



Concession Company (Pty) Ltd

22 Milkyway Avenue
Linbro Business Park
LINBRO PARK
2090

PO Box 1115, KELVIN, 2054
South Africa

Tel: +27 (0) 11 997 8422
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SECTION 51 MANUAL FOR:

Bombela Concession Company (Pty) Ltd

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT:

Postal Address of head of Bombela Concession Company (Pty) Ltd:

P O Box 1115
Kelvin
2054

Street Address of head of Bombela Concession Company (Pty) Ltd:

22 Milkyway Avenue
Linbro Business Park
Sandton
2090

Telephone Number of head of Bombela Concession Company (Pty) Ltd:

(011) 997-8000

Fax Number of head of Bombela Concession Company (Pty) Ltd:

(011) 997-8011

E-Mail address of head (PA) of Bombela Concession Company (Pty) Ltd:

sallyann.burford@bombela.com



Bombela Concession Company (Proprietary) Limited

Company Registration Number: 2005/031316/07 VAT Registration Number: 4490228253

Directors: MJR Boltz¹, BC Bruce, MG Diliza, JA Flint, E Gartner², D Moshapalo, CAG Paradis¹, TW Rensen³

¹ French, ² American, ³ Irish

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1) (b):

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St Andrews Street, Parktown and on its website at www.sahrc.org.za

THE LATEST NOTICE (IF ANY) IN TERMS OF SECTION 52(2):

At this stage no notice has been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d):

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999



SUBJECTS AND CATEGORIES OF RECORDS HELD BY Bombela Concession Company (Pty) Ltd: SECTION 51(1)(e):

1. COMPANIES ACT RECORDS:

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors / auditors / secretary / public officer and other officers
- Share Register and other statutory registers

2. FINANCIAL RECORDS:

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records:
 - Bank Statements
 - Paid Cheques
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

3. INCOME TAX RECORDS:

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation



4. PERSONNEL DOCUMENTS AND RECORDS:

- Employment contracts
- Employment Equity Plan (Part of SED obligation)
- Disciplinary records
- Salary records
- SETA records
- Leave records
- Training records
- Training Manuals
- Policies and Procedures including Disciplinary Code

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e):

- The requester must complete Form C and submit this form together with the appropriate request fee, to the head of Bombela Concession Company (Pty) Ltd.
- The form must be submitted to the head of Bombela Concession Company (Pty) Ltd at its address, fax number, or electronic mail address.
- The form must:
 - Provide sufficient particulars to enable the head of Bombela Concession Company (Pty) Ltd to identify the record/s requested and to identify the requester
 - Indicate which form of access is required
 - Specify a postal address or fax number of the requester in the Republic of South Africa
 - Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right
 - If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner
 - If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of Bombela Concession Company (Pty) Ltd.

