

# Forwarding African Transport Services (Pty) Ltd

## Promotion of Access to Information Act

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act ( Act 2 of 2000)


### Contact Details

Registration No.	2010/012157/07
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Website	

### The Guide

The South Africa Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission

The Research and Documentation Unit

Postal Address: Private Bag x2700, Houghton, 2041

Telephone +27 11 4848300

Fax +27 11 484 0582

Email [Paia@sahrc.co.za](mailto:Paia@sahrc.co.za)

Website [www.sahrc.org.za](http://www.sahrc.org.za)

### Records Available in terms of Legislation

Basic Conditions of Employment Act No. 75 of 1997
Companies Act No. 61 of 1973
Companies Act No. 71 of 2008
Compensation for Occupation Injuries and Disease Act No. 130 of 1993
Competition Act No. 89 of 1998
Consumer Protection Act No. 68 of 2008
Customs and Excise Act No. 91 of 1964
Electronic Communications and Transaction Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Financial Intelligence Centre Act No. 38 of 2001

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Income Tax Act No.58 of 1962  
Labour Relations Act No. 66 of 1995  
National Credit Act no. 34 of 2005  
Occupational Health and Safety Act No. 85 of 1993  
Prevention of Organised Crime Act No. 121 of 1998  
Securities Transfer Tax Administration Act No. 26 of 2007  
Skills Development Levies Act No. 9 of 1999  
Unemployment Insurance Act No. 63 of 2001  
Value Added Tax Act No. 89 of 1991

## Categories of Records Held

### Companies Act Records

Memorandum and Articles of Association  
Minutes of the Board of Directors meetings  
Records Relating to the appointment of Directors/Auditors/Secretary/Public Officer and other  
Share Register and other statutory registers  
Documents of Incorporation

### Financial Records

Annual Financial Statements  
Tax Returns  
Accounting Records  
Banking Records  
Asset Register  
Rental Agreements  
Invoices

### Income Tax Records

Regional Services Levies  
PAYE Records  
Income Tax Documents  
Skills Development Levies  
UIF  
Workmen's Compensation  
VAT  
Records and Payments made to SARS

### Personnel Documents & Records

Medical Aid records  
Training records  
Leave records  
Disciplinary Code  
SETA records  
Salary records

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Pension Fund records  
Employment Equity Plan  
Employment Contracts  
Training manuals  
Disciplinary records

#### **Request Procedure**

The requester must Complete Form C and Submit this form together with a request fee , to the head of the private body.

The form must be submitted to the head of the private body as his/her address, fax number, or electronic email address.

The form must provide sufficient particulars to enable the head of the private body to Identify the records requested and identify the requester.

The form must indicate which form of access is required.

The form must specify a Postal address or a Fax number of the requester

Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required.

If the request is made on behalf of another person, to submit proof of the capacity in which the requester is the making the request.

#### **Other Information required by regulation**

No regulations have been made in this regard.

#### **Availability of this manual**

No regulations have been made in this regard.