

ALLIED CRANE HIRE (PTY) LTD

(Registration number: 2007/000326/07)

*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)3

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF ALLIED CRANE HIRE (PTY) LTD (REGISTRATION NUMBER: 2007/000326/07)

1. CONTACT PARTICULARS

Head of business:	Mr PA Ripepi	Information officer:	Mr W Moolman
Postal address:	PO Box 1045 Kuils River 7579	Physical address:	Manhattan Street Airport Industria Cape Town 8001
Telephone number:	021-386 4555	Fax number:	021-386 6444
E-mail address:	info@alliedcranehire.co.za		
Website:	www.alliedcranehire.co.za		

2. INTRODUCTION

Allied Crane Hire operates a fleet of well maintained mobile cranes throughout sub-Saharan Africa from conveniently located branches and depots. Through experience we have developed the ability to tailor our services to ensure the best lifting solutions for our clients. We provide the following services:

- Crane hire
- Lifting consultancy
- Rigging
- Transportation

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) 887-3600 or www.sahrc.co.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 Allied Crane Hire (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 61 OF 1973
- 5.4 COMPANIES ACT 71 OF 2008
- 5.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.6 CONSUMER PROTECTION ACT 68 OF 2008
- 5.7 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.8 INCOME TAX ACT 58 OF 1962
- 5.9 LABOUR RELATIONS ACT 66 OF 1995
- 5.10 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 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 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.15 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.16 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.17 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.ALLIEDCRANEHIRE.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

- Annual financial statements
- 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
- VAT returns
- Insurance record
- Auditor's reports
- Inventory records (including stock take)
- Record of assets
- Record of liabilities
- Record of liabilities and obligation
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Correspondence

7.3 CREDIT AGREEMENTS

- Credit Provider's documents

7.4 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses

7.5 FIXED PROPERTY

- Leases

7.6 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Records of incident reported at work

7.7 INFORMATION TECHNOLOGY

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

7.8 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

7.9 LEGAL, AGREEMENTS AND CONTRACTS

- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements

7.10 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Disciplinary records
- Employee information records
- Employee loans
- Employee remuneration
- Employee date of birth
- Employment contracts
- Employment equity plan
- Funeral insurance scheme
- Group life

- Group personal accident
- Health and safety records
- IRP 5 and IT 3 certificates
- Letters of appointment

- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Salary and wage registers
- Salary slips and wage records
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.11 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments

7.12 TAX

- VAT documents
- Vendors information

8. GENERAL

Not applicable.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Allied Crane Hire (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.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Allied Crane Hire (Pty) Ltd, from the South African Human Rights Commission and at www.alliedcranehire.co.za.

11. SIGNATORY

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

Mr W Moolman	_____
Information officer	Signature of Information officer
28 September 2012	
Date	