

MANUAL OF

SCHWARZ GLOBAL CONSULTING CC

("SGC" or "THE COMPANY")

in terms of

Section 51(1) of the Promotion of Access to Information Act 2 of 2000

THE PURPOSE

The purpose of this document is to serve as the Manual of AR Accounting and Tax Services as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

INFORMATION UNDER SECTION 51(1)(a) OF THE ACT

- 1) Contact details as required by Section 51(1)(a);
- 2) Guide on how to use the act as required by Section 51(1)(b), as read with Section 10);
- 3) Categories of records available as required by Section 51(1)(c);
- 4) Records available in terms of any other legislation as required by Section 51(1)(d);
- 5) Access to the records held by the private body in question:
 - a) Records that may be requested as required by Section 51(1)(e);
 - b) The request procedures;
- 6) Other information as required by Section 51(1)(f);
- 7) Availability of the manual as required by Section 51(3).

INTRODUCTION

Schwarz Global Consulting cc acts as agent to several German companies, to market their ranges of industrial equipment in Southern Africa. SGC also provides consulting services in its widest form to the Hydrometallurgical Industry. SGC is based in Weltevreden Park, Gauteng.

INFORMATION UNDER SECTION 51(1)(a) OF THE ACT

1. Contact details (as required by Section 51(1)(a))

Information officer:

Nils Schwarz

nils@sgconsulting.co.za

General information:

Full Name of entity:	Schwarz Global Consulting cc
Registration No.:	CK98 24510/23
VAT No.:	4740187754
Address:	1230 Muurbal Ave, Weltevreden Park, 1709
Postal address:	PO Box 7001, Palm Court, 1715
Telephone:	011 475 7555
Fax:	086 552 1175
Website:	www.sgconsulting.co.za
General enquiries:	info@sgconsulting.co.za

2. Guide on how to use the act (as required by Section 51(1)(b), as read with Section 10)

The South African Human Rights Commission has compiled a guide in terms of Section 10 of PAIA. The guide can be obtained from the website of the South African Rights Commission at www.sahrc.org.za or directly from the South African Human Rights Commission with their contact details as follows:

Postal Address: The South African Human Rights Commission
PAIA Unit The Research and Documentation Department
Private Bag 2700
Houghton 2041

Telephone: (011) 484 8300

E-mail address: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. Categories of records available (as required by Section 51(1)(c))

Categories of records are automatically available without a person having to request access in terms of this Act:

- Product brochures
 - Technical publications
- (available for download at <http://www.sgconsulting.co.za/downloads.php>)

4. Records available in accordance with any other legislation (as required by Section 51(1)(d))

Records available in terms of other legislation are as follows:

- Labour relations Act No. 66 of 1995
- Employment Equity Act No. of 1998
- Basic conditions of employment Act No. of 1997
- Compensation for Occupational Injuries and Disease Act No. 130 of 1993
- Close Corporation Act No. 69 of 1984
- Unemployment Insurance Act No. 63 of 2001
- Income Tax Act No. 58 of 1962
- Value Added Tax Act 89 of 1991

5. Access to the records held by the private body in question

1. Records that may be requested as required by Section 51(1)(e)

Statutory Close Corporation Information:

- Founding Statement
- Annual Financial Statements

Accounting Records:

- Annual Financial Statements
- Income Tax Returns
- VAT Returns
- Accounting Records

Human Resources:

- N/A

Income Tax Records:

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

2. The request procedures

The requester must complete the prescribed form and submit this form together with a request fee of R50 excl VAT, to the Information Officer.

The form must be submitted to the Information Officer at his/her address, fax number or electronic mail address

The form must:

- Provide sufficient particulars to enable the Managing Director to identify the record/s requested and to identify the requester,
- Indicate which form of access is required,
- Specify a postal address or fax number of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state the manner and the necessary particulars to be informed in the other manner,
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Managing Director.

6. Other information (as required by Section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual (as required by Section 51(3))

The manual is available for inspection at the offices of Schwarz Global Consulting cc free of charge; and copies are available with the SAHRC.

Signature.....



Signed by S.N. SCHWARZ at Wettersden Park On 14th day of

December 2011