

Zebbies Electrical (Pty) Ltd

Retailer of Domestic & Commercial lighting & accessories

Section 51 Manual

compiled at www.paiabuilder.com

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Postal Address of head office of Zebbies Electrical (Pty) Ltd: PO Box 2922, Durban, 4000, Durban, KZN

Physical Address of head office of Zebbies Electrical (Pty) Ltd: 29-31 Meridian Drive, Umhlanga Ridge, KZN

Tel. No of head office of Zebbies Electrical (Pty) Ltd: 031 – 1000 930

E-Mail address of head of Zebbies Electrical (Pty) Ltd: privacy@zebbies.com

Persons designated/duly authorised persons:

Contact main [office for details](#)

Information Officer : Vanessa Marshall

Deputy Information Officer: Sheryl May

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Information Regulator (South Africa) at JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001 on its website www.justice.gov.za.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

NO	REF	ACT
1	No. 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act

SUBJECTS AND CATEGORIES OF RECORDS HELD BY Zebbies Electrical (Pty) Ltd: SECTION 51(1)(e)**COMPANIES ACT RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of Directors/ Auditors/ Secretary / Public Officer and other Officers
- Share Register and other statutory registers

FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Paid Cheques
- Asset Register Rental
- Agreements
- Invoices

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT
- Skills Development Levies
- UIF
- Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

- Employment Contracts
- Employment Equity Plans
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Disciplinary Code
- Salary Records
- SETA Records
- Leave Records
- Training Manuals
- Training Records

HOW TO MAKE A REQUEST FOR ACCESS [SECTION 51(e)]

The requester must complete request form (http://www.justice.gov.za/forms/paia/j752_paia_form%20C.pdf), and submit this form together with a request fee, to the head of the private body.

The form must be submitted to the head of the private body at his/ her address, or electronic mail address.

The form must:

provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester, indicate which form of access is required, specify a postal address or email address of the requester in the Republic, identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

PRESCRIBED FEES [SECTION 54]

A requester is required to pay the prescribed fees (R50.00) before a request will be processed.

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);

A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the INFORMATION REGULATOR (South Africa) at www.justice.gov.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Duly authorised by Head of Organisation