

**PROMOTION OF ACCESS TO
INFORMATION ACT, ACT 2 OF 2000**
(“The Act”)

**MANUAL IN TERMS OF SECTION 51 OF
THE ACT FOR:**

Bakeberg's Blinds cc

Registration Number: CK1992/23859/23

Table of Contents

Introduction	3
Particulars in terms of Section 51 of the Act	3
1.1 Contact Details (Section 51(1)(a)).....	3
1.2 The guide as described in section 10 of the Act (Section 51(1)(b)).....	4
1.3 Categories of records of the Company, which are available without a person having to request access in terms of the Act, i.e. voluntary disclosure. (Section 51(1)(c)).....	4
1.4 Records available in terms of other legislation. (Section 51(1)(d)).....	5
1.5 How to request a record, a description of the subjects on which we hold records and the categories of records held on each subject (Section 51 (1)(e)).....	5
1.5.1 How to request a record.....	5
1.5.2 Subjects and categories of records held by the Company.....	5
1.6 Other information as may be prescribed (Section 51(1)(f)).....	6
1.7 Availability of the Manual. (Section 51(3)).....	6

Introduction to:

Bakeberg's Blinds cc – Reg. No CK1992/23859/23

Bakeberg's Blinds is a family business established in 1954. The business employs 25 staff and manufacture, repair and clean all types of Blinds, folding doors and Awnings.

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, to any information in addition to that specifically requires in terms of Section 51 of the Act, does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1.1 Contact Details (Section 51(1)(a)):

Name of Body	Bakeberg's Blinds
Registered Address	123 Caroline Street BRIXTON 2092
Physical Address	As Above
Postal Address	P O Box 96161 BRIXTON 2092
Telephone Number	(011) 837-1161
Fax Number	(011) 837-3915
Executive Director	Basil Trevor Bakeberg
Contact Telephone No	(011) 837-1161
Contact Fax No	(011) 837-3915
Contact Cell No	082 485 0227
Contact e-mail address	info@bakebergs.co.za
Information Officer	Jennifer Jane Bakeberg
Contact Telephone No	(011) 837-1161
Contact Fax No	(011) 837-3915
Contact Cell No	082 485 0227
Contact e-mail address	info@bakebergs.co.za
Web page	www.bakebergs.co.za
VAT No	4960121277

1.2 The Guide as described in Section 10 of the Act (Section 51(1)(b))

This guide on how to exercise your rights in terms of the Act, can be obtained from the SAHRC

Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Document Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

e-mail: paia@sahrc.org.za

1.3 Categories of records of the Company, which are available without a person having to request access in terms of the Act, ie voluntary disclosure (Section 51(1)(C))

Bakeberg's Blinds does make certain information freely available to the public on its Internet web site www.bakebergs.co.za.

1.4 Records Available in terms of other legislation (Section 51(10)(d)):

Information is kept in accordance with such legislation as is applicable to the Company, which includes but is not limited to the legislation listed below. The records kept in accordance with the said legislation are not freely available to any requestor but only to those specifically entitled to the records in terms of the listed legislation

Applicable Acts

- Basic Conditions of Employment No 75 of 1997
- Closed Corporations Act No 69 of 1984
- Income Tax Act No 95 of 1967
- Skills Development Levies Act No 9 of 1999
- Unemployment Contributions Act No 4 of 2002
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act, 1956
- Regional Services Council Act No 109 of 1985
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

1.5 How to request a record, a description of the subjects on which we hold records and the categories of records held on each subject (Section)(1)(e))

1.5.1 How to request a record

Requests for access to records held by Bakeberg's Blinds must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under "regulations").

1.5.2 Subjects and categories of records held by the Company

1.5.1.1 Company Secretarial:

- Registration Documents.
- General Statutory Documentation

1.5.1.2 Human Resources:

- **Staff recruitment Policies:** We do not keep staff recruitment policies
- **Employment Contracts:** We keep employment contracts of the non-members of the cc.
- **Remuneration Records and Policies:** We keep records of salary slips and related information.

1.5.1.3 Operations:

- **Sales records:** Sales Journal, signed quotations & orders.
- **Production Records:** Monthly & Annual figures of each category of blinds.
- **Client registry:** We keep a database of clients

1.5.1.4 Finances:

- **Financial Documents:** VAT , Tax, PAYE, UIF & Skills Development, records are kept on the premises.
Weekly/monthly/annual Financial statements are also kept.
- **Annual Financial Statements:** We keep audited financial statements on our premises.
- **Vouchers:** we keep all Petty cash vouchers and reconciliations.
- **Stock records:** We keep stock records on our premises.
- **Assets Inventory:** We keep an Asset Register

1.6 Other information as may be prescribed (Section 51 (1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

1.7 Availability of the Manual. (Section 51(3))

This Manual is available from the South African Human Rights Commission (see details above), and from the Company (see details above).