

FERAX SEEDS (PTY) LIMITED
REGISTRATION NUMBER: 2005/008439/07

**SECTION 51 MANUAL IN TERMS OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000**

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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

INTRODUCTION TO FERAX SEEDS (PTY) LIMITED

Ferax Seeds (Pty) Limited, a Private Corporation incorporated according to the company laws of the Republic of South Africa, under registration number **2005/008439/07**

Ferax Seeds (Pty) Limited operates as: Importers and Distributors of Vegetable and Herb seed

Postal address: P.O. BOX 981
HONEYDEW
JOHANNESBURG
2040

Physical address: 1 ADA PLACE
NORTHWORLD
RANDBURG
RSA

Telephone: 011-791-4033
Facsimile: 011-702-9790
Email address: info@feraxseeds.co.za
Web address: www.feraxseeds.co.za

Michael J. McKinon is duly appointed to act as the person to whom requests for information must be made in terms of the Act.

1. **Contact details of Information Officer** **[Section 51(1)(a)]**

Information Officer: Michael J. McKinon

Postal address: P.O. BOX 915
FERNDALE
JOHANNESBURG
2160

Physical address: 319 PINE AVENUE
FERNDALE 2194
JOHANNESBURG
RSA

Telephone: 011-789-3216
Facsimile: 011-789-3255
Email address: mckinon@global.co.za

2. **The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041**

Telephone: +27 11 484 – 8300
Fax: +27 11 484 – 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. **Access to the records held by FERAX SEEDS (PTY) LIMITED**
[Section 51(1)(c) and 51(1)(e)]

- i The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of Section 52(2)(c)

Not applicable

- ii A description of the subjects of the records held and the categories in which these subjects are classed **[Section 51(1)(e)]**

Records, **where applicable**, to which the right manner or access will be provided in accordance with the Act (subject to the restrictions and right of refusal provided for in the Act), are available in respect of the following aspects of the companies business and operations.

Company Secretarial: Company status, Registers, Minutes of meetings, Statutory returns.

Legal: Title Deeds, Legal Agreements and Contracts, Software Licenses.

Human Resources: Policies and Procedures, Employee information, Personal Files, Statutory Records, Contracts, Training Material and Records.

Operations: Contract Records

Financial: Accounting Records, Inventory, Financial Statements and Management Accounts, Tax Records, VAT Records, Bank Statements and Cheques, Debtor Invoices and Statements, Creditor Invoices, Statements and Related Payments, Supporting Documents, Procurement Orders.

4. **Records available in terms of other legislation** **[Section 51(1)(d)]**

Records are kept in accordance with the following legislation:

1. Basic Conditions of Employment No 75 of 1997
2. Companies Act 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
4. Income Tax Act No 95 of 1967
5. Regional Services Council Act No 109 of 1985
6. Skills Development Levies Act No 9 of 1999
7. Skills Development Act No 97 of 1998
8. Unemployment Contributions Act No 4 of 2002
9. Unemployment Assurance Act No 63 of 2001
10. Value Added Tax Act No 89 of 1991

iii. **The request procedure**

Form of request:

These are available on the South African Human Rights Commission website (www.sahrc.org.za) or the Department of Justice and Constitutional Development ([www. Doj.gov.za](http://www.Doj.gov.za)) (under regulation)

Fees:

These are available on the South African Human Rights Commission website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www. Doj.gov.za) (under regulation)

5. **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.

6. **Availability of the manual** **[Section 51(1)(3)]**

The manual is available for inspection at the **offices** of this private body free of charge. Furthermore copies are available at the **SOUTH AFRICAN HUMAN RIGHTS COMMISSION** and posted to our website: **www.feraxseeds.co.za**

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