

# **BORBELY TRADING CC**

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**(Registration number: 2001/018898/23)**

*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 BORBELY TRADING CC**

**(REGISTRATION NUMBER: 2001/018898/23)**

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

<b>Head of business:</b>	Jozsef Borbely	<b>Information officer:</b>	Jozsef Borbely
<b>Postal address:</b>	Po Box 85 Laezonia Centurion 0026	<b>Physical address:</b>	Plot 15 Knojeslaagte Laezonia 0026
<b>Telephone number:</b>	082 785 1487	<b>Fax number:</b>	086 672 0059
<b>E-mail address:</b>	info@technopet.co.za		
<b>Website:</b>	www.technopet.co.za		

#### **2. INTRODUCTION**

The responsibilities of the disciplines of Research / development, manufacturing and marketing are strategically separated, yet combine in the form of an enthusiastic wedge, driving stakeholder value and forging consumer acceptance.

We are able to do this by importing the main ingredient and incorporating this valuable raw material into local nutritional intellect and other value added supplements.

By integrating superior production and manufacturing processes into state of the art facilities, Technopet will become the number one, independent, pet food manufacturer and direct distributor in Southern Africa.

To achieve success and sustainable growth through forward integration into focused marketing of the Technopet brand, and the positioning of this brand as an alternative to leading, high priced premium products.

#### **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) 877-3600, fax (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.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 Borbely Trading CC.

**5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation:

- 5.1 COMPANIES ACT 71 OF 2008
- 5.2 CLOSE CORPORATIONS ACT 69 OF 1984
- 5.3 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.4 INCOME TAX ACT 58 OF 1962
- 5.5 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.6 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.7 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.8 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.9 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 MARKETING AND PROMOTIONAL MATERIAL
- 6.5 [WWW.TECHNOPET.CO.ZA](http://WWW.TECHNOPET.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

- Annual financial statements and working papers
- 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
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Accounting officer's report
- Inventory records (including stock take
- Systems documentation
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

### 7.2 AUDITORS

- Correspondence

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- 7.3 CREDIT AGREEMENTS
- Details and results of disputes lodged with consumers
  - Payment profile
  - Adverse information
- 7.4 DISTRIBUTION AND TRANSPORTATION
- Permits and licenses
- 7.5 FIXED PROPERTY
- Building plans
  - Title deeds
- 7.6 HEALTH AND SAFETY
- Register, record of earnings, time worked, payment and particulars of all employees
  - Details of solid waste discharges
  - Emergency response plans
  - Environmental impact assessments
- 7.7 INFORMATION TECHNOLOGY
- Agreements
  - Audits
  - Client database
  - Hardware
  - Internet
  - Operating systems
  - Software packages
- 7.8 INSURANCE
- Claim records
  - Details of coverage, limits and insurers
  - Insurance policies
- 7.9 INTELLECTUAL PROPERTY
- Designs, trademarks, trade names and protected names
- 7.10 LEGAL, AGREEMENTS AND CONTRACTS
- Agreements with customers
- 7.11 PERSONNEL RECORDS
- Attendance register
  - Disciplinary records

- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Medical aid records
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Personnel file
- Records of foreign employees
- Salary and wage registers
- Salary slips and wage records
- Staff records after employment
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

#### 7.12 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Products
- Sales
- Service and product information

#### 7.13 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Incorporation
- Index of Members



- Minutes of members meetings
- Cooperation agreements
- Founding Statement and amendments
- Resolutions passed at meetings

#### 7.14 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- VAT documents

#### 7.15 OTHER RECORDS

- n/a

## 8. GENERAL

n/a

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Borbely Trading CC, 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 - Jozsef Borbely**.

## 10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of **Borbely Trading CC**, from the South African Human Rights Commission and at [www.website.co.za](http://www.website.co.za).

**11. SIGNATORY**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Jozsef Borbely	_____
<b>Information officer</b>	<b>Signature of Information officer</b>
22 April 2016	
<b>Date</b>	

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