

PICKFORDS REMOVALS (SOUTH AFRICA) (PTY) LTD

(Registration Number: 1999/009463/07)

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

Date of Compilation: 15/12/2015

Date of Revision: 15/12/2015



Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of PICKFORDS REMOVALS (SOUTH AFRICA) (PTY) LTD
(Registration number: 1999/009463/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act
8. General
9. Requesting Procedures
10. Availability of the manual

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF PICKFORDS REMOVALS (SOUTH AFRICA) (PTY) LTD

(REGISTRATION NUMBER: 1999/009463/07)

1. CONTACT PARTICULARS

Head of business:	Mr Ravi Naik	Information officer:	Mr Ravi Naik
Postal Address:	P.O. BOX 204 EPPINDUST GOODWOOD 7475	Physical Address:	18 GOODENOUGH AVENUE EPPING INDUSTRIA CAPE TOWN 7460
Telephone Number:	+27 21 505 9000	Fax Number:	+27 021 534 1954
E-mail Address:	info@pickfords.co.za		
Website:	http://www.pickfords.co.za		

2. INTRODUCTION

Pickfords has been operating in South Africa since 1904. We are an established leader in the door-to-door removal of household and personal effects, with domestic coverage through our extensive network of offices in South Africa and worldwide coverage through our affiliation with the Allied Pickfords network. Moving is both exciting and challenging – at Pickfords we truly understand this. That is why, with over 100 years of experience, we are best suited to fulfill your local and international moving requirements.

We relocate household, office and personal effects to any part of South Africa and the world, and our clients are as diverse as the destinations we reach: we service the private, corporate, government and diplomatic sectors.

Pickfords is always there, at your side, to take care of your removal needs – whether around the corner or around the world.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 53 and 54 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

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 PICKFORDS REMOVALS (SOUTH AFRICA) (PTY) LTD, <http://www.pickfords.co.za>.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Administration of Estates Act 66 of 1965
- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Broadband Infraco Act 33 of 2007
- Broad-based Black Economic Empowerment Act 53 of 2003
- Collective Investment Schemes Control Act 45 of 2002
- Companies Act 71 of 2008
- Close Corporations Act 69 of 1984
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Credit Agreements Amendment Act 79 of 1995
- Criminal Procedure Act 51 of 1977
- Debt Collectors Act 114 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Immigration Act 13 of 2002
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- South African Reserve Bank Act 90 of 1989
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- Pamphlets \ Brochures

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Register of Directors and Officers
- Resolutions

Accounting Records

- General ledger
- Budgets and business plans
- Systems documentation

Distribution and Transportation

- Transportation system delivery plan and routing
- Transportation, warehouse and storage contracts

Fixed Property

- Building plans

Information Technology

- Internet
- Intranet

Insurance

- Insurance policies

Intellectual Property

- Patents, patent applications and inventions

Legal, Agreements and Contracts

- Agreements with customers
- Warranty agreements

Personnel Records

- Collective agreements
- Disciplinary records
- Employment equity plan
- Health and safety records
- Policies and procedures
- UIF, PAYE and SDL returns



- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material
- Media releases

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of PICKFORDS REMOVALS (SOUTH AFRICA) (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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of PICKFORDS REMOVALS (SOUTH AFRICA) (PTY) LTD, from the South African Human Rights Commission and at: <http://www.pickfords.co.za>.