



ALLIANCE ENTERPRISE CONSULTING (PTY) LTD

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

Promotion of Access to Information Act

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

Contact Details

Registration No.	2011/111491/07
Name of Private Body	Alliance Enterprise Consulting (Pty) Ltd
Information Officer	Debbie Thackray
Email	debbie@aecsa.co.za
Postal Address	P O Box 2678 , Umhlanga Rocks , 4320
Physical Address	Unit 4, 4 The Crescent, Westway Office Park, Westville, 3629
Tel	086 122 2232
Mobile	082 370 6481
Fax	086 529 0527
Website	www.aecsa.co.za

The Guide

The South Africa Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission
The Research and Documentation Unit
Postal Address: Private Bag x2700, Houghton, 2041
Telephone +27 11 4848300
Fax +27 11 484 0582
Email Paia@sahrc.co.za
Website www.sahrc.org.za

Records Available in terms of Legislation

Basic Conditions of Employment Act No. 75 of 1997
Companies Act No. 61 of 1973
Companies Act No. 71 of 2008
Compensation for Occupation Injuries and Disease Act No. 130 of 1993
Competition Act No. 89 of 1998
Consumer Protection Act No. 68 of 2008
Customs and Excise Act No. 91 of 1964
Electronic Communications and Transaction Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Financial Intelligence Centre Act No. 38 of 2001
Income Tax Act No.58 of 1962

Promotion of Access to Information Act

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

Labour Relations Act No. 66 of 1995

National Credit Act no. 34 of 2005

Occupational Health and Safety Act No. 85 of 1993

Prevention of Organised Crime Act No. 121 of 1998

Securities Transfer Tax Administration Act No. 26 of 2007

Skills Development Levies Act No. 9 of 1999

Unemployment Insurance Act No. 63 of 2001

Value Added Tax Act No. 89 of 1991

Categories of Records Held

Companies Act Records

Memorandum and Articles of Association

Minutes of the Board of Directors meetings

Records Relating to the appointment of Directors/Auditors/Secretary/Public

Officer and other Share Register and other statutory registers

Documents of Incorporation

Financial Records

Annual Financial Statements

Tax Returns

Accounting Records

Banking Records

Asset Register

Rental Agreements

Invoices

Income Tax Records

Regional Services Levies

PAYE Records

Income Tax Documents

Skills Development Levies

UIF

Workmen's Compensation

VAT

Records and Payments made to SARS

Personnel Documents & Records

Medical Aid records

Training records

Leave records

Disciplinary Code

SETA records

Salary records



Promotion of Access to Information Act

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

Pension Fund records
Employment Equity Plan
Employment Contracts
Training manuals
Disciplinary records

Request Procedure

The requester must Complete Form C and Submit this form together with a request fee, to the head of the private body.

The form must be submitted to the head of the private body as his/her address, fax number, or electronic email address.

The form must provide sufficient particulars to enable the head of the private body to Identify the records requested and identify the requester. The form must indicate which form of access is required.

The form must specify a Postal address or a Fax number of the requester

Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required.

If the request is made on behalf of another person, to submit proof of the capacity in which the requester is the making the request.

Other Information required by regulation

No regulations have been made in this regard.

Availability of this manual

No regulations have been made in this regard.