

The Joint Building Contracts Committee Incorporated

(Registration number: 1997/017676/08)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of The Joint Building Contracts Committee Incorporated (Registration number: 1997/017676/08)

1. Contact particulars

Head of business:	Uwe Putlitz	Information officer:	Uwe Putlitz
Postal address:	PO Box 3137 Houghton Johannesburg 2041	Physical address:	26 Cedar Avenue Richmond Johannesburg 2092
Telephone number:	0114823102	Fax number:	0114824299
E-mail address:	uwe@jbcc.co.za		
Website:	www.jbcc.co.za		

2. Introduction

To compile contract documentation with an equitable distribution of contractual risk in the building industry.

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 The Joint Building Contracts Committee Incorporated.

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 Consumer Protection Act 68 of 2008
- 5.6 Copyright Act 98 of 1978
- 5.7 Electronic Communications and Transactions Act 25 of 2002
- 5.8 Financial Intelligence Centre Act 38 of 2001
- 5.9 Income Tax Act 58 of 1962
- 5.10 Protection of Information Act 84 of 1982
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 South African Revenue Services Act 34 of 1997
- 5.13 Skills Development Levies Act 9 of 1999
- 5.14 Skills Development Act 97 of 1998
- 5.15 Unemployment Contributions Act 4 of 2002
- 5.16 Unemployment Insurance Act 63 of 2001
- 5.17 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 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Pricelists
- 6.4 Marketing and promotional material
- 6.5 www.jbcc.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 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 installment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Auditor's reports
- 7.1.15 Inventory records (including stock take)
- 7.1.16 Record of assets
- 7.1.17 Record of liabilities
- 7.1.18 Record of loans to related parties
- 7.1.19 Record of liabilities and obligations
- 7.1.20 Record of revenue
- 7.1.21 Record of expenses

7.2 Auditors

- 7.2.1 Correspondence

7.3 Information Technology

- 7.3.1 Agreements
- 7.3.2 Capacity and utilisation of current systems
- 7.3.3 Client database
- 7.3.4 Disaster recovery processes and procedures
- 7.3.5 Hardware
- 7.3.6 Internet
- 7.3.7 Licenses
- 7.3.8 Operating systems
- 7.3.9 Software packages
- 7.3.10 Telephone exchange equipment
- 7.3.11 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 Intellectual Property

7.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.

7.5.2 Copyrights

7.6 Personnel Records

7.6.1 Attendance register

7.6.2 Disciplinary records

7.6.3 Employee evaluation and performance records

7.6.4 Employee information records

7.6.5 Employee loans

7.6.6 Employee remuneration

7.6.7 Employment applications

7.6.8 Employee date of birth

7.6.9 Employment contracts

7.6.10 Expense accounts

7.6.11 IRP 5 and IT 3 certificates

7.6.12 Letters of appointment

7.6.13 Leave applications

7.6.14 Maternity leave policy

7.6.15 Name and occupation of each employee

7.6.16 Payroll

7.6.17 Particulars of each employee

7.6.18 Pension fund information

7.6.19 Personnel file

7.6.20 Recruitment and appointments

7.6.21 Salary and wage registers

7.6.22 Salary slips and wage records

7.6.23 Time records

7.6.24 UIF, PAYE and SDL returns

7.6.25 Workmen's Compensation documents

7.7 Sales and Marketing

7.7.1 Brochures, newsletters and marketing material

7.7.2 Customers

7.7.3 Domestic and export orders

7.7.4 Products

7.7.5 Sales

7.7.6 Service and product information

7.8 Statutory Company Records

7.8.1 Annual Statutory Returns

7.8.2 Certificate of Change of Name

7.8.3 Certificate of Incorporation

7.8.4 Certificate to Commence Business

7.8.5 Directors' attendance register

7.8.6 Memorandum and Articles of Association

7.8.7 Minutes of director's meetings

7.8.9 Register of company secretary and auditors

- 7.8.10 Register of directors and offices
- 7.8.11 Register of past directors
- 7.8.11 General resolutions
- 7.8.12 Special resolutions
- 7.8.13 Resolutions

7.9 Tax

- 7.9.1 Income tax returns
- 7.9.2 Provisional tax returns
- 7.9.3 Tax assessments
- 7.9.4 Documents relating to where the objection and appeal is lodged
- 7.9.5 Records relating to taxable gain or assessed capital loss
- 7.9.6 VAT documents
- 7.9.7 Vendors information
- 7.9.8 Documentary proof substantiating the zero rating of supplies

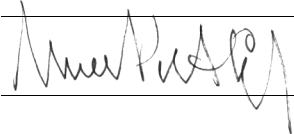
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of The Joint Building Contracts Committee Incorporated, 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 The Joint Building Contracts Committee Incorporated, from the South African Human Rights Commission and at www.jbcc.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:	Uwe Putlitz
Signature:	
Date:	<u>05/12/2011</u>