

ProBeta Training (Pty) Ltd

(Registration number: *2012/220876/07*)

Manual in terms of section ~1 of the
Promotion of Access to Information Act, 2 of 2000

1. Contact particulars

Head of business:	Lynette Myburgh	Information officer:	Lynette Myburgh
Postal address:	PO Box 23035 Ferndale Randburg 2194	Physical address:	Randpark Building 20 Dover Street Ferndale Randburg
Telephone number:	011 8861395	Fax number:	+27 (86) 558 7318
E-mail address:	lynette@probetatraining.co.za		
Website:	www.probetatraining.co.za		

2. Introduction

This company is a provider of training and professional support services to professional practices.

3. Guide in terms of section 10 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 ProBeta Training (Pty) Ltd.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Auditing Profession Act 26 of 2005
- 5.2 Basic Conditions of Employment Act 75 of 1997
- 5.3 BBBEE Act 53 of 2003
- 5.4 Companies Act 71 of 2008
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Competition Act 89 of 1998
- 5.7 Consumer Protection Act 68 of 2008
- 5.8 Copyright Act 98 of 1978
- 5.9 Currency and Exchanges Act 9 of 1933
- 5.10 Customs and Excise Act 91 of 1964
- 5.11 Debt Collectors Act 114 of 1998
- 5.12 Designs Act 195 of 1993
- 5.13 Electronic Communications and Transactions Act 25 of 2002
- 5.14 Employment Equity Act 55 of 1998
- 5.15 Financial Intelligence Centre Act 38 of 2001
- 5.16 Financial Relations Act 65 of 1976
- 5.17 Income Tax Act 58 of 1962
- 5.18 Insolvency Act 24 of 1936
- 5.19 Labour Relations Act 66 of 1995
- 5.20 Long Term Insurance Act 52 of 1998
- 5.21 Medical Schemes Act 131 of 1998
- 5.22 National Credit Act 34 of 2005
- 5.23 National Environmental Management Act 107 of 1998
- 5.24 National Payment System Act 78 of 1998
- 5.25 Occupational Health and Safety Act 85 of 1993

- 5.26 Pension Funds Act 24 of 1956
- 5.27 Preferential Procurement Policy Framework Act 5 of 2000
- 5.28 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.29 Prevention of Organised Crime Act 121 of 1998
- 5.30 Protected Disclosures Act 26 of 2000
- 5.31 Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- 5.32 Protection of Information Act 84 of 1982
- 5.33 Promotion of Access to Information Act 2 of 2000
- 5.34 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.35 Protection of Businesses Act 99 of 1978
- 5.36 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 5.37 Securities Transfer Tax Act 25 of 2007
- 5.38 Short Term Insurance Act 53 of 1998
- 5.39 Skills Development Levies Act 9 of 1999
- 5.40 Skills Development Act 97 of 1998
- 5.41 Trade Marks Act 194 of 1993
- 5.42 Transfer Duty Act 40 of 1949
- 5.43 Unemployment Contributions Act 4 of 2002
- 5.44 Unemployment Insurance Act 63 of 2001
- 5.45 Value Added Tax Act 89 of 1991
- 5.46 None.

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Pricelists
- 6.4 Marketing and promotional material
- 6.5 www.probetatraining.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 request or 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 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans

- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Compiler's reports
- 7.1.17 Reviewer's reports
- 7.1.18 Systems documentation
- 7.1.19 Management reviews
- 7.1.20 Capital expenditure
- 7.1.21 Credit agreements
- 7.1.22 Record of assets
- 7.1.23 Record of loans to related parties
- 7.1.24 Record of revenue
- 7.1.25 Record of expenses
- 7.2 Independent Reviewers
 - 7.2.1 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 Client database
 - 7.4.3 Disaster recovery processes and procedures
 - 7.4.4 Hardware
 - 7.4.5 Internet
 - 7.4.6 Licenses
 - 7.4.7 Operating systems
 - 7.4.8 Software packages
 - 7.4.9 Telephone exchange equipment
 - 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 Intellectual Property
 - 7.6.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- 7.7 Legal, Agreements and Contracts
 - 7.7.1 Acquisition or disposal documentation
 - 7.7.2 Agreements with contractors, suppliers and clients
 - 7.7.3 Agreements with customers
 - 7.7.4 Agreements with governmental agencies
 - 7.7.5 Agreements with shareholders, officers or directors
 - 7.7.6 Distributor, dealer or agency agreements
 - 7.7.7 Restraint agreements
 - 7.7.8 Electronic communications - Personal information and the purpose for which the data was collected

- 7.8 Personnel Records
 - 7.8.1 Attendance register
 - 7.8.2 Disciplinary records
 - 7.8.3 Employee evaluation and performance records
 - 7.S.4 Employee information records
 - 7.S.5 Employee loans
 - 7.S.6 Employee remuneration
 - 7.S.7 Employment applications
 - 7.8.B Employee date of birth
 - 7.8.9 Employment contracts
 - 7.8.10 Employment equity plan
 - 7.8.11 Group life
 - 7.8.12 IRP 5 and IT 3 certificates
 - 7.8.13 Letters of appointment
 - 7.8.14 Leave applications
 - 7.8.15 Maternity leave policy
 - 7.8.16 Medical aid records
 - 7.8.17 Name and occupation of each employee
 - 7.8.18 Organisational design
 - 7.8.19 Payroll
 - 7.8.20 Particulars of each employee
 - 7.8.21 Personnel file
 - 7.8.22 Policies and procedures
 - 7.8.23 Provident fund information
 - 7.8.24 Recruitment and appointments
 - 7.8.25 Salary and wage registers
 - 7.8.26 Salary slips and wage records
 - 7.8.27 Staff records after employment
 - 7.8.28 Study assistance schemes
 - 7.8.29 Time records
 - 7.8.30 Training and development
 - 7.8.31 UIF, PAVE and SDL returns
 - 7.8.32 Workmen's Compensation documents

- 7.9 Sales and Marketing
 - 7.9.1 Brochures, newsletters and marketing material
 - 7.9.2 Customers
 - 7.9.3 Products
 - 7.9.4 Sales
 - 7.9.5 Service and product information

- 7.10 Statutory Company Records
 - 7.10.1 Annual Statutory Returns
 - 7.10.2 Certificate of Change of Name
 - 7.10.3 Certificate of Incorporation
 - 7.10.4 Certificate to Commence Business
 - 7.10.5 Directors' attendance register
 - 7.10.6 Memorandum and Articles of Association

- 7.10.7 Notice and minutes of shareholders' meetings
- 7.10.8 Minutes of directors' meetings
- 7.10.9 Register of Allotments
- 7.10.10 Register of company secretary and auditors
- 7.10.11 Register of directors and officers
- 7.10.12 Register of directors' shareholding
- 7.10.13 Register of past directors
- 7.10.14 Registration Certificate
- 7.10.15 Register of beneficial interest holders
- 7.10.16 Reports presented at Annual General Meeting
- 7.10.17 Special resolutions
- 7.10.18 Resolutions
- 7.10.19 Shareholders' agreements
- 7.10.20 Shareholders' register
- 7.10.21 Written communication to holders of securities

7.11 Tax

- 7.11.1 Income tax returns
- 7.11.2 Provisional tax returns
- 7.11.3 Tax assessments
- 7.11.4 Documents relating to where the objection and appeal is lodged
- 7.11.5 Records relating to taxable gain or assessed capital loss
- 7.11.6 VAT documents
- 7.11.7 Vendors information
- 7.11.8 Documentary proof substantiating the zero rating of supplies

8. General

N/A

9. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of ProBeta Training (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 this manual are available for inspection, free of charge, at the offices of ProBeta Training (Pty) Ltd, from the South African Human Rights Commission and at www.probetatraining.co.za.

11. Signature

Name of Information Officer: Lynette Myburgh

Signature:



Date: 8 November 2013