



LMS
Louis Meyer Secretarial

LOUIS MEYER SECRETARIAL CC

PAIA MANUAL

www.shelfcompanies.co.za

PAIA MANUAL

This document will help you exercise the right as required by section 51 of the Promotion to Access of Information Act 2 of 2000

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1. Introduction

LOUIS MEYER SECRETARIAL CC provides a Company Secretarial service on an outsourced basis, acting as registered agent at CIPC to our clients. We provide a value added and personalized secretarial service.

2. Contact Details:

Company Name: LOUIS MEYER SECRETARIAL CC
Postal Address: Po Box 2238, Florida Hills, Roodepoort, 1716
Physical Address: 494 Ontdekkers Road, Florida Hills, Roodepoort, 1709
Phone Number: 0116720020
Information Officer: cecilia@mmsgroup.co.za
Contact Email: info@shelfcompanies.co.za
Website: <https://www.shelfcompanies.co.za/>
Head of Business: Cecilia Meyer
Position: Manager

3. The ACT and Section 10 Guide (Section 51(1) (b))

- 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.
- 3.2. Requests in terms of the Act shall be made in accordance with the prescribed procedures.
- 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.

Contact details for SA Humans Rights 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
Email: lidlamini@sahrc.org.za

4. **APPLICABLE LEGISLATION - Section 51 (1) (c)**

Documents required to comply with any laws, they can be freely downloaded from their websites.

No.	Description	Act
1	Basic Conditions of Employment Act	No 75 of 1997
2	Companies Act	No 71 of 2008
3	Compensation for Occupational Injuries and Disease Act	No 130 of 1993
4	Copyright Act	No 98 of 1978
5	Electronic Communications Act	No 36 of 2005
6	Electronic Communications and Transactions Act	No 25 of 2002
7	Income Tax Act	No 58 of 1962
8	Financial Advisory and Intermediary Services Act	No 37 of 2002
9	Labour Relations Act	No 66 of 1995
10	Protection of Personal Information Act	No 4 of 2013
11	Skills Development Act Skills Development Levies	No 97 of 1998 No 9 of 1999
12	Unemployment Insurance Act Unemployment Insurance Contributions Act	No 63 of 2001 No 4 of 2002
13	Value Added Tax Act	No 89 of 1991

5. **Schedule of Records MMS hold - Section 51 (1) (d)**

Company Records:

Relates to the incorporation and administration of our company, some of them are available from the Companies and Intellectual Property Commission (CIPC).

No.	Records / Subject	Available
1	Memorandum of incorporation	Automatically available from CIPC
2	Directors' Names	Automatically available from CIPC
2	Documents of Incorporation	Automatically available from CIPC
3	Records relating to Appointment of directors, auditor, secretary, public officer, or other officers	Not automatically available
4	Share Register and other statutory registers	Not automatically available
5	Other Statutory records	Not automatically available

Business Records:

Business records include any documents that have economic value to the business.

No.	Reference.	Act.
1	Operational Records	Not automatically available
2	Databases	Not automatically available
3	Published works	Not automatically available
4	Internal Correspondence	Not automatically available
5	Client Records	Not automatically available

Financial Records:

Financial records are all our records related to our finances.

No.	Reference.	Act.
1	Financial Statements	Not automatically available
2	Tax Returns	Not automatically available
3	Other documents to taxation of the company	Not automatically available
4	Accounting Records	Not automatically available
5	Audit Records	Not automatically available
6	Banking Records & Banking Details & Bank Statements	Not automatically available
7	Electronic Banking Records	Not automatically available
8	Asset Register	Not automatically available
9	Rental Agreements	Not automatically available
10	Invoices	Not automatically available
11	Financial Agreements	Not automatically available

Income Tax Records:

Income tax records – relates to our income tax obligations.

No.	Reference.	Act.
1	PAYE Records	Not automatically available
2	Corporate Tax Records	Not automatically available
3	Documents issued to employees – Income Tax purposes	Not automatically available
4	Records – Payments made to SARS (Employees)	Not automatically available
5	VAT Records	Not automatically available
6	Skills Development Levies	Not automatically available
7	UIF	Not automatically available
8	Workmen's Compensation	Not automatically available
		Not automatically available

Personnel Records:

Relates to records about anyone who works for us, provides services to us, or provides services on our behalf and who receives remuneration, including employees, contractors and other personnel.

No.	Reference.	Act.
1	List of Employees	Not automatically available
2	Employee Personal Information	Not automatically available
3	Employee Employment Contracts	Not automatically available
4	Employment Policies and Procedures	Not automatically available
5	Retirement Annuity Records	Not automatically available
6	Medical Aid Records	Not automatically available
7	Salaries of Employees	Not automatically available
8	Leave Records	Not automatically available
9	Internal Evaluations	Not automatically available
10	Disciplinary Records	Not automatically available
11	Disciplinary Codes & Codes of Conduct	Not automatically available
12	Training Records	Not automatically available
13	Operating Manuals	Not automatically available
14	Personal Records (provided by personnel)	Not automatically available
15	Statutory Records (Other)	Not automatically available
16	Related Correspondence	Not automatically available

Agreements or Contracts:

Includes the documents themselves and all related documents.

No.	Reference.	Act.
1	Contracts with customers	Not automatically available
2	Third Party Contracts	Not automatically available
3	Office Management Contracts	Not automatically available
4	Supplier Contracts	Not automatically available

Published Information:

Includes documents we prepare and produce.

No.	Reference.	Act.
1	External newsletters & circulars	Automatically available
2	Internal newsletters & circulars	Automatically available

Customer Information

Includes any information about anyone that we provide services to, including our customers, leads or prospects.

No.	Reference.	Act.
1	Customer Details	Not automatically available
2	Contact Details of individuals within customers	Not automatically available
3	Communications with customers	Not automatically available
4	Sales Records	Not automatically available
5	Transaction Information	Not automatically available
6	Marketing Records	Not automatically available

6. HOW TO REQUEST ACCESS - FORM OF REQUEST - (Section 51 (1) (e))

We have authorised and designated our Information officer to deal with all matters relating to PAIA, to comply with our obligations in terms of PAIA.

To facilitate the processing of your request, kindly:

- 6.1. Use the prescribed form (Form C), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2. Address your request to the Information Officer (PAIA).
- 6.3. Provide Sufficient details to enable the COMPANY to identify:
 - (a) The Record(s) requested.
 - (b) The Requester (and if an agent is lodging the request, proof of capacity).
 - (c) The form of access required.
 - (d) The postal address or fax number of the Requester in the Republic.
If the Requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.
 - (e) The right which the Requester is seeking to exercise or protect with an explanation of the reason the Record is required to exercise or protect the right.

6.4. Grounds for Refusal – we may refuse you access in terms of PAIA.

- (a) Someone else's privacy.
- (b) Another company's commercial information.
- (c) Someone else's personal information
- (d) Safety of individuals and property.
- (e) Records privileged from production in legal proceedings; or
- (f) Research information

7.1. PRESCRIBED FEES - (Section 51 (1) (f))

Please note that the applicable fee is prescribed in terms of the Regulations promulgated under the act.

- 7.1. The following **applies to requests** (other than personal requests): A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 7.2. If the preparation of the Record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 7.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4. Records may be withheld until the fees have been paid.
- 7.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

8. PROCESSING AND PROTECTING OF PERSONAL INFORMATION

Processing personal information for various categories of people and purposes.

8.1. Categories of people and Data Subjects:

- (a) Customers or Clients and client's employees, representatives, agents, and contractors.
- (b) Employees, former employees, including contractors, agents, temporary and casual employees.
- (c) Suppliers and service providers, representatives, agents, contractors,
- (d) Stakeholders

8.2. Purpose for processing personal information:

- (a) To provide our service
- (b) Better understand our data subject's needs.
- (c) Keep data subject records up to date.
- (d) Manage employee records and information.
- (e) Manage customers, clients and all other categories of people and data subject's information.

8.3. Categories of personal information processed:

- (a) Natural Person (Human Being) – Names, physical and postal address, id number, Tax Related information, Nationality, Confidential correspondence, email address, telephone number.

- (b) Juristic Person (Legal Entity) – Names of contact persons, Name of Legal Entity, Registration Number, Physical and Postal address, Tax related information, Authorised signatories, beneficiaries, ultimate beneficial owners.

8.4. Third-Party Disclosure – we supply personal information that we process in the ordinary course of business to fulfil our obligations to our customer or clients:

- (a) Contractors, vendors, or suppliers
- (b) Third party vendors to help maintain our services.
- (c) Regulator, statutory and Government bodies

8.5. Transborder Flow of Information

Personal information may be sent outside of South Africa to other countries, this information will only relate to the clients we have cross-border. Any Personal Information supplied by a Data Subject shall only be collected and used by MMS for the purpose for which it was originally intended. If the Personal Information will be used for another purpose, consent from the Data Subject will be obtained prior to the use of such Information.

9. Security Measures

We are committed to protecting the security of your Personal Information. We use a variety of security technologies and procedures to help protect your Personal Information from unauthorised access, misuse, disclosure, or loss. We are also committed to keep your personal information accurate, current, complete, confidential, and reliable for its intended use.

10. Changes and updates of Manual

The manual will be updated whenever we make material changes to the current information.