

**PROMOTION
OF ACCESS TO INFORMATION ACT
(2 of 2000)
SECTION 51 MANUAL**

FOR

BIDVEST PAPERPLUS (PTY) LTD
Including it's nominee's, assign's, whether incorporated or not

Registration Number: 1971/002971/07



PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

EFFECTIVE DATE: 31 DECEMBER 2011

CONTACT DETAILS

Postal

Bidvest Paperplus (Pty) Ltd
Private Bag x 92
Bryanston
2021

Physical

Bidvest Paperplus (Pty) Ltd
Lithotech House
Hampton Park
22 Georgian Crescent
Bryanston
2021

Tel No

011 706 6751

Fax No

011 706 0055

E-Mail

Chief Executive Officer - nielb@bidpaperplus.co.za
Group Financial Director - colina@bidpaperplus.co.za
Group Human Resources Manager - pieterb@bidpaperplus.co.za

Web

www.bidpaperplus.co.za

RECORDS

Records available in terms of other legislation: Section 51(1)

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Credit Agreements Act No. 9 of 1980
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Service Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999

SUBJECTS & CATEGORIES OF RECORDS

Subjects and categories of records held by Bidvest Paperplus (Pty) Ltd: Section 51(1) (e)

■ Companies Act records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

■ Financial records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records: *Bank Statements* *Paid Cheques* *Electronic banking records*
- Asset Register
- Rental Agreements
- Invoices

■ Income Tax records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - ◆ VAT registration number **4620111759**
 - ◆ Regional Services Levies
 - ◆ Skills Development Levies registration number **L720772062**
 - ◆ UIF registration number **U720772062**
 - ◆ Workmen's Compensation
 - ◆ Income Tax reference number **9600191713**
 - ◆ PAYE registration number **7720772062**

■ Personnel documents and records

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

PROCEDURES

Request procedures: Section 51 (e)

- The requester must complete Form C, available on the SAHRC's website (www.sahrs.org.za) and submit this form together with a request fee, to the CEO of Bidvest Paperplus (PTY) Ltd.
- The form must be submitted to the CEO of Bidvest Paperplus (PTY) Ltd at his address, fax number, or electronic mail address as per 1 above.

ATTACHMENTS

Attachments: Section 51 (e)

- List of Company policies and procedures.
- List of Marketing Collateral.

SIGNATORIES

Signed at **Johannesburg** on this _____ day of **December 2011**.

Niel Birch

Colin Adendorff

Chief Executive Officer

Group Financial Director

ANNEXURE 1 – Human Resources

List of Company policies and procedures

■ Accounting Policies	66 documents
■ Administration	3 documents
■ Finance	16 documents
■ HR BEE Info	10 documents
■ HR BEE Info – Enterprise Development	1 document
■ HR BEE Info – Skills Development	13 documents
■ HR – Contracts	5 documents
■ HR – Discipline	8 documents
■ HR – Employment Equity	22 documents
■ HR – Health and Safety	11 documents
■ HR – Medical Aid	4 documents
■ HR – New Employees	18 documents
■ HR – Policies (Recently Updated)	12 documents
■ HR – Policies (all)	33 documents
■ Information Technology	6 documents

ANNEXURE 2 – Marketing

List of Marketing Collateral

■ Brochures

- Business Forms
- Business Labeling Systems
- BPP Packaging & Labels
- Catalogue
- Company Profile – Bidvest Paperplus
- Company Profile – Lithotech
- Customer Communications
- Document Management
- Empowerment 2011
- Fulfillment
- Pressure Seal
- Products & Services – prior 2011
- BPP Products & Services - 2011
- Product Identification Labels

■ Leaflets

- Digital Writing
- Supplier Registration System (printed on laser)