

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT 2 / 2000

Registration Number of Company: 2009/136883/23

**NAME OF COMPANY: EVALOR CC T/A**

**SEAL WATER TECH**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

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**1. COMPANY DETAILS**

Company Name: **EVALOR CC t/a SEAL Water Tech**

Company Registration No: **2009/136883/23**

Company Postal Address: **P.O. Box 19409  
Tecoma  
East London  
5214**

Company Street Address: **Shop 2.4 Amalinda Square  
Cnr Main Rd & Kelly Rd  
Amalinda, East London  
Eastern Cape  
5252**

Telephone Number: **043 741 1164**

Fax Number: **086 602 4113**

Email Address: **el@sealwatertech.co.za**

**2. HEAD OF PRIVATE BODY**

Full Name: **Aubrey Charles Jacobs**

Cell Number: **083 686 9577**

*All other contact details are as above.*

**3. PRIVATE BODY BUSINESS ACTIVITY**

SEAL Water Tech's main business activity is supply of water filtration and purification systems, water dispensers, ice makers and related products.

**4. THE ACT**

4.1 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.

4.2 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.

4.3 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](http://www.sahrc.org.za)

**4.1. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

**5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Closed Corporations Act 69 of 1984
- Companies Act 61 of 1963
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

**6. SUBJECTS AND CATEGORIES OF RECORDS HELD BY EVALOR CC: SECTION 51(1)(e)****6.1. COMPANIES ACT RECORDS**

- Documents of incorporation

**6.2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
  - Bank Statements
  - Paid Cheques
  - Electronic banking records
- Asset Register
- Rental Agreements
- Tax Invoices

**6.3. INCOME TAX RECORDS**

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - VAT
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

**6.4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Disciplinary records

- Salary records
- Disciplinary code
- Leave records

## **7. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

5.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

5.2 Address your request to the Head of the Company (CEO).

5.3 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) (i) The postal address or fax number of the requester in the Republic;
- (ii) 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.

## **8. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

6.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

6.2 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);

6.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

6.4 Records may be withheld until the fees have been paid.

6.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).