

## **Section 51 Manual**

### **PRO PRINT (Pty) Ltd**

#### 1. Contact Details

##### **Postal Address**

P.O. Box 17114  
Congella  
4013

##### **Street Address**

19 Hannah Road  
Congella  
4013

**Phone Number:** 031 2059 341

**Fax Number:** 031 2058 112

##### **Name of Head of the body:**

E. B Roberts

##### **Email address:**

[proprint@iafrica.com](mailto:proprint@iafrica.com)

#### 2. Records available in terms of any other legislation

- Basic Conditions of Employment No 75 of 1997
- Companies Act No 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

### 3. Records

#### **3.1 Finance Records**

- VAT
- Income Tax
- PAYE
- UIF
- Inventory
- Assets Register
- Sales
- Statements
- Delivery Notes
- Credit Notes Issues & Received
- Bank Accounts (by request)
- Annual Financial Statements (by request)
- RSC Records
- SDL Records
- Foreign Exchange Details
- Stock Register
- Debtors Control

#### **3.2 Administration**

- Motor Vehicle Licences
- Software Licences
- Minutes of Meetings
- Clients Records
- Correspondence

#### **3.3 Human Resources**

- Internal Policies and Procedures
- Employment Contracts (by Request)
- Disciplinary Records
- Salary related Records (by Request)
- SETA Records
- Employment Equity Plan
- Skills Development Plan

#### **3.4 Operations**

- Production Records
- Sales Records
- Work Tickets

This Manual is available for inspection at 19 Hannah Road, Congella, Durban free of charge; and copies are available with the SAHRC.

Any Queries: Yvette Roberts 031 2059 341