

Biz O' Catering CC t/a The Business of Catering

(Registration Number: 2007/192478/23)

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

Date of Compilation: 11/20/15

Date of Revision: 12/03/15

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF BIZ O' CATERING CC T/A THE BUSINESS OF CATERING

(REGISTRATION NUMBER: 2007/192478/23)

1. CONTACT PARTICULARS

Head of business:	Lee-Ann Laüfs	Information officer:	Lee-Ann Laüfs
Postal Address:	12A Prime Park Mocke Road, Diep River Cape Town 7800	Physical Address:	12A Prime Park Mocke Road, Diep River Cape Town 7800
Telephone Number:	0217056169		
E-mail Address:	sales@thoc.co.za		
Website:	www.tboc.co.za		

2. INTRODUCTION

Since 2007 TBC has been providing outstanding service to their clients. Founded on the extensive experience of Lee-Ann Laufs and Mark Shaw and guided by the principles of ethical business and service excellence, TBC has exceeded the expectations of the majority of our clients. This should tell you a little more about us.

We believe in looking after the people who look after our clients, and testament to this is the fact that our core staff have been with us from day 1.

We believe in honesty and to back this up will guarantee that we will deliver on our promises. If we say we will do it then we will do it! If we choose to provide a service to a client, be it 1 platter or a 2 year contract, we invest everything necessary to exceed the expectation.

The combination of experience, dedication, dedicated reliable staff and our passion for service and delivery makes TBC an excellent choice of catering provider.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is

available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27)11 877 3600
Fax Number: (+27)11 403 0625
Website: 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 **Biz O' Catering CC t/a The Business of Catering, www.tboc.co.za**.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Close Corporations Act 69 of 1984
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insider Trading Act 135 of 1998
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Prescription Act 68 of 1969
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.tboc.co.za
- Pricelists
- Marketing and Promotional Material

- Pamphlets \ Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance records
- Inventory records

Fixed Property

- Leases

Information Technology

- Client database
- Hardware
- Internet
- Licenses
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

Insurance

- Claim records
- Insurance policies

Legal, Agreements and Contracts

- Agreements with customers
- Contracts, including lease agreements and finance agreements
- Sale agreements

Personnel Records

- Employee information records
- Employee loans
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Personnel File
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage cards
- UIF, PAYE and SDL returns

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Products
- Sales
- Service and product information

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Biz O' Catering CC t/a The Business of Catering, 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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Biz O' Catering CC t/a The Business of Catering, from the South African Human Rights Commission and at: www.tboc.co.za.