

In-Fin-Art CC – Reg. No. 2003/002574/23

Manual to access information in terms of section 51 of the Promotion of Access to Information Act

Introduction to the business:

In-Fin-Art is a business that was started in 1976 that was initially an art supply store. Today we are a picture framing business specialising in providing a fully “tailored” service and we are also an art gallery. Original art is displayed and sold on consignment. Requesters should note that commercial information and financial information may be withheld on the grounds of sections 63-70.

Section A – Our details

Full Name	: In-Fin-Art cc
Registration Number	: 2003/002574/23
Registered Address	: 9 Wolfe Street, Wynberg, 7800
Postal Address	: 9 Wolfe Street, Wynberg, 7800
Telephone Number	: (021) 761-2816
Fax Number	: (086) 635-5330
Web site	: www.infinart.co.za
Head (main member)	: Alastair Dodds
Designated Information Officer	: Nicholas Atkinson

Section B – The official SA Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information: The objects of the Act; Particulars of the information officer of every public body; Particulars of every private body as are practicable; The manner and form of a request for access to information held by a body; Assistance available from both the information officers and the Human Rights Commission in terms of this Act; All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application; Schedules of fees to be paid in relation to requests for access to information; Regulations made in terms of the Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows: **South African Human Rights Commission, Promotion of Access to Information Act Unit, Private Bag 2700, Houghton 2041 Telephone: (011) 484-8300; Fax: (011) 484-0582; website: www.sahrc.org.za; E-mail: paia@sahrc.org.za**

Section C – Information available from this business in terms of the Act

1. Subjects and categories of information

1.1 Close Corporations Records

- 1.1.1 Documents of Incorporation
- 1.1.2 Minutes of member’s meetings
- 1.1.3 Records relating to the appointment of members/accounting officer/public officer and other

1.2 Financial Records

- 1.2.1 Annual Financial Statements
- 1.2.2 Tax Returns
- 1.2.3 Accounting Records
- 1.2.4 Bank Statements
- 1.2.5 Paid Cheques

- 1.2.6 Asset Register
- 1.2.7 Rental Agreements
- 1.2.8 Invoices

1.3 Income Tax Records

- 1.3.1 PAYE Records
- 1.3.2 Documents issued to employees for income tax purposes
- 1.3.3 Records of payments made to SARS on behalf of employees
- 1.3.4 VAT
- 1.3.5 Regional Services Levies / Municipality Rates and Taxes
- 1.3.6 Skills Development Levies
- 1.3.7 UIF
- 1.3.8 Workmen's Compensation

1.4 Personnel Documents and Records

- 1.4.1 Employment Contracts
- 1.4.2 Employment Equity Plan
- 1.4.3 Medical Aid Records
- 1.4.4 Pension Fund Records
- 1.4.5 Provident Fund Records
- 1.4.6 Disciplinary Records
- 1.4.7 Salary Records
- 1.4.8 SETA Records
- 1.4.9 Disciplinary Code
- 1.4.10 Leave Records
- 1.4.11 Training Records
- 1.4.12 Training Manuals

Section D - Information available in terms of other legislation

The business holds certain extracts of information of the following statutes:

HUMAN RESOURCES

Basic Conditions of Employment Act No. 75 of 1997, Employment Equity Act No. 55 of 1998, Labour Relations Act No. 66 of 1995, Skills Development Act No. 97 of 1998 Skills Development Levies Act No. 9 of 1999, Unemployment Contributions Act No. 4 of 2002, Unemployment Insurance Act No. 63 of 2001.

COMPANY SECRETARIAL AND ADMINISTRATION

Close Corporations Act 1984, Stamp Duties Act 1968, Promotion of Access to Information Act 2000

ACCOUNTING AND FINANCE

Income tax Act 1962, Value Added Tax Act 1991

HEALTH AND SAFETY

Occupational Health and Safety Act 1993, Compensation for Occupational Injuries and Diseases Act 1993

OPERATIONAL

Consumer Protection Act, 2008

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. **Access to information is not automatic – you must identify the right you are**

seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.