

Plantworld (Pty) Ltd Manual

<<insert company logo here>>

Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

Effective Date: 8th August, 2005

**Manual -
Promotion of Access
to Information**

1. Part I: Particulars of the Private Body -

(Information required under section 51(1)(a) of the Act):

- a. Name of the Body
Plantworld (Pty) Ltd
- b. Head of the Body (Information Officer)
Craig de Necker
- c. Postal Address
PO Box 3567 Honeydew, 2040
- d. Street Address
Evergreen Place, Plot 97, off Clinic Road, Driefontein,
Mogale City, 1724
- e. Telephone Number
011 957 2114
- f. Fax Number
011 957 2116
- g. Web address
www.plantworld.co.za
- h. Contact Details of Information Officer
 - i. e-mail: cdn@plantworld.co.za
 - ii. Phone: 011 957 2114
 - iii. Fax: 011 957 2116

**Manual -
Promotion of Access
to Information**

Part II - Description and Access to the Guide –
(Information required under section 51(1)(b) of the Act):

- i. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- j. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- k. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

2. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Not applicable.
- b. www.plantworld.co.za

3. Part IV - Records available in accordance with any other legislation –

(Information required under section 51(1)(d) of the Act):

Legislation (Select Acts applicable to your company and tick in the corresponding block)	Tick
1. Administration of Estates Act, No. 66 of 1965	
2. Arbitration Act No. 42 of 1965	
3. Basic Conditions of Employment No. 75 of 1997	Yes
4. Companies Act No. 61 of 1973	Yes
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993	Yes
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	Yes

**Manual -
Promotion of Access
to Information**

8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	
10. Debtor Collectors Act No. 114 of 1998	
11. Employment Equity Act No. 55 of 1998	Yes
12. Finance Act No. 35 of 2000	
13. Financial Services Board Act No. 97 of 1990	
14. Financial Relations Act No. 65 of 1976	
15. Harmful Business Practices Act No. 23 of 1999	
16. Income Tax Act No. 95 of 1967	Yes
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No 27 of 1943	
19. Intellectual Property Laws Amendments Act No. 38 of 1997	Yes
20. Labour Relations Act No. 66 of 1995	Yes
21. Long Term Insurance Act No. 52 of 1998	
22. Medical Schemes Act No. 131 of 1998	Yes
23. Occupational Health & Safety Act No. 85 of 1993	Yes
24. Pension Funds Act No. 24 of 1956	
25. Post Office Act No. 44 of 1958	
26. Protection of Businesses Act No. 99 of 1978	
27. Regional Services Councils Act No. 109 of 1985	Yes
28. SA Reserve Bank Act No. 90 of 1989	
29. Short Term Insurance Act No. 53 of 1998	
30. Skills Development Levies Act No. 9 of 1999	Yes
31. Skills Development Act No. 97 of 1998	Yes
32. Stamp Duties Act No. 77 of 1968	
33. Stock Exchange Control Act No. 1 of 1985	
34. Tax on Retirement Funds Act No. 38 of 1996	
35. Trade Marks Act No. 194 of 1993	Yes
36. Unemployment Contributions Act No. 4 of 2002	Yes
37. Unemployment Insurance Act No. 63 of 2001	Yes
38. Usury Act No 73 of 1968	
39. Value Added Tax Act No. 89 of 1991	Yes

**Manual -
Promotion of Access
to Information**

4. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. From the premises as listed under Part 1d above
- b. Human Rights Commission – a copy will be made available to the Commission
- c. Plantworld (Pty) Ltd Web Page

5.2 Description of Records

The Plantworld (Pty) Ltd Web Page consists of the following categories:

- Home
- Downloads
- Invader Plants
- Photo Gallery
- Rent-a-Plant
- Tree of the Year
- Map to Plantworld
- PAIA Manual
- Contact us

Other Record Categories –

- i. Commercial and Legal
 1. Company Confidential – Historical significance
 2. Shareholders
 3. Resolutions – Directors
 4. Meeting Minutes
 5. Contracts and Agreements
 6. Correspondence
- ii. Financial
 1. Financial Year-end Results
 2. Financial Analysis and Reports
 3. Tax and Levies
 4. Debtor Information
 5. Creditor Information
 6. Property Leases and Agreements
 7. Trademark
 8. Insurance
 9. Employee Information

**Manual -
Promotion of Access
to Information**

iii. Human Resources

1. Employees Personnel Information
2. Employees History (skills and experience)
3. Educational Background
4. Training and Development
5. Health
6. Salaries and Wages
7. Contracts and Agreements

iv. Marketing

1. Advertising
2. Product Ranges and Pricing

v. Health & Safety

1. Policies
2. Accidents and Incidents Reports

-----oo-O-oo-----