BoonBase Design CC

(Registration number: 2001 / 028942 / 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 BOONBASE DESIGN CC

(REGISTRATION NUMBER: 2001 / 028942 / 23)

1. CONTACT PARTICULARS

Head of business:	Mrs B Shcölly	**Information officer:**	Mrs B Schölly
Postal address:	Postnet Suite #13 Private Bag x6590 George 6530	**Physical address:**	123 Mitchell Street George Western Cape South Africa
Telephone number:	(011) 315 8580	**Fax number:**	(011) 315 8567
E-mail address:	info@boonbase.com		
Website:	http://boonbase.com		

2. INTRODUCTION

We deliver a sophisticated brand development service using a wide range of skills. We get involved in a client's business, working with them to develop their brand positioning and market perception, and developing the strategy to deliver that to their clients. We invest our thinking behind their brand to resolve all design, marketing and communication challenges they may be facing.

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 .

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 **BoonBase Design CC**.

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 COMPANIES ACT 71 OF 2008

5.4 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993

5.5 INCOME TAX ACT 58 OF 1962

5.6 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

5.7 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999

5.8 SKILLS DEVELOPMENT ACT 97 OF 1998

5.9 UNEMPLOYMENT INSURANCE ACT 63 OF 2001

5.10 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 MARKETING AND PROMOTIONAL MATERIAL

6.2 HTTP://BOONBASE.COM

6.3 REPORTS

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
- Auditor's reports
- Inventory records (including stock take
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Working papers
- Correspondence

7.3 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses
- Transportation system delivery plan and routing

7.4 FIXED PROPERTY

- Mortgage bonds or other encumbrances
- Title deeds

7.5 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Records of incident reported at work

7.6 INFORMATION TECHNOLOGY

- Client database
- Hardware
- Systems support, programming and development
- Operating systems
- Software packages

7.7 INSURANCE

- Insurance policies

7.8 PERSONNEL RECORDS

- Disciplinary records
- Employee evaluation and performance records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Salary and wage registers
- Salary slips and wage records
- Training and development
- UIF, PAYE and SDL returns

7.9 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association

7.10 TAX

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

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **BoonBase Design** CC, or can be accessed on 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.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of **BoonBase Design** CC, from the South African Human Rights Commission and at http://boonbase.com.

10. SIGNATORY

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

Mrs B Schölly

Information officer

Signature of Information officer

13 December 2011

Date