

# **SA Cash Register (Pty) Ltd**

(Registration number: 1997/022227/07)

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)

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## Section 51 Manual of SA Cash Register (Pty) Ltd (Registration number: 1997/022227/07)

### 1. Contact particulars

Head of business:	Stephen van Lelyveld	Information officer:	Stephen van Lelyveld
Postal address:	P O Box 22145 Glenashley Durban 4022	Physical address:	65 Woodford Grove Stanford Hill Durban 4001
Telephone number:	031-312-4360	Fax number:	031-312-0784
E-mail address:	accounts@towa.co.za		

### 2. Introduction

Business equipment retailing and repairs

### 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) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.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 SA Cash Register (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 71 of 2008
- 5.2 Consumer Protection Act 68 of 2008
- 5.3 Currency and Exchanges Act 9 of 1933
- 5.4 Customs and Excise Act 91 of 1964
- 5.5 Electronic Communications and Transactions Act 25 of 2002
- 5.6 Income Tax Act 58 of 1962
- 5.7 National Credit Act 34 of 2005
- 5.8 Pension Funds Act 24 of 1956
- 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 Insurance Act 63 of 2001
- 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:

- 6.1 Pamphlets / Brochures
- 6.2 Pricelists
- 6.3 Marketing and promotional material

- 7.5.3 Patents, patent applications and inventions
- 7.5.4 Designs, trademarks, trade names and protected names

**7.6 Legal, Agreements and Contracts**

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Agreements with customers
- 7.6.3 Agreements with governmental agencies
- 7.6.4 Distributor, dealer or agency agreements
- 7.6.5 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 7.6.6 Material agreements relating to provision of services or materials
- 7.6.7 Material licenses, permits and authorisations
- 7.6.8 Contracts, including lease agreements and finance agreements
- 7.6.9 Restraint agreements
- 7.6.10 Sale agreements
- 7.6.11 Warranty agreements
- 7.6.12 Electronic communications - Personal information and the purpose for which the data was collected
- 7.6.13 Electronic communications - Record of any third party to whom the information was disclosed

**7.7 Personnel Records**

- 7.7.1 Disciplinary records
- 7.7.2 Employee evaluation and performance records
- 7.7.3 Employee information records
- 7.7.4 Employee loans
- 7.7.5 Employee remuneration
- 7.7.6 Employment applications
- 7.7.7 Employee date of birth
- 7.7.8 Employment contracts
- 7.7.9 Industrial training records
- 7.7.10 IRP 5 and IT 3 certificates
- 7.7.11 Letters of appointment
- 7.7.12 Leave applications
- 7.7.13 Maternity leave policy
- 7.7.14 Micro loan scheme
- 7.7.15 Name and occupation of each employee
- 7.7.16 Payroll
- 7.7.17 Particulars of each employee
- 7.7.18 Pension fund information
- 7.7.19 Personnel file
- 7.7.20 Recruitment and appointments
- 7.7.21 Registered trade unions / employers' organisations documents, list of members and ballot papers
- 7.7.22 Salary and wage registers
- 7.7.23 Scholarships and bursaries
- 7.7.24 Study assistance schemes
- 7.7.25 Training and development
- 7.7.26 UIF, PAYE and SDL returns

**7.8 Sales and Marketing**

- 7.8.1 Brochures, newsletters and marketing material
- 7.8.2 Customers

- 7.8.3 Products
- 7.8.4 Sales
- 7.8.5 Service and product information
- 7.9 Tax
  - 7.9.1 Income tax returns
  - 7.9.2 Provisional tax returns
  - 7.9.3 Tax assessments
  - 7.9.4 VAT documents
  - 7.9.5 Records of importation goods and documents
  - 7.9.6 Vendors information
  - 7.9.7 Documentary proof substantiating the zero rating of supplies

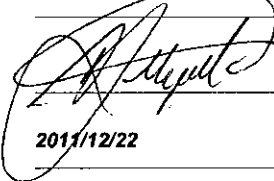
**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of SA Cash Register (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 SA Cash Register (Pty) Ltd and from the South African Human Rights Commission.

**10. Signature**

<b>We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.</b>	
<b>Name of Information Officer:</b>	Stephen van Lelyveld
<b>Signature:</b>	
<b>Date:</b>	2011/12/22