Trade Marks Act 194 of 1993
- 5.18 Unemployment Contributions Act 4 of 2002
- 5.19 Unemployment Insurance Act 63 of 2001
- 5.20 Value Added Tax Act 89 of 1991

### **6. Information automatically available**

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

- 6.1 [www.contractum.co.za](http://www.contractum.co.za) Website
- 6.2 None

### **7. 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.

## **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 Insurance records
- 7.1.12 Auditor's reports
- 7.1.13 Inventory records

## **7.2 Information Technology**

- 7.2.1 Hardware
- 7.2.2 Internet
- 7.2.3 Software packages
- 7.2.4 Telephone exchange equipment
- 7.2.5 Telephone lines, leased lines and data lines

## **7.3 Insurance**

- 7.3.1 Details of coverage, limits and insurers
- 7.3.2 Insurance policies

## **7.4 Intellectual Property**

- 7.4.1 Designs, trademarks, trade names and protected names

## **7.5 Personnel Records**

- 7.5.1 Attendance register
- 7.5.2 Employee information records
- 7.5.3 IRP 5 and IT 3 certificates
- 7.5.4 Payroll
- 7.5.5 Salary and wage registers
- 7.5.6 Salary slips and wage records
- 7.5.7 Tax returns of employees
- 7.5.8 UIF, PAYE and SDL returns
- 7.5.9 Workmen's Compensation documents

## **7.6 Statutory Company Records**

- 7.6.1 Certificate of Incorporation
- 7.6.2 Certificate to Commence Business
- 7.6.3 Memorandum and Articles of Association
- 7.6.4 Minutes of shareholders' meetings
- 7.6.5 Minutes of directors' meetings
- 7.6.6 Register of directors and officers
- 7.6.7 Register of directors' shareholding
- 7.6.8 Resolutions
- 7.6.9 Shareholders' register
- 7.6.10 Minute books

## **7.7 Other Records**

- 7.7.1 None

## **8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of CONTRACTUM (PTY) LTD, or can be accessed on [www.sahrc.org.za](http://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.

## **9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of CONTRACTUM (PTY) LTD, from the South African Human Rights Commission, and at [www.contractum.co.za](http://www.contractum.co.za).