

# **AUDIO VISION HOLDINGS (PTY) LTD**

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**(Registration number: 2002/021141/07)**

*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)**

### **SECTION 51 MANUAL OF AUDIO VISION HOLDINGS (PTY) LTD**

**(REGISTRATION NUMBER: 2002/021141/07)**

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

<b>Head of business:</b>	Mr JMJ Greeff	<b>Information officer:</b>	Mr Dewaldt Scholtz
<b>Postal address:</b>	PO Box 207 Century City 7446	<b>Physical address:</b>	Shop 70 Canal Walk Century City 7441
<b>Telephone number:</b>	021-552 0895	<b>Fax number:</b>	021-552 0932
<b>E-mail address:</b>	info@audiovision.co.za		
<b>Website:</b>	www.audiovision.co.za		

#### **2. INTRODUCTION**

Operating as Audio or Visual specialist retail holdings company for branches situated in A-grade shopping centres within the Western Cape.

#### **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 Audio Vision Holdings (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 COMPETITION ACT 89 OF 1998
- 5.7 CONSUMER PROTECTION ACT 68 OF 2008
- 5.8 COPYRIGHT ACT 98 OF 1978
- 5.9 CRIMINAL PROCEDURES ACT 51 OF 1977
- 5.10 CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5.11 CUSTOMS AND EXCISE ACT 91 OF 1964
- 5.12 DEBT COLLECTORS ACT 114 OF 1998
- 5.13 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.14 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.15 INCOME TAX ACT 58 OF 1962
- 5.16 INSOLVENCY ACT 24 OF 1936
- 5.17 LABOUR RELATIONS ACT 66 OF 1995
- 5.18 NATIONAL CREDIT ACT 34 OF 2005
- 5.19 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.20 PREVENTION OF COMBATING OF CORRUPT ACTIVITIES ACT 12 OF 2004
- 5.21 PREVENTION OF ORGANISED CRIME ACT 121 OF 1998
- 5.22 PROTECTED DISCLOSURES ACT 26 OF 2000
- 5.23 PROTECTION OF INFORMATION ACT 84 OF 1982

- 5.24 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.25 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.26 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.27 REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 OF 2002
- 5.28 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.29 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.30 STATISTICS ACT 6 OF 1999
- 5.31 TRADE MARKS ACT 194 OF 1993
- 5.32 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.33 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.34 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 POSTERS
- 6.3 PRICELISTS
- 6.4 REPORTS
- 6.5 MARKETING AND PROMOTIONAL MATERIAL
- 6.6 [WWW.AUDIOVISION.CO.ZA](http://WWW.AUDIOVISION.CO.ZA)

## 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.

- 7.1 ACCOUNTING RECORDS
  - 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
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Inventory records (including stock take
- Systems documentation
- Management review
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Correspondence

7.3 CREDIT AGREEMENTS

- Credit Provider's documents
- Credit Bureaux' documents
- Enquiries
- Details and results of disputes lodged with consumers
- Payment profile
- Adverse information
- Civil court judgements
- Administration orders
- Sequestrations

7.4 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses

- Transportation, warehouse and storage contracts
- 7.5 FIXED PROPERTY
- Leases
- 7.6 HEALTH AND SAFETY
- Register, record of earnings, time worked, payment and particulars of all employees
- 7.7 INFORMATION TECHNOLOGY
- Agreements
  - Hardware
  - Internet
  - Intranet
  - Licenses
  - LAN Installations
  - Operating systems
  - Software packages
  - Telephone exchange equipment
  - Telephone lines, leased lines and data lines
- 7.8 INSURANCE
- Claim records
  - Details of coverage, limits and insurers
  - Insurance policies
- 7.9 INTELLECTUAL PROPERTY
- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
  - Copyrights
  - Litigation and other disputes involving intellectual property
  - Patents, patent applications and inventions
  - Designs, trademarks, trade names and protected names
- 7.10 LEGAL, AGREEMENTS AND CONTRACTS
- Acquisition or disposal documentation
  - Agreements with contractors, suppliers and clients
  - Agreements with customers
  - Agreements with governmental agencies
  - Agreements with shareholders, officers or directors

- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advice and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.

#### 7.11 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee share purchase plan
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Expense accounts

- Group life
- Group personal accident
- Incentive schemes
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Micro loan scheme
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage records
- Staff loan schemes
- Staff records after employment
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.12 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

7.13 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
- Other minute books
- Register of directors and officers
- Register of past directors
- Registration Certificate
- General resolutions
- Special resolutions
- Resolutions
- Rules
- Shareholders' agreements
- Shareholders' register

7.14 TAX

- VAT documents
- Records of importation goods and documents
- Vendors information
- Documentary proof substantiating the zero rating of supplies

**8. GENERAL**

Not applicable.

**9. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Audio Vision Holdings (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.

**10. AVAILABILITY OF THE MANUAL**

Copies of this manual are available for inspection, free of charge, at the offices of Audio Vision Holdings (Pty) Ltd, from the South African Human Rights Commission and at [www.website.co.za](http://www.website.co.za).

**11. SIGNATORY**

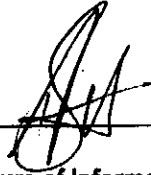
According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

Mr Dewaldt Scholtz

Information officer

10 November 2011

Date



Signature of Information officer