

MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT 2000

A. INTRODUCTION

The South African consulting firm INTO SA under the guidance of Ralph M Ertner (attorney at law, specialised in foreign corporate matters) assisted the private and corporate sector of their international clients in South Africa successfully for many years.

With the experience of the consulting team of German, Zimbabwean as well as South African lawyers and economists the corporate as well as the private clients receives professional support in realising their goals. The strength of INTO SA is the guidance and consultation of its clients concerning questions and projects in the fields of legal and business consulting, drafting of legal documents, incorporation of private and non profit companies as well as family and business trusts, facilitation of Immigration Permits and B-BBEE Certificates, access to government grants, obtaining Reserve Bank approvals for foreign loans and assisting with due diligences and merger & acquisition projects as well as tax registrations.

INTO SA consults in all legal, financial and tax registration matters concerning Sub-Saharan Africa as well as Germany und informs about all fields of private or commercial investments with a variety of publications.

B. MANUAL PARTICULARS IN TERMS OF SECTION 51

I.

CONTACT DETAILS [Section 51(1)(a) of the Act]

Name of body	:	INTO SA CC <i>(currently transformed into a public company)</i>
Information Officer	:	RALPH M ERTNER (CEO)
Street Address	:	30 JOHANN PLACE WILLOW ACRES ESTATE SILVER LAKES 0081
Postal address	:	P.O. BOX 426 WILLOW ACRES 0095
Telephone	:	012 809 0243, 0800 INTOSA (468672)
Fax	:	086 214 2000
Email	:	info@into-sa.com

II.

GUIDE IN TERMS OF SECTION 10 OF THA ACT [Section 51(1)(b) of the Act]

The guide on how to use the Act is available from the South African Human Rights commission.
Please direct any queries to:

The South African Human Rights Commission - PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
e-Mail: PAIA@sahrc.org.za

III.

NOTICE(S) IN TERMS OF SECTION 52 (12) OF THE ACT [Section 51(1)(c) of the Act]

The following information is available without a person having to request access in terms of the Promotion of Access to Information Act

- 1) Information brochures (“eINFO”) containing information about
 - a) South African Immigration Law
 - b) Broad-based Black Economic Empowerment
 - c) Capital Gains Tax
 - d) Company Law 2008
 - g) Promotion of Access to Information Act
 - h) Last Will & Testaments

** NB: The above information is currently published in English, German and Spanish*

- 2) Books published under the previous Brand Names „IBN“ and „Treuarbeit“ about Tax Law in South Africa and Investment Risks and Chances (1997, 1999, 2002, 2005 and 2010)
- 3) „Doing Business in South Africa“ published as AWO Fachreport in Austria (2009, 2011 and 2013)
- 4) Monthly Newsletter „INTO SA eBRIEF“, published since December 2012

IV.

INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d) of the Act]

Records are kept in accordance with the following legislation as amended:

- 1) Basic Conditions of Employment Act No. 75 of 1997
- 2) Income Tax Act No. 58 of 1962
- 3) Labour Relations Act No. 66 of 1995
- 4) Unemployment Insurance Act No. 63 of 2001
- 5) Value-added Tax Act No. 89 of 1991
- 6) Short-term Insurance Act No. 53 of 1998
- 7) Close Corporation Act No. 69 of 1984 / Companies Act No. 71 of 2008

V.

SUFFICIENT DETAIL / DESCRIPTION OF THE SUBJECTS / CATEGORIES [Section 51 (1) e) of the Act]

Library

The companies' library consists of a collection of works on various industries related topics.

Communications

Correspondence with clients.

Operational Information

Operational Information can be defined as information required for the day to day running of the companies.

INTO SA Offices:

Head Office: Pretoria

Branches: Pretoria East, Cape Town, Johannesburg

Representatives: Durban, Berlin (Germany), Seoul (Korea)

Commercial Contracts:

- Lease agreements
- Branch Agreements
- Representation Agreements
- Membership Agreements
- Business Introducer Agreements (KBI and ABI)

Client Data Base:

Database of customers.

Insurance policies:

- Unemployment Insurance
- Short-Term Insurance

Directives and general company information.

- work instruction manuals
- business plan
- strategy document
- vision statement
- mission statement
- INTO SA code of conduct
- INTO SA company brochures

List of trademarks and pending applications:

- 1) INTO SA Logo – registered 2012
- 2) CIPC Agency

Information Technology Records:

- Software Programs (Mac and PC)
- Web based Databases (into-sa.com, Into SA Wiki)
- Emails

Human Resources

Employment conditions/service Agreements:

- Employment Contracts
- Application Forms
- Leave and Sickness Records
- Disciplinary Codes and Records

Employee records:

- attendance register
- identity documents, passports
- PAYE registration numbers

Remuneration and benefits:

- Salary Records
- Records relating to increases
- Bonus Point System records for Performance Bonusses

Training schedules and material:

- Internal Education Material

Occupational Health and Safety records:

- n/a

Skills Development report:

- n/a

Rules and regulations relation to the pension fund:

- n/a

Financial and Management Information

Financial reports / records:

- UIF records
- Invoices
- Financial documents
- Cheque Account
- eBucks Account
- Asset Inventory
- Debit notes
- Credit notes
- Cash records
- Annual Financial Statements

Management report / records:

- Members Meetings
- Management Meetings

Tax records:

- VAT (VAT registration still pending)
- Income Tax
- PAYE

Legal records

To request a document not in terms of the Act the requester must address the request to the Information Officer/Head in writing, in the prescribed form available from South Africa Human Rights Commission at www.sahrc.org.za.

A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed fees.

VI.

OTHER INFORMATION [Section 51(1)(f) of the Act]

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.