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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**SECTION 51 MANUAL FOR
[SCHARRIG MINING LTD]
(Reg no: 1992/001973/06)**

Introduction:

1. Scharrig Mining Limited contact details:

Registration No	:	1992/001973/06
Postal Address	:	P.O. Box 30193 Jetpark, 1469
Registered Address	:	28 Patrick Road, Jetpark, Boksburg, 1450
Tel no	:	011-397-3870
Fax no	:	011-397-3300
Contact Person	:	Jason Holland

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

3. Records available in terms of [Section 51(1)(d)]

- ❖ Basic Conditions of Employment No. 75 of 1997
- ❖ 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
- ❖ Skills Development Act No. 97 of 1998
- ❖ Stock Exchange Control Act No. 1 of 1985
- ❖ Unemployment Contributions Act No. 4 of 2002
- ❖ Unemployment Insurance Act No. 63 of 2001
- ❖ Value Added Tax Act No. 89 of 1991

4. Access to the records held by : **Scharrig Mining Limited**

i. Annual Financial Statements – (*Available at 28 Patrick Road, Jetpark, Boksburg, 1459*)

ii. *Classification of records that may be requested:*

Administration:

- ❖ Minutes of Management Meetings
- ❖ Minutes of Staff Meetings
- ❖ Correspondence
- ❖ Statutory Records

Human Resources:

- ❖ Staff Recruitment policies
- ❖ Employment Contracts
- ❖ Remuneration records and policies
- ❖ Medical Aid records
- ❖ Provident Fund records
- ❖ Un-employment Fund records

Operations:

- ❖ Sales Records
- ❖ The body is a Holding Company and administration.

Finances

(Documents listed below are obtainable from the Scharrig Mining Limited) alternatively on www.scharrig.co.za

- ❖ Financial Statements
- ❖ Annual Financial Statements
- ❖ Vouchers

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