

**StratCorp Property Holdings Limited**

*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, Act 2 of 2000 (The Act)

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## **Section 51 Manual of StratCorp Property Holdings Limited** (Registration number: 2004/019740/06)

### **1. Contact particulars**

Head of business:	DB Harington	Information officer:	JPJ Louw
Postal address:	PO Box 12022 Centurion Pretoria 0046	Physical address:	3rd Floor Lakeside Bld A 2004 Gordon Hood Drive Centurion 0157
Telephone number:	012 643 7400	Fax number:	012 663 2914
E-mail address:	kobus@stratcorp.co.za	Website:	

### **2. Introduction**

StratCorp Property Holdings Ltd is an investment holding company in the property sector.

### **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, tel (011) 484-8300, fax (011) 484-7149.

### **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 StratCorp Property Holdings Limited.


### **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 Companies Act 61 of 1973
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- 5.5 Electronic Communications and Transactions Act 25 of 2002
- 5.6 Employment Equity Act 55 of 1998
- 5.7 Income Tax Act 58 of 1962
- 5.8 Labour Relations Act 66 of 1995
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Promotion of Access to Information Act 2 of 2000
- 5.11 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2002
- 5.12 South African Revenue Services Act 34 of 1997
- 5.13 Skills Development Levies Act 9 of 1999
- 5.14 Skills Development Act 97 of 1998
- 5.15 Stamp Duties Act 77 of 1968
- 5.16 Trade Marks Act 194 of 1993
- 5.17 Unemployment Contributions Act 4 of 2002
- 5.18 Unemployment Insurance Act 63 of 2001
- 5.19 Value Added Tax Act 89 of 1991
- 5.20 Companies Act 71 of 2008
- 5.21 Consumer Protection Act 68 of 2008
- 5.22 King III
- 5.23 National Credit Act 34 of 2005

### **6. 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.



## **6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Investment records
- 6.1.13 Auditor's reports
- 6.1.14 Systems documentation
- 6.1.15 Credit agreements

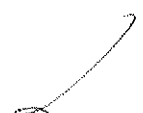
## **6.2 Legal, Agreements and Contracts**

- 6.2.1 Acquisition or disposal documentation
- 6.2.2 Agreements with shareholders, officers or directors
- 6.2.3 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- 6.2.4 Contracts, including lease agreements and finance agreements

## **6.3 Personnel Records**

- 6.3.1 Disciplinary records
- 6.3.2 Employee evaluation and performance records
- 6.3.3 Employee information records
- 6.3.4 Employee loans
- 6.3.5 Employment applications
- 6.3.6 Employment contracts
- 6.3.7 Employment equity plan
- 6.3.8 Health and safety records
- 6.3.9 IRP 5 and IT 3 certificates
- 6.3.10 Letters of appointment
- 6.3.11 Leave applications
- 6.3.12 Maternity leave policy
- 6.3.13 Medical aid records
- 6.3.14 Payroll
- 6.3.15 Personnel file
- 6.3.16 Policies and procedures
- 6.3.17 Recruitment and appointments
- 6.3.18 Salary and wage registers
- 6.3.19 Salary slips and wage records
- 6.3.20 Study assistance schemes
- 6.3.21 Training and development
- 6.3.22 UIF, PAYE and SDL returns
- 6.3.23 Workmen's Compensation documents

## **6.4 Statutory Company Records**

- 6.4.1 Certificate of Change of Name
  - 6.4.2 Certificate of Incorporation
  - 6.4.3 Certificate to Commence Business
  - 6.4.4 Directors' attendance register
  - 6.4.5 Index of Members
  - 6.4.6 Memorandum and Articles of Association
  - 6.4.7 Minutes of shareholders' meetings
  - 6.4.8 Minutes of directors' meetings
  - 6.4.9 Other minute books
  - 6.4.10 Proxy documents
  - 6.4.11 Register of Allotments
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- 6.4.12 Register of directors and officers
- 6.4.13 Register of directors' shareholding
- 6.4.14 Resolutions

## **7. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of StratCorp Property Holdings Limited, 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.

## **8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of StratCorp Property Holdings Limited, from the South African Human Rights Commission.

  
13/12/2011