

# **The Elsa van der Nest Culinary Academy (Edms) Bpk**

(Registration number: 2009/008265/07)

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 The Elsa van der Nest Culinary Academy (Edms) Bpk (Registration number: 2009/008265/07)

#### 1. Contact particulars

Head of business:	Rebecca Jane Hurst	Information officer:	Sonja Cilliers
Postal address:	Posbus 155 Simondium 7670	Physical address:	Backsberg Wynlandgoed Simondium Pad, Klappmuts 7670
Telephone number:	021 875 5854	Fax number:	021 875 5872
E-mail address:	sonja@tca.co.za		
Website:	<a href="http://www.tca.co.za">www.tca.co.za</a>		

#### 2. Introduction

Training in Culinary Arts and Hospitality Management

#### 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 Elsa van der Nest Culinary Academy (Edms) Bpk.

#### 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 Companies Act 61 of 1973
- 5.3 Companies Act 71 of 2008
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Employment Equity Act 55 of 1998
- 5.6 Income Tax Act 58 of 1962
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Skills Development Levies Act 9 of 1999
- 5.10 Skills Development Act 97 of 1998
- 5.11 Unemployment Contributions Act 4 of 2002
- 5.12 Unemployment Insurance Act 63 of 2001
- 5.13 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 Marketing and promotional material
- 6.2 [www.tca.co.za](http://www.tca.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 instalment sale agreements
- 7.1.12 Insurance records
- 7.1.13 Auditor's reports
- 7.1.14 Record of revenue
- 7.1.15 Record of expenses
- 7.2 Auditors**
  - 7.2.1 Correspondence
- 7.3 Fixed Property**
  - 7.3.1 Leases
- 7.4 Health and Safety**
  - 7.4.1 Register, record of earnings, time worked, payment and particulars of all employees
- 7.5 Information Technology**
  - 7.5.1 Client database
  - 7.5.2 Hardware
  - 7.5.3 Internet
  - 7.5.4 LAN Installations
  - 7.5.5 Software packages
  - 7.5.6 Telephone lines, leased lines and data lines
- 7.6 Insurance**
  - 7.6.1 Details of coverage, limits and insurers
  - 7.6.2 Insurance policies
- 7.7 Intellectual Property**
  - 7.7.1 Designs, trademarks, trade names and protected names
- 7.8 Legal, Agreements and Contracts**
  - 7.8.1 Agreements with customers
- 7.9 Personnel Records**
  - 7.9.1 Employee evaluation and performance records
  - 7.9.2 Employee information records
  - 7.9.3 Employment applications
  - 7.9.4 Employment contracts
  - 7.9.5 Group life
  - 7.9.6 Health and safety records
  - 7.9.7 Incentive schemes
  - 7.9.8 IRP 5 and IT 3 certificates
  - 7.9.9 Leave applications
  - 7.9.10 Name and occupation of each employee
  - 7.9.11 Payroll

- 7.9.12 Particulars of each employee
- 7.9.13 Personnel file
- 7.9.14 Salary and wage registers
- 7.9.15 Salary slips and wage records
- 7.9.16 Staff loan schemes
- 7.9.17 UIF, PAYE and SDL returns
- 7.9.18 Workmen's Compensation documents

**7.10 Sales and Marketing**

- 7.10.1 Brochures, newsletters and marketing material
- 7.10.2 Public relations policies and procedures

**7.11 Statutory Company Records**

- 7.11.1 Annual Statutory Returns
- 7.11.2 Certificate of Change of Name
- 7.11.3 Certificate of Incorporation
- 7.11.4 Certificate to Commence Business
- 7.11.5 Memorandum and Articles of Association
- 7.11.6 Memorandum of Incorporation and alterations / amendments
- 7.11.7 Notice and minutes of shareholders' meetings

**7.12 Tax**

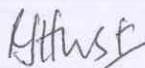
- 7.12.1 Income tax returns
- 7.12.2 Provisional tax returns
- 7.12.3 Tax assessments
- 7.12.4 VAT documents

**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 Elsa van der Nest Culinary Academy (Edms) Bpk, or can be accessed on [www.sahrc.org.za](http://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 Elsa van der Nest Culinary Academy (Edms) Bpk, from the South African Human Rights Commission and at [www.tca.co.za](http://www.tca.co.za).



RJ Hurst

6 December 2011

Date