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Port Elizabeth - 280 Cape Road, Newton Park
Branch Manager: Lelanie 083 561 0053
East London - c/o 24 Pearce & Tecoma Street, Berea
Branch Manager: Chantel 072 980 4689

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Docex Dx 137, Cape Town
Dx 4, Port Elizabeth
Dx 23, East London

Bank Account Shelf Company Warehouse
Bank First National Bank
Branch Clearwater Mall
Account Number 62105084040
Branch Code 251141

VAT Reg. No. 4520237100
Reg. No. 2002/002540/07

Director Melissa Schoeman (082 801 1505)

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000 - SECTION 51 OF THE ACT NO.2 OF 2000

It is a requisite that each business and public organization compiles a manual in terms of the Promotion of access to Information Act - Act No. 2 of 2000.

Each business and public organization is required to submit a manual to the Human Rights Commission before 31 December 2011.

These requirements are applicable to all public organizations, businesses, public companies, private companies, close corporations, trusts which are active, as well as sole owners who conduct any form of business.

If you should require us to compile the manual on your behalf, kindly furnish us with the attached completed application forms on or before 14 December 2011. Our fee for drafting and submitting the standard manual is R1,140.00 (VAT included).

Please take note that our offices will close on 15 December 2011 for the December holidays: we can not be held responsible for the non submission of this manual and if fees and information are not received timeously.

Kindly fax proof of payment with the fully completed application forms to **0861114214 / 0866464200** or email to cape@pty-online.co.za / ctn@pty-online.co.za / pe@pty-online.co.za / el@pty-online.co.za

Bank details: **Shelf Company Warehouse**
First National Bank
Clearwater Mall
Account number. 62105084040
Branch Code. 251141

IF YOU SENT YOUR INSTRUCTION TO US, AND DO NOT RECEIVE CONFIRMATION WITHIN 24 HOURS, PLEASE MAKE CONTACT WITH US, AS WE THEN DID NOT RECEIVE YOUR APPLICATION

MANUAL FOR THE PROMOTION OF ACCESS TO INFORMATION ACT

INVOICING INFORMATION

TAX INVOICE TO BE MADE OUT TO _____

YOUR REF (IF APPLICABLE) _____

POSTAL ADDRESS: _____

DOCEX ADDRESS, IF APPLICABLE: _____

TEL	_____	FAX	_____
CELL NO	_____	EMAIL	_____
	_____		_____

PLEASE INDICATE BY TICKING THE BOX BELOW, HOW YOU WANT US TO NOTIFY YOU.

<input type="checkbox"/>	SMS TO FOLLOWING CELL NO	_____
<input type="checkbox"/>	FAX TO FOLLOWING NO	_____
<input type="checkbox"/>	EMAIL TO FOLLOWING EMAIL ADDRESS	_____

ENTITY

Name of entity _____

Registration number of entity _____

Trading Name of Entity _____

Main business of entity _____

Registered physical address of (**MUST BE A STREET ADDRESS**) _____

Street Code _____

Postal Address of entity _____

Postal Code _____

Email address of entity _____

Telephone number of entity _____

Fax number of entity _____

Website address of entity _____

	Disciplinary code
	Leave Records
	Training records
	Training Manuals

3. Financial Information

	Financial statements
	Tax Returns
	Accounting Records
	Banking Records / Bank Statements, Paid Cheques, Electronic banking records, Deposit slips
	Asset Register
	Rental Agreements
	Invoices

4. Income Tax Records

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

IMPORTANT INFORMATION

NO NEED TO SUBMIT THIS MANUAL ANNUALLY. HOWEVER, WHEN THERE ARE MATERIAL CHANGES, YOU MUST AMEND AND RE-SUBMIT. CONTACT US FOR ASSISTANCE.

ALSO POST THE COPY OF THE SUBMITTED MANUAL. WE WILL RETURN A COPY TO YOU TO PUBLISH ON YOUR WEBSITE, SHOULD YOU HAVE ONE, AS WELL AS TO ENABLE YOU TO MAKE COPIES READILY AVAILABLE AT ACCESS POINTS .

**POWER OF ATTORNEY FOR MANUAL IN TERMS OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, 2000 - SECTION 51 OF ACT NO.2 OF 2000**

I, the undersigned

(full forenames and surname of person representing the entity)

publishing the entity's manual in terms of the Access to Information Act, for

(name of entity)

(registration number of entity)

do hereby nominate, constitute and appoint :

**Attorney CHRISTIAN GOUWS and/or MELISSA SCHOEMAN of THE SHELF
COMPANY WAREHOUSE with full power of substitution, to be my agent and in my
name, place and stead :**

**To deliver to the Human Rights Commission the manual in terms of the promotion
of access to information Act, 2000 - Section 51 of the Act no.2 of 2000.**

Signed at _____ on _____ 20 _____

(Signature)