

# **ALVIVA SHARED MANAGEMENT SERVICES PTY LTD**

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**(Registration number: 1996/001435/07)**

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

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alviva

shared management services Pty Ltd

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# **PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000**

## **(THE ACT)**

### **SECTION 51 MANUAL OF ASMS PTY LTD**

**(REGISTRATION NUMBER: 1996/001435/07)**

#### **1. CONTACT PARTICULARS**

<b>Head of business:</b>	P Spies	<b>Information officer:</b>	SL Grobler
<b>Postal address:</b>	PO Box 483 Halfway House Midrand 1685	<b>Physical address:</b>	The Summit 269 16 <sup>th</sup> Road Randjespark 1685
<b>Telephone number:</b>	011 265 3000	<b>Fax number:</b>	011 265 3076
<b>E-mail address:</b>	liezelG@pinnacle.co.za		

#### **2. INTRODUCTION**

The company provides managerial and consultancy as well as IT, HR and payroll services to the operating companies within the group.

#### **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 Pinnacle Technology Shared Management Services 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 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.7 INCOME TAX ACT 58 OF 1962
- 5.8 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.9 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.10 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.11 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.12 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.13 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.14 VALUE ADDED TAX ACT 89 OF 1991

**6. INFORMATION AUTOMATICALLY AVAILABLE**

The following categories of records are automatically available for inspection, purchase or photocopying, if applicable

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS
- 6.4 PRICELISTS
- 6.5 REPORTS
- 6.6 MARKETING AND PROMOTIONAL MATERIAL

## 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, if applicable:

### 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
- Insurance record
- Investment records
- Auditor's reports
- Inventory records (including stock take
- Systems documentation
- Management review
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

### 7.2 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees

### 7.3 PERSONNEL RECORDS

- Attendance register
- Employee information records

- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

#### 7.4 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of Allotments
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Resolutions
- Shareholders' agreements

#### 7.5 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

## **8. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Alviva Shared Management Services 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.

## **9. AVAILABILITY OF THE MANUAL**

Copies of this manual are available for inspection, free of charge, at the offices of ASMS Pty Ltd, from the South African Human Rights Commission and at [www.alvivaholdings.com](http://www.alvivaholdings.com)

**10. SIGNATORY**

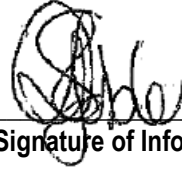
We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

SL GROBLER

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**Information officer**

14 May 2019

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**Date**



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**Signature of Information officer**