

Tygerberg Animal Hospital

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

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Tygerberg Animal Hospital

1. Contact particulars

Head of business:	JR Adam	Information officer:	JR Adam
Postal address:	PO Box 4011 Old Oak Bellville 7537	Physical address:	1 Kontiki Road Glen Ive Durbanville 7550
Telephone number:	021 919 1191	Fax number:	021 919 1193
E-mail address:	finances@tah.co.za		

2. 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.

3. 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 Tygerberg Animal Hospital.

4. Information available in terms of other legislation

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

- 4.1 Income Tax Act 58 of 1962
- 4.2 Promotion of Access to Information Act 2 of 2000
- 4.3 Skills Development Levies Act 9 of 1999
- 4.4 Unemployment Insurance Act 63 of 2001
- 4.5 Value Added Tax Act 89 of 1991

5. Information automatically available

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

- 5.1 Newsletters
- 5.2 Pamphlets / Brochures
- 5.3 Marketing and promotional material

6. 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.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns

- 6.1.11 Lease or instalment sale agreements
 - 6.1.12 Budgets and business plans
 - 6.1.13 Insurance records
 - 6.1.14 Investment records
 - 6.1.15 Accounting officer's reports
 - 6.1.16 Inventory records (including stock take)
 - 6.1.17 Systems documentation
 - 6.1.18 Management reviews
 - 6.1.19 Capital expenditure
 - 6.1.20 Record of assets
 - 6.1.21 Record of loans to related parties
 - 6.1.22 Record of liabilities and obligations
 - 6.1.23 Record of revenue
 - 6.1.24 Record of expenses
- 6.2 Auditors**
- 6.2.1 Working papers
 - 6.2.2 Correspondence
- 6.3 Health and Safety**
- 6.3.1 Register, record of earnings, time worked, payment and particulars of all employees
- 6.4 Information Technology**
- 6.4.1 Capacity and utilisation of current systems
 - 6.4.2 Hardware
 - 6.4.3 Internet
 - 6.4.4 Intranet
 - 6.4.5 Licenses
 - 6.4.6 Systems support, programming and development
 - 6.4.7 LAN Installations
 - 6.4.8 Operating systems
 - 6.4.9 Software packages
 - 6.4.10 Telephone lines, leased lines and data lines
- 6.5 Insurance**
- 6.5.1 Details of coverage, limits and insurers
 - 6.5.2 Insurance policies
- 6.6 Personnel Records**
- 6.6.1 Attendance register
 - 6.6.2 Disciplinary records
 - 6.6.3 Employee evaluation and performance records
 - 6.6.4 Employee information records
 - 6.6.5 Employee loans
 - 6.6.6 Employee remuneration
 - 6.6.7 Employment applications
 - 6.6.8 Employee date of birth
 - 6.6.9 Employment contracts
 - 6.6.10 IRP 5 and IT 3 certificates
 - 6.6.11 Letters of appointment

- 6.6.12 Leave applications
- 6.6.13 Maternity leave policy
- 6.6.14 Name and occupation of each employee
- 6.6.15 Organisational design
- 6.6.16 Payroll
- 6.6.17 Particulars of each employee
- 6.6.18 Personnel file
- 6.6.19 Policies and procedures
- 6.6.20 Recruitment and appointments
- 6.6.21 Salary and wage registers
- 6.6.22 Salary slips and wage records
- 6.6.23 UIF, PAYE and SDL returns
- 6.6.24 Workmen's Compensation documents

6.7 Sales and Marketing

- 6.7.1 Brochures, newsletters and marketing material
- 6.7.2 Service and product information

6.8 Tax

- 6.8.1 VAT documents

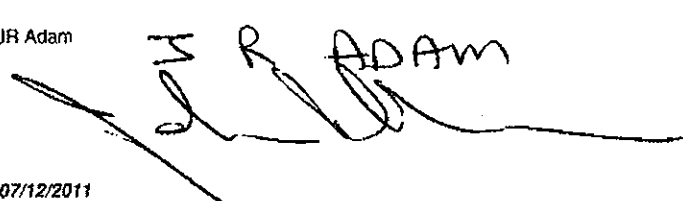
7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Tygerberg Animal Hospital, 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.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Tygerberg Animal Hospital and from the South African Human Rights Commission.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	JR Adam 
Signature:	
Date:	07/12/2011