

LMC Express (Pty) Ltd

(Registration number: 1997/012971/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of LMC Express (Pty) Ltd (Registration number: 1997/012971/07)

1. Contact particulars

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|-------------------|---------------------------------|----------------------|--|
| Head of business: | LM Conradie | Information officer: | C Bester |
| Postal address: | PO Box 37016 CHEMPET 7442 | Physical address: | Unit 6 & 8 Drill Park 3 Drill Street MONTAGUE GARDENS |
| Telephone number: | 021 551 7668 | Fax number: | 021 552 4338 |
| E-mail address: | charmaine@lmceexpress.co.za | | |

2. Introduction

The company is engaged in the provision of an inter-town speed delivery service using small purpose-built containers and operates in South Africa.

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, tel (011) 887-3600.

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 LMC Express (Pty) Ltd.

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 BBBEE Act 53 of 2003
- 5.3 Companies Act 61 of 1973
- 5.4 Companies Act 71 of 2008
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Consumer Protection Act 68 of 2008
- 5.7 Electronic Communications and Transactions Act 25 of 2002
- 5.8 Employment Equity Act 55 of 1998
- 5.9 Income Tax Act 58 of 1962
- 5.10 Labour Relations Act 66 of 1995
- 5.11 National Credit Act 34 of 2005
- 5.12 Occupational Health and Safety Act 85 of 1993
- 5.13 Promotion of Access to Information Act 2 of 2000
- 5.14 Securities Transfer Tax Act 25 of 2007
- 5.15 South African Revenue Services Act 34 of 1997
- 5.16 Skills Development Levies Act 9 of 1999
- 5.17 Skills Development Act 97 of 1998
- 5.18 Unemployment Contributions Act 4 of 2002
- 5.19 Unemployment Insurance Act 63 of 2001
- 5.20 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

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

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Bank statements, cheque books, cheques
- 7.1.4 Customer and supplier statements and invoices
- 7.1.5 Cash books and petty cash books
- 7.1.6 Fixed asset register
- 7.1.7 Tax returns and assessments
- 7.1.8 VAT returns
- 7.1.9 Lease or instalment sale agreements
- 7.1.10 Budgets and business plans
- 7.1.11 Insurance records
- 7.1.12 Investment records
- 7.1.13 Auditor's reports
- 7.1.14 Credit agreements
- 7.1.15 Record of assets
- 7.1.16 Record of liabilities
- 7.1.17 Record of loans to related parties
- 7.1.18 Record of liabilities and obligations
- 7.1.19 Record of revenue
- 7.1.20 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Health and Safety

- 7.3.1 Register, record of earnings, time worked, payment and particulars of all employees

7.4 Information Technology

- 7.4.1 Agreements
- 7.4.2 Audits
- 7.4.3 Client database
- 7.4.4 Disaster recovery processes and procedures
- 7.4.5 Hardware
- 7.4.6 Internet
- 7.4.7 Licenses
- 7.4.8 Systems support, programming and development
- 7.4.9 Software packages
- 7.4.10 Telephone lines, leased lines and data lines

7.5 Insurance

- 7.5.1 Claim records
- 7.5.2 Details of coverage, limits and insurers
- 7.5.3 Insurance policies

7.6 Legal, Agreements and Contracts

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Agreements with customers

7.7 Personnel Records

- 7.7.1 Disciplinary records
- 7.7.2 Employee information records
- 7.7.3 Employee remuneration
- 7.7.4 Employment applications
- 7.7.5 Employee date of birth
- 7.7.6 Employment contracts
- 7.7.7 Health and safety records
- 7.7.8 IRP 5 and IT 3 certificates
- 7.7.9 Letters of appointment
- 7.7.10 Leave applications
- 7.7.11 Maternity leave policy
- 7.7.12 Name and occupation of each employee
- 7.7.13 Payroll
- 7.7.14 Particulars of each employee
- 7.7.15 Personnel file
- 7.7.16 Policies and procedures
- 7.7.17 Provident fund information
- 7.7.18 Recruitment and appointments
- 7.7.19 Salary slips and wage records
- 7.7.20 Training and development
- 7.7.21 UIF, PAYE and SDL returns
- 7.7.22 Workmen's Compensation documents

7.8 Sales and Marketing

- 7.8.1 Brochures, newsletters and marketing material

7.9 Statutory Company Records

- 7.9.1 Annual Statutory Returns
- 7.9.2 Certificate of Change of Name
- 7.9.3 Certificate of Incorporation
- 7.9.4 Certificate to Commence Business
- 7.9.5 Dividend register
- 7.9.6 Memorandum of Incorporation and alterations / amendments
- 7.9.7 Notice and minutes of shareholders' meetings
- 7.9.8 Minutes of directors' meetings
- 7.9.9 Register of company secretary and auditors
- 7.9.10 Register of directors and officers
- 7.9.11 Registration Certificate
- 7.9.12 Register of beneficial interest holders
- 7.9.13 Reports presented at Annual General Meeting
- 7.9.14 Special resolutions
- 7.9.15 Shareholders' agreements
- 7.9.16 Shareholders' register
- 7.9.17 Securities register / uncertificated securities register
- 7.9.18 Founding statement and amendments
- 7.9.19 Resolutions passed at meetings
- 7.9.20 Minute books

7.10 Tax

- 7.10.1 Income tax returns
- 7.10.2 Provisional tax returns
- 7.10.3 Tax assessments
- 7.10.4 Records relating to taxable gain or assessed capital loss
- 7.10.5 VAT documents
- 7.10.6 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of LMC Express (Pty) Ltd, 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 LMC Express (Pty) Ltd and from the South African Human Rights Commission.