



PROMOTION OF ACCESS TO INFORMATION ACT: SECTION 51 MANUAL INFORMATION MANUAL FOR:

NOLITHA ENGINEERING & CONSTRUCTION (Pty) Ltd (5 pages)

HEAD OF BUSINESS:

Our ability to provide the only electrical & mechanical installations, process control and automation, but also the security and access control in industrial and commercial buildings, prisons and military installations, gives our clients, architects and consultants the opportunity to deal with one management team that understands today's technological uses of interoperable and integrated services.

Be it a new township development, a multi-story office block, or an entire prison installation, that requires fast track installation of the main power reticulation and all the building services – Nolitha has the technical know how, organizational skills and the financial resources to provide a quality service based on three principles:

We use people and products of proven quality and reliability to ensure a technically correct installation. We endeavour to provide an end product that is aesthetically pleasing. We strive to achieve economic viability for our clients and ourselves.

1. CONTACT DETAILS

Information Officer:

Tholga Reddy – Davies

Postal Address:

PO Box 6056
ROGGEBAAL
8012

Physical Address:

VPI House
13 Bridgewater Street
PAARDEN EILAND
7405

Telephone Number: (021) 510 1704

Fax Number: (021) 510 3037

E-Mail Address: info@nolitha.com

WEB SITE: www.nolitha.com

2. SECTION 10 GUIDE ON HOW TO USE THIS ACT

Any person wishing to exercise any right in terms of the Promotion of Access to Information Act (2 of 2000) may obtain a copy of the information guide from The South African Human Rights Commission:

Tel. No: (011) 484 8300

Fax No: (011) 484 0582

Website: www.sahrc.org.za

E-Mail: PIAIA@sahrc.org.za

3. INFORMATION HELD

3.1 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

a)	Basic Conditions of Employment No. 75 of 1997	
b)	Close Corporation Act 69 of 1984*	N/A
c)	Companies Act No. 61 of 1973*	2003/027128/07
d)	Compensation for Occupational Injuries and Diseases Act No. 130 of 1993	2715/954/0500
e)	Electrical Industry Pension Fund Agreement and Rules	140013
f)	Employment Equity Act No. 55 of 1998*	N/A
g)	Income Tax Act No. 95 of 1967	9632/261/15/3
h)	Labour Relations Act No. 66 of 1995	N/A
i)	Main Agreement of the National Bargaining Council For the Electrical Industry	CT1705
j)	Occupational Health & Safety Act No. 85 of 1993 And relevant Regulations	2715/954/0500
k)	Regional Services Councils Act No. 109 of 1985	185 734 284
l)	Skills Development Act. 97 of 1988	N/A
m)	Skills Development Levies Act No. 9 of 1999	L570749194
n)	Unemployment Contributions Act No. 4 of 2002	N/A
o)	Unemployment Insurance Act No. 63 of 2001	U570759194
p)	Value Added Tax Act No. 89 of 1991	424 202 8910

3.2 SUBJECTS AND CATEGORIES OF BUSINESS RECORDS KEPT

FINANCIAL RECORDS

All documentation to be found in our files at our offices: VPI House, 13 Bridgewater Street, Paarden Eiland, 7405, Tel: (021) 510 1704.

- Annual financial reports
By Greenwoods Chartered Accountants, ABSA Centre, 21st Floor, Heerengracht, Cape Town. Tel: (021) 410 8500
- VAT Returns*
- Income Tax Returns and Assessments
- Insurance Records
- Workman's Compensation Fund Returns

OPERATIONAL RECORDS

All documentation to be found in our files at our offices: VPI House, 13 Bridgewater Street, Paarden Eiland, 7405, Tel: (021) 510 1704.

- Customer/contract details
- Administration records
- Invoices
- Certificates of compliance and inspection reports
- Tender documents
- Orders

PROPERTY AND EQUIPMENT RECORDS

All documentation to be found in our files at our offices: VPI House, 13 Bridgewater Street, Paarden Eiland, 7405, Tel: (021) 510 1704.

- Asset register
- Title deeds*
- Lease Agreements*
- Maintenance Records

HUMAN RESOURCES

All documentation to be found in our files at our offices: VPI House, 13 Bridgewater Street, Paarden Eiland, 7405, Tel: (021) 510 1704.

- Employee records
- Disciplinary records
- Payroll records
- Leave records
- UIF records
- Bargaining Council returns
- Licenses and registration details
- Occupational Health and Safety records

4. REQUESTING PROCEDURES

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Nolitha Engineering & Construction (Pty) Ltd using the contact details provide above.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee as detailed in Annexure (A) has been paid:

5. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection at the offices of Nolitha Engineering & Construction (Pty) Ltd and at the South African Human Rights Commission.

ANNEXURE (A)

Reproduction Fees

The applicable fees for the reproduction as referred:

The cost to access, reproduce, search for and/or prepare any of the abovementioned records, unless otherwise agreed, is:

• For every A4 sized photocopy of a page or part thereof	R	1.10
• For every printed copy of an A4 sized page or part thereof held on a computer Or in electronic or machine readable form	R	0.75
• For a copy in a computer readable form on: Stiffy disc	R	7.50
Compact disc	R	70.00
• A transaction of visual images, for an A4 size page or part thereof	R	40.00
• For a copy of visual images	R	60.00
• A transcription of an audio record, for an A4 size page or part thereof	R	20.00
• For a copy of an audio record	R	30.00

Request Fees

Where a requester submits for access to information held by Nolitha Engineering & Construction (Pty) Ltd on a person other than the requester himself/herself, a request fee in the amount of R 50,00 is payable up-front before Nolitha Engineering & Construction (Pty) Ltd will further process the request.

Access Fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is especially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

• For every photocopy of an A4 size paper or part thereof	R	1.10
• For a copy in a computer readable form on: Stiffy disc	R	7.50
Compact disc	R	70.00
• A transaction of visual images, for an A4 size page or part thereof	R	40.00
• For a copy of visual images	R	60.00
• A transcription of an audio record, for an A4 size page or part thereof	R	20.00
• For a copy of an audio record	R	30.00
• To search for an prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.		
• For purposes of S54 (2) of the Act, the following applies:		
• Six man hours will be the limit set before a deposit is payable and		
• One third of the access fee is payable as a deposit by the requester		
• The postage is payable when a copy of a record must be posted to a requester.		

Please note: all fees are exclusive of Value Added Tax (VAT)

The Head of the Business will process the request and inform the requestor of any fees that may be payable and the procedures to be followed until the request is finalised.