

DNA Logic (PTY) LTD

(Registration number: 2008/012092/07)

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

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF DNA LOGIC (PTY) LTD

(REGISTRATION NUMBER: 2008/012092/07)

1. CONTACT PARTICULARS

Head of business:	DF Gillett	Information officer:	DF Gillett
Postal address:	PO Box 800 Halfway House Midrand 1685	Physical address:	Unit N4 The Dozen 36 Venturi Cressent Hennops Park 0157
Telephone number:	012 653 1529/1871	Fax number:	012 653 7682
E-mail address:	douglas@dnalogic.co.za		
Website:	www.dnalogic.co.za		

2. INTRODUCTION

The main business of the company is sales, installation and maintenance of material handling equipment.

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, contact number (011) 877-3600 or www.sahrc.org.za.

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 DNA Logic (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 BBBEE ACT 53 OF 2003
- 5.3 COMPANIES ACT 61 OF 1973
- 5.4 COMPANIES ACT 71 OF 2008
- 5.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.6 CONSUMER PROTECTION ACT 68 OF 2008
- 5.7 EMPLOYMENT EQUITY ACT 55 OF 1998
- 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 NATIONAL CREDIT ACT 34 OF 2005
- 5.12 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.13 PREVENTION OF COMBATING OF CORRUPT ACTIVITIES ACT 12 OF 2004
- 5.14 PREVENTION OF ORGANISED CRIME ACT 121 OF 1998
- 5.15 PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT 33 OF 2004
- 5.16 PROTECTION OF INFORMATION ACT 84 OF 1982
- 5.17 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.18 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.19 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.20 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.21 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.22 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.23 STATISTICS ACT 6 OF 1999

- 5.24 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.25 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.26 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 PAMPHLETS / BROCHURES
- 6.2 MARKETING AND PROMOTIONAL MATERIAL
- 6.3 WWW.DNALOGIC.CO.ZA



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

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Management review
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Working papers
- Correspondence



7.3 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Employee public health emergency action plans
- Records of incident reported at work

7.4 INFORMATION TECHNOLOGY

- Agreements
- Capacity and utilisation of current systems
- Client database
- Hardware
- Internet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

7.5 INSURANCE

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

7.6 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with shareholders, officers or directors
- Distributor, dealer or agency agreements
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Electronic communications - Personal information and the purpose for which the data was collected



- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advice and basis on which it was given

7.7 PERSONNEL RECORDS

- Attendance register
- Bargaining Council documents
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Expense accounts
- Health and safety records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage records
- Staff records after employment

- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.8 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Products
- Sales
- Service and product information

7.9 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend register
- Directors' attendance register
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Minutes of directors' committee meetings
- Other minute books
- Proxy documents
- Register of Allotments
- Register of company secretary and auditors
- Register of debenture holders and mortgages
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Register of beneficial interest holders
- Reports presented at Annual General Meeting
- General resolutions
- Special resolutions



- Resolutions
- Rules
- Shareholders' agreements
- Shareholders' register
- Securities register / uncertificated securities register
- Cooperation agreements

7.10 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Records of importation goods and documents
- Vendors information
- Documentary proof substantiating the zero rating of supplies

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of DNA Logic (PTY) LTD, 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.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of DNA Logic (PTY) LTD, from the South African Human Rights Commission and at www.dnalogic.co.za.




10. SIGNATORY

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

DF Gillett

Information officer

14 December 2011

Date



Signature of Information officer