

SECTION 51 MANUAL

In accordance with the Blueprint from

**South African Human Rights Commission
(SAHRC)**

In compliance with

**Promotion of Access to Information Act
(PAIA – 2000)**

for a PRIVATE body

**BOSTON CITY CAMPUS AND BUSINESS COLLEGE
(Pty) Ltd**

Company REGISTRATION: 1996/013220/07

Postal Address: Suite 287 Postnet Norwood, Private Bag X5,
Norwood, 2117

Street Address: 247 Louis Botha Avenue, Orchards, 2192

Tel: 011 551 2000

Fax: 011 485 4591

**MANUAL for PRIVATE BODIES
In terms of the**

**PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000
(hereinafter referred to as “the Act”)**

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

1.1 HEAD OF THE COMPANY:

Ari Katz

1.2 POSTAL ADDRESS:

Suite 287 Postnet Norwood,
Private Bag X5,
Norwood,
2117

PHYSICAL ADDRESS:

247 Louis Botha Avenue,
Orchards,
2192

1.3 TELEPHONE NUMBER:

011 551 2000

1.4 TELEFAX NUMBER:

011 485 4591

1.5 EMAIL ADDRESS:

AriK@boston.co.za

2. GUIDE REFERRED TO IN SECTION 10: (SECTION 51(1)(b))

The Guide referred to in section 10 of the Act is that compiled by the Human Rights Commission, which contains the information required by a person in the exercise of any right contemplated by the Act.

The guide is available for inspection, inter alia, at the office of the Head of the company referred to in paragraph 1 above and also at the offices of the Human Rights Commission and on its Website.

3. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY BOSTON CITY CAMPUS AND BUSINESS COLLEGE (PTY) LTD: SECTION 51(1)(b))**

3.1 **COMPANIES ACT RECORDS**

- 3.1.1 Memorandum and Articles of Association
- 3.1.2 Records relating to appointment of directors/auditor/secretary/public officer and other officers
- 3.1.3 Share Register and other statutory registers
- 3.1.4 Asset Register
- 3.1.5 Minute books of Shareholders Resolutions
- 3.1.6 Minute books of Directors Resolutions

3.2 **FINANCIAL RECORDS**

- 3.2.1 Annual financial statements
- 3.2.2 Tax returns
- 3.2.3 Accounting records
- 3.2.4 Banking records:
 - Bank statements
 - Paid cheques
 - Electronic banking records

3.3 **EMPLOYMENT/EMPLOYEE RECORDS**

- 3.3.1 Employment contracts
- 3.3.2 Restraint and other agreements with employees
- 3.3.3 Contracts between the company and its employees.
- 3.3.4 Employee records:
 - Leave records
 - Sick leave records
 - Loans to employees
 - Wages and salary records

- Employee insurance records
- Motor vehicle scheme/allowances
- Records containing personal information concerning employees including:
 - Disciplinary proceedings and warnings
 - Medical records

3.3.5 Medical Aid records:

- Rules of medical aid fund
- Members of medical aid fund
- Contributions paid to medical aid for employees
- Medical reports/information relating to employees

3.3.6 Income Tax records:

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

3.4 **CLIENT RECORDS**

- 3.4.1 Customer lists
- 3.4.2 Client files
- 3.4.3 Client billings
- 3.4.4 Retained Clients

3.5 **SUPPLIER RECORDS**

- 3.5.1 Supplier list
- 3.5.2 Credit application forms

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(b)**

- 4.1 Records available for inspection in terms of the Companies Act 61 of 1973:

4.1.1 Share Register

4.1.2 Registers of:

directors and officers
interest of directors and officers in contracts
pledges; cessions and bonds

4.2 Records available in terms of other legislation:

4.2.1 Basic Conditions of Employment No. 75 of 1997

4.2.2 Companies Act No. 61 of 1973

4.2.3 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

4.2.4 Employment Equity Act No. 55 of 1998

4.2.5 Labour Relations Act No.66 of 1995

4.2.6 Regional Services Councils Act No. 109 of 1985

4.2.7 Skills Development Levies Act No. 9 of 1999

4.2.8 Skills Development Act No. 97 of 1998

4.2.9 Unemployment Contributions Act No. 1 of 2002

4.2.10 Unemployment Insurance Act No. 63 of 2001

5. LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published.

6. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

The requester must complete Form C 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, fax number, 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 fax number 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.