

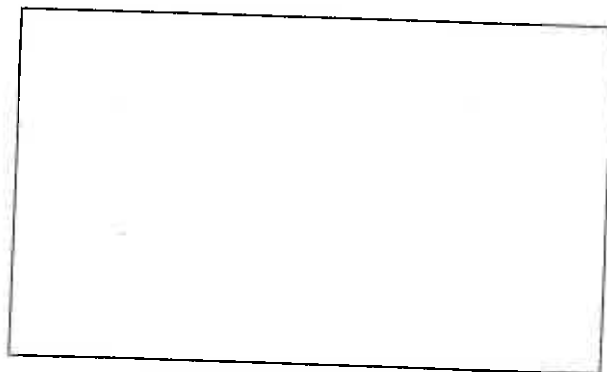
# **SEATSEBA CONSTRUCTION (PTY) LTD**

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**(Registration number: 2007/020514/07)**

*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 SEATSEBA CONSTRUCTION (PTY) LTD

(REGISTRATION NUMBER: 2007/020514/07)

#### 1. CONTACT PARTICULARS

Head of business:	JG van der Walt	Information officer:	AE Joone
Postal address:	P O Box 364 Lanseria 1748	Physical address:	Plot 61 Bultfontein Lanseria 1748
Telephone number:	011 540 2300	Fax number:	011 540 2400
E-mail address:	admin@lonerock.co.za		
Website:	www.lonerock.co.za		

#### 2. INTRODUCTION

Civil Engineering and construction.

#### 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) 887-3600 or [www.sahrc.co.za](http://www.sahrc.co.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 SEATSEBA CONSTRUCTION (PTY) LTD.



**5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation:

- 5.1 COMPANIES ACT 61 OF 1973
- 5.2 COMPANIES ACT 71 OF 2008
- 5.3 INCOME TAX ACT 58 OF 1962
- 5.4 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.5 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.6 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.7 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.8 STATISTICS ACT 6 OF 1999
- 5.9 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.10 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.11 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 [WWW.LONEROCK.CO.ZA](http://WWW.LONEROCK.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
- Tax returns and assessments
- VAT returns
- Investment records
- Auditor's reports
- Systems documentation
- Capital expenditure
- Credit agreement
- 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
- Emergency response plans
- Environmental management programs and systems
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of incident reported at work
- Records of medical surveillance, working hours and remuneration in respect of mine employees
- Safety management systems, data and audits

#### 7.4 LEGAL, AGREEMENTS AND CONTRACTS

- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Contracts, including lease agreements and finance agreements
- Sale agreements



## 7.5 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Bargaining Council documents
- Disciplinary records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Health and safety records
- Industrial training records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Medical aid records
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Pension fund information
- Personnel file
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Recruitment and appointments
- Registered trade unions / employers' organisations documents, list of members and ballot papers
- Salary and wage registers
- Salary slips and wage records
- Staff loan schemes
- Staff records after employment
- Study assistance schemes
- Time records



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

#### 7.6 SALES AND MARKETING

- Customers
- Sales
- Service and product information

#### 7.7 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Directors' attendance register
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Proxy documents
- Register of Allotments
- Register of company secretary and auditors
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Reports presented at Annual General Meeting
- Special resolutions
- Resolutions
- Shareholders' agreements
- Shareholders' register
- Securities register / uncertificated securities register
- Founding Statement and amendments
- Minute books
- Resolutions passed at meetings

#### 7.8 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
- Documentary proof substantiating the zero rating of supplies

## 8. GENERAL

All documents can be requested.

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of SEATSEBA CONSTRUCTION (PTY) LTD, or can be accessed on [www.sahrc.org.za](http://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.

## 10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of SEATSEBA CONSTRUCTION (PTY) LTD, from the South African Human Rights Commission and at [www.lonerock.co.za](http://www.lonerock.co.za).





**11. SIGNATORY**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

AE Joone

Information officer

09 December 2011

Date



Signature of Information officer



[Forms D and E have been inserted by the Amendment of Regulations published in Government Gazette No. 29914 dated 1 June 2007]

### FORM E

#### AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
All records in section 7 of the manual	On request
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	
BEE certificate	Website
Tax clearance	Website
CIDB Grading	Website

## FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record,	

- |      |                                     |       |
|------|-------------------------------------|-------|
|      | for an A4-size page or part thereof | 20,00 |
| (ii) | For a copy of an audio record       | 30,00 |
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.