

**NAME OF COMPANY: DURBAN SOUTH TOYOTA**

**Registration Number of Company: 1978/002146/07**

**S 51 MANUAL**

**in terms of Section 51 of “The Promotion of Access to Information Act 2/2000”**

**(the "ACT")**

Availability of the manual

The manual is available for inspection at the offices of Durban South Toyota, 2 F Prospecton Road, Prospecton. Free of charge.

A copy is also available at the South African Human Rights Commission.

Interested parties can view the manual which includes the prescribed fees and forms, on the website [www.durbansouthtoyota.co.za](http://www.durbansouthtoyota.co.za)

# **INDEX**

**1. Introduction**

**2. Contact Details as per section 51(1) (a)**

**3. The ACT and Section 10 Guide** (Section 51(1) (b))

**4. Applicable Legislation** (Section 51 (1) (c))

**5. Schedule of Records** (Section 51 (1) (d))

**6. Form of Request** (Section 51 (1) (e))

**7. Prescribed fees and any other Information** (Section 51 (1) (f))

## **1. INTRODUCTION**

Palmcreek Investments (Pty) Ltd & Hallmark Motor Group (Pty) Ltd t/a Durban South Toyota.  
A motor vehicle dealership established in 1997 as a joint venture between the Hall mark Group and the Aksons Motor Group.

## **2. COMPANY CONTACT DETAILS**

Directors: Mr. Raj Rampathy ( Dealer Principal)

CEO: Mr. Nassir Akoob

Street Address: 2F Prospecton Road ,Prospecton ,4133

Postal Address: PO Box 26515, Isipingo Beach, 4115

Telephone number: (031) 949 6500

Fax: (031) 949 6565

Email: raj@dsouth.co.za

### **3. THE ACT**

*In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (hereinafter referred to as the Act) the Human Rights Commission is required to prepare a user's guide.*

- 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:

The South African Human Rights Commission

PAIA UNIT

The Research & Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 130 of 1993	Compensation for Occupational Injuries & Disease Act
3	No 55 of 1998	Employment Equity Act
4	No 66 of 1995	Labour Relations Act
5	No 75 of 1997	Basic Conditions of Employment Act
6	No 63 of 2001	Unemployment Insurance Act
7	No 89 of 1991	Value Added Tax
8	No 58 of 1962	Income Tax
9	No 9 of 1999	Skills Development Act
10	No 30 of 1941	Workmens Compensation Act
11	No 34 of 2001	Financial Intelligence Centre Act

DATE OF COMPILATION: 01/12/2011

DATE OF REVISION: 21/07/2015

## 5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"><li>• Documents of Incorporation – Related to Pty Ltd partners</li><li>• Memorandum and Articles of Association</li></ul>	Available on website: <a href="http://www.durbansouthtoyota.co.za">www.durbansouthtoyota.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Annual Financial Statements</li><li>• Tax Returns</li><li>• Accounting Records</li><li>• Banking Records</li><li>• Bank Statements</li><li>• Paid Cheques</li><li>• Asset Register</li><li>• Rental Agreements</li><li>• Invoices</li><li>• Customer Transaction Records (Deals)</li><li>• FICA Records</li></ul>	Request in terms of PAIA
Income Tax Records	<ul style="list-style-type: none"><li>• PAYE Records</li><li>• Documents issued to employees for income tax purposes</li><li>• Records of payments made to SARS on behalf of employees</li><li>• All other Statutory compliances:<ul style="list-style-type: none"><li>○ VAT</li><li>○ Regional Services Levies</li><li>○ Skills Development Levies</li><li>○ UIF</li><li>○ Workmens Compensation</li></ul></li></ul>	Request in terms of PAIA
Personnel Documents and records	<ul style="list-style-type: none"><li>• Employment contracts</li><li>• Employment Equity Plan</li><li>• Medical Aid records</li><li>• Pension fund records</li><li>• Disciplinary records and Code</li><li>• Salary Records</li><li>• SETA Records</li><li>• Leave Records</li><li>• Training Records</li><li>• Training Manuals</li></ul>	Request in terms of PAIA
Information Technology	<ul style="list-style-type: none"><li>• Internet and email policy</li><li>• Procedures and Standards</li></ul>	Request in terms of PAIA

DATE OF COMPILATION: 01/12/2011

DATE OF REVISION: 21/07/2015

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

**6.1** Use the prescribed form (Form C - see attached) or, form available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

**6.2** Pay the prescribed fee – (R 50) to Durban South Toyota

**6.3** Address your request to the Head of the Company (CEO).

Provide sufficient details to enable Durban South Toyota 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.

## **7. PRESCRIBED FEES**

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

**7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

**7.2** 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);

**7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

**7.4** Records may be withheld until the fees have been paid.

**7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).