

Core Fruit (Pty) Ltd

(Registration number: 2001/022694/07)

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

Section 51 Manual of Core Fruit (Pty) Ltd (Registration number: 2001/022694/07)

1. Contact particulars

Head of business:	Nico van Staden	Information officer:	Charl Steenkamp
Postal address:	PO Box 129	Physical address:	First Floor Zomerlust Estate 20 Bergsig Avenue Paarl
	Paarl		Paarl
	7620		7646
Telephone number:	0218603300	Fax number:	0218603301
E-mail address:	charl@corefruit.com		
Website:	www.corefruit.com		

2. Introduction

The principal business of Core Fruit (Pty) Ltd is the marketing of fruit as an agent on behalf of producers.

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 Core Fruit (Pty) Ltd.

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 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Consumer Protection Act 68 of 2008
- 5.6 Customs and Excise Act 91 of 1964
- 5.7 Employment Equity Act 55 of 1998
- 5.8 Financial Intelligence Centre Act 38 of 2001
- 5.9 Income Tax Act 58 of 1962
- 5.10 National Credit Act 34 of 2005
- 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 Unemployment Contributions Act 4 of 2002
- 5.15 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 www.corefruit.com

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 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 Inventory records (including stock take)
- 7.1.17 Systems documentation
- 7.1.18 Management reviews
- 7.1.19 Capital expenditure
- 7.1.20 Record of assets
- 7.1.21 Record of loans to related parties
- 7.1.22 Record of liabilities and obligations
- 7.1.23 Record of revenue
- 7.1.24 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Credit Agreements

- 7.3.1 Credit Provider's documents

7.4 Distribution and Transportation

- 7.4.1 Permits and licenses
- 7.4.2 Transportation, warehouse and storage contracts

7.5 Health and Safety

- 7.5.1 Register, record of earnings, time worked, payment and particulars of all employees

7.6 Information Technology

- 7.6.1 Agreements
- 7.6.2 Capacity and utilisation of current systems
- 7.6.3 Client database
- 7.6.4 Disaster recovery processes and procedures
- 7.6.5 Hardware

- 7.6.6 Internet
- 7.6.7 Licenses
- 7.6.8 Systems support, programming and development
- 7.6.9 LAN Installations
- 7.6.10 Operating systems
- 7.6.11 Software packages
- 7.6.12 Telephone lines, leased lines and data lines

- 7.7 Insurance**
 - 7.7.1 Claim records
 - 7.7.2 Details of coverage, limits and insurers
 - 7.7.3 Insurance policies

- 7.8 Intellectual Property**
 - 7.8.1 Designs, trademarks, trade names and protected names

- 7.9 Legal, Agreements and Contracts**
 - 7.9.1 Agreements with contractors, suppliers and clients
 - 7.9.2 Agreements with customers
 - 7.9.3 Agreements with shareholders, officers or directors
 - 7.9.4 Material agreements relating to provision of services or materials
 - 7.9.5 Contracts, including lease agreements and finance agreements

- 7.10 Personnel Records**
 - 7.10.1 Disciplinary records
 - 7.10.2 Employee information records
 - 7.10.3 Employee loans
 - 7.10.4 Employee remuneration
 - 7.10.5 Employee date of birth
 - 7.10.6 Employment contracts
 - 7.10.7 IRP 5 and IT 3 certificates
 - 7.10.8 Letters of appointment
 - 7.10.9 Leave applications
 - 7.10.10 Maternity leave policy
 - 7.10.11 Name and occupation of each employee
 - 7.10.12 Organisational design
 - 7.10.13 Payroll
 - 7.10.14 Particulars of each employee
 - 7.10.15 Personnel file
 - 7.10.16 Policies and procedures
 - 7.10.17 Salary and wage registers
 - 7.10.18 Salary slips and wage records
 - 7.10.19 UIF, PAYE and SDL returns
 - 7.10.20 Workmen's Compensation documents

- 7.11 Sales and Marketing**
 - 7.11.1 Service and product information

- 7.12 Statutory Company Records**
 - 7.12.1 Annual Statutory Returns
 - 7.12.2 Certificate of Change of Name

- 7.12.3 Certificate of Incorporation
- 7.12.4 Certificate to Commence Business
- 7.12.5 Directors' attendance register
- 7.12.6 Index of Members
- 7.12.7 Memorandum and Articles of Association
- 7.12.8 Memorandum of Incorporation and alterations / amendments
- 7.12.9 Notice and minutes of shareholders' meetings
- 7.12.10 Minutes of directors' meetings
- 7.12.11 Register of Allotments
- 7.12.12 Register of company secretary and auditors
- 7.12.13 Register of directors and officers
- 7.12.14 Register of directors' shareholding
- 7.12.15 Register of past directors
- 7.12.16 Register of beneficial interest holders
- 7.12.17 General resolutions
- 7.12.18 Special resolutions
- 7.12.19 Shareholders' agreements

7.13 Tax

- 7.13.1 Income tax returns
- 7.13.2 Provisional tax returns
- 7.13.3 Tax assessments
- 7.13.4 Documents relating to where the objection and appeal is lodged
- 7.13.5 Records relating to taxable gain or assessed capital loss
- 7.13.6 VAT documents
- 7.13.7 Records of importation goods and documents
- 7.13.8 Vendors information
- 7.13.9 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 Core Fruit (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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Core Fruit (Pty) Ltd, from the South African Human Rights Commission and at www.corefruit.com.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Charl Steenkamp
Signature:	_____
Date:	20/01/2012