

MG Packaging

(Registration number: 2008/089842/23)

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

Section 51 Manual of MG Packaging (Registration number: 2008/089842/23)

1. Contact particulars

Head of business:	Viven Gounden	Information officer:	Viven Gounden
Postal address:	PO Box 10474 Ashwood Durban 3605	Physical address:	25/27 Alexander Road Unit 5 Westmead 3605
Telephone number:	031 7008832	Fax number:	031 7008409
E-mail address:	viven@mgpack.com		
Website:	www.mgpackaging.co.za		

2. Introduction

Manufacturers of corrugated packaging with print

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, contact number (011) 877-3600, fax number (011) 403-0625 or www.sahrc.org.za.

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 MG Packaging.

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 Companies Act 71 of 2008
- 5.3 Close Corporations Act 69 of 1984
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Income Tax Act 58 of 1962
- 5.6 Occupational Health and Safety Act 85 of 1993
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 South African Revenue Services Act 34 of 1997
- 5.9 Skills Development Levies Act 9 of 1999
- 5.10 Unemployment Contributions Act 4 of 2002
- 5.11 Unemployment Insurance Act 63 of 2001
- 5.12 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 Reports
- 6.2 Marketing and promotional material
- 6.3 www.mgpackaging.co.za

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 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Cash books and petty cash books
- 7.1.7 Fixed asset register
- 7.1.8 Tax returns and assessments
- 7.1.9 VAT returns
- 7.1.10 Lease or instalment sale agreements
- 7.1.11 Insurance records
- 7.1.12 Accounting officer's reports
- 7.1.13 Record of assets
- 7.1.14 Record of liabilities
- 7.1.15 Record of revenue
- 7.1.16 Record of expenses

7.2 Health and Safety

- 7.2.1 Register, record of earnings, time worked, payment and particulars of all employees
- 7.2.2 Records of incident reported at work

7.3 Information Technology

- 7.3.1 Hardware
- 7.3.2 Internet
- 7.3.3 Licenses
- 7.3.4 Operating systems
- 7.3.5 Software packages
- 7.3.6 Telephone lines, leased lines and data lines

7.4 Insurance

- 7.4.1 Claim records
- 7.4.2 Details of coverage, limits and insurers
- 7.4.3 Insurance policies

7.5 Legal, Agreements and Contracts

- 7.5.1 Agreements with shareholders, officers or directors
- 7.5.2 Contracts, including lease agreements and finance agreements

7.6 Personnel Records

- 7.6.1 Employee information records
- 7.6.2 Employee loans
- 7.6.3 Employment contracts
- 7.6.4 IRP 5 and IT 3 certificates
- 7.6.5 Letters of appointment
- 7.6.6 Leave applications

- 7.6.7 Payroll
- 7.6.8 Particulars of each employee
- 7.6.9 Personnel file
- 7.6.10 Salary and wage registers
- 7.6.11 Salary slips and wage records
- 7.6.12 UIF, PAYE and SDL returns
- 7.6.13 Workmen's Compensation documents

7.7 Statutory Close Corporation Records

- 7.7.1 Annual Statutory Returns
- 7.7.2 Founding Statement and amendments

7.8 Tax

- 7.8.1 Income tax returns
- 7.8.2 Provisional tax returns
- 7.8.3 Tax assessments
- 7.8.4 VAT documents

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of MG Packaging, 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 MG Packaging, from the South African Human Rights Commission and at www.mgpackaging.co.za.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Viven Gounden _____
Signature:	_____
Date:	_____