**PAIA MANUAL INFORMATION SHEET**

Name of Private Body

Background of [brief description of your organisation]

Registration numbers

Entity

Income tax

Value added tax

Employees tax

Dept of Labour Workmens compensation

Physical address

Postal address

Contact details

Phone

Mobile phone

Fax

Email

Website address

Details of the information officer

Applicable documents

Marketing pamphlets and material

Records in terms of Legislation - Section 51(1) (d) Records

The Private Body further holds certain records which the Private Body must make available in terms of other legislation to the persons or entities specified in such legislation and the applicable legislation is listed below. (DELETE NOT APPLICABLE)

• Arbitration Act 42 of 1965

• Attorneys Act 53 of 1979

• Basic Conditions of Employment Act 75 of 1997

• Closed Corporation Act 69 of 1984

• Close Corporations amendment Act 25 of 2005

• Compensation for Occupational Injuries and Diseases Act 130 of 1993

• Competition Act 89 of 1998

• Consumer Protection Act 68 of 2008

• Copyright Act 61 of 1978

• Electronic Communications and Transactions Act 25 of 2002

• Employment Equity Act 55 of 1998

• Financial Advisory and Intermediary Services Act no 37 of 2002

• Financial Intelligence Centre Act 38 of 2001

• Income Tax Act 58 of 1962

• Insolvency Act 24 of 1936

• Insurance Act 27 of 1943

• Intellectual Property Laws Amendments Act 38 of 1997

• Interception and Monitoring Prohibition Act 127 of 1992

• Labour Relations Act 66 of 1995

• Long Term Insurance Act 52 of 1998

• Non-profit Organisations Act 71 of 1997.

• Occupational Health and Safety Act 85 of 1993

• Prevention of Organised Crime Act 121 of 1998

• Protection of Businesses Act 99 of 1978

• Regional Services Councils Act 109 of 1985

• SA Schools Act 84 of 1996

• Sectional Titles Act 95 of 1986

• Short Term Insurance Act 53 of 1998

• Skills Development Act 97 of 1998

• Skills Development Levies Act 9 of 1999

• Stamp Duties Act 77 of 1968

• The Co-operatives Act 14 of 2005

• The Fund-Raising Act 107 of 1978

• The National Credit Act 34 of 2005

• Trade Marks Act 194 of 1993

• Trust Property Control Act 57 of 1988

• Unemployment Insurance Act 63 of 2001

• Unemployment Insurance Contributions Act 4 of 2002

• Value Added Tax Act 89 of 1991

9. Records held by the Private Body - Section 51(1) (e) Records

This section of the manual sets out a description of the subjects on which the Private Body holds records, and categories of records held on each subject. These include operational records of the Private Body utilised in the day to day running and administration of its business: (DELETE NOT APPLICABLE)

Administration:

• Licenses (categories);

• Minutes of meetings;

• Correspondence;

• Statutory Company records;

• Copies of documents of Incorporation

• Copies of Association agreement

• Internal Phone lists;

• Administrative information

Operational:

• Sales and Marketing;

• Client Databases Correspondence with customers

• Customers account records

• Records with regards to sales

• Records with regards to production

• Records relating to customers

• Records pertaining to costing and quoting

• Records relating to products

• Records relating to services

• Records relating to market research

• Supply Agreements

 Human Resources:

• Staff recruitment policies;

• Induction Manual;

• Quality Management System Policy and Procedures;

• Employment contracts;

• Personnel Records;

• Remuneration records and policies

Finances:

• Management statements;

• Annual financial statements;

• Accounting records;

• Directives;

• Vouchers;

• Stock records;

• Assets inventory;

• Vat records

• Tax records

• PAYE records

• UIF records

• Asset register

• Order forms

• Invoices

• Monthly statements

• Proof of delivery forms

• Goods received vouchers

• Goods return vouchers

• Debit notes

• Credit notes

• Cheque Account / Current Account records

• Cash records

Other:

• Intellectual Property

• Information Technology