

Registration Number of Company:
1995/001850/21

**BROWN, BRAUDE & VLOK INC T/A
BROWN, BRAUDE & VLOK INC**

**MANUAL
in terms of Section 51 of
The Promotion of Access to Information Act 02/2000
(the "ACT")**

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1. INTRODUCTION

BROWN, BRAUDE & VLOK INC trading as BROWN, BRAUDE & VLOK INC conducts business as a Allied activities.

2. COMPANY CONTACT DETAILS

Information Officer: DC Baldie (Director)

Other Director(s): NF de Villiers
CLJ Jessop
J Brown

Postal Address: PO Box 32298
Summerstrand
Port Elizabeth
6019

Street Address: 147A Cape Road
Mill Park
Port Elizabeth
6001

Telephone Number: 0422431128
Fax Number: 0422431834

Email: amanda@bbv.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700
Houghton
2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

BROWN, BRAUDE & VLOK INC trading as BROWN, BRAUDE & VLOK INC has records available in accordance with the following legislation:

- Companies Act (No 71 of 2008)
- Employment Equity Act (No 55 of 1998)
- Income Tax Act (No 95 of 1967)
- Labour Relations Act (No 66 of 1995)
- Value Added Tax Act (No 89 of 1991)
- Basic Conditions of Employment Act (No 75 of 1997)
- Unemployment Insurance Act (No 30 of 1996)
- Compensation for Occupational Injuries and Disease Act (No 130 of 1993)
- Skills Development Act (No 9 of 1999)
- Copyright Act (No 98 of 1978)
- Electronic Communications and Transactions Act (No 25 of 2002)
- Promotion of Access of Information Act (No 2 of 2000)
- Protection of Personal Information Act (No 4 of 2013)
- Consumer Protection Act (No 68 of 2008)
- The Occupational Health and Safety Act (No 29 of 1996)
- Skills Development Levies Act (No 55 of 1998)

5. Schedule of Records

5.1) Records automatically available:

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5.2) Records available for request:

<u>Records</u>	<u>Subject</u>
Administration	Correspondence List of Director(s)
Secretarial documents	Incorporation forms Memorandum of Incorporation Share Register and other statutory registers Statutory returns Share certificates
Taxation	Income tax returns VAT Returns UIF Returns
Finance	Annual financial statements Management accounts Banking details and bank accounts Debtors/Creditors statements and invoices General ledgers and subsidiary ledgers General ledger reconciliations Policies and procedures

5.3) Processing of data and personal information

Categories of data subjects and the purpose of information retained for processing:

- Customers: Information is processed to enable the entity to render the services and supply goods as contracted for; to comply with legislation requiring the processing and retention of the data and the marketing of goods and services offered by the entity to previous and existing customers.
- Employees: Information is processed to enable the entity to determine if a individual is a suitable candidate for employment; to appraise and evaluate their performance; to assess future growth opportunities; for disciplinary procedures and to ensure compliance with applicable laws and regulations.
- Suppliers: Information is processed in order for the entity to make use of suppliers goods and services and to ensure compliance with applicable laws and regulations.
- Shareholders and directors

Categories of information that may be processed by the entity in relation to the above data subjects:

- Personal identifiers including but not limited to the race, gender, sex, marital status, national, ethnic or social origin, colour, sexual orientation, age, religion, conscience, belief, culture and language.
- Identification numbers and contact details including but not limited to ID and/or registration numbers, tax registration numbers, telephone numbers, physical and postal addresses social media profiles and email addresses.
- Correspondence including but not limited to electronic mails, telephonic conversations, electronic messages, letters, faxes, completed forms and personal opinions, views or preferences.
- Health related information including but not limited to information relating to physical or mental health, well-being, disability and pregnancy.
- Financial related information including but not limited to credit information and checks, payment histories, garnish and judgement orders, financial statements and bank details.
- Employment related information including but not limited to previous employers, prior experience, training and education, disciplinary actions and criminal history.

Categories of recipients to whom personal information may be supplied:

- Authorised personnel
- Professional advisers assisting with legal compliance
- Government departments in terms of applicable laws and regulations

Information security measures:

- Hard copies of documents containing personal information is kept in a building that has been physically secured with access only granted to authorised users.
- Hard copies of documents are stored in a locked safe when not in use by authorised staff.
- The premises is monitored by a reputable security company using an alarm system.
- Electronic copies of documents are stored on a computer system secured with access control via use of passwords.
- Computers are stored in a physically secure environment where unauthorised users cannot obtain physical access.
- Computers are protected with a reliable anti-virus and firewall solution.
- Harddrives are formatted prior to computer equipment being retired/scrapped.

6. FORM OF REQUEST AND PRESCRIBED FEES

6.1 FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.1.2** Address your request to the Head of the Company (CEO).
- 6.1.3** Provide sufficient details to enable the Company to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;

- (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

6.2 PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 6.2.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 6.2.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 6.2.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 6.2.4** Records may be withheld until the fees have been paid.
- 6.2.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7. ANY OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF MANUAL

The manual is also available for inspection during office hours at the offices of BROWN, BRAUDE & VLOK INC trading as BROWN, BRAUDE & VLOK INC free of charge. Copies are available from the SAHRC.

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for and on behalf of

Brown, Braude & Vlok Inc