

**PROMOTION OF ACCESS TO
INFORMATION ACT:SECTION 51
MANUAL.**

INFORMATION MANUAL FOR :



PROMOTION OF ACCESS TO INFORMATION ACT:SECTION 51 MANUAL.

INFORMATION MANUAL FOR :

EDISON POWER (Pty) Ltd

1. CONTACT DETAILS

Owner of Business : Mr Vivian Reddy

Head of Business : Mr Derrick Trend (Chief Executive Officer)

Postal Address :

PO Box 40222
Redhill
4071

Physical Address :

52 Tyger Avenue
Greenwood Park
Durban

Telephone Number : 031-5636083

Fax Number : 031-5637312

E-Mail : info@edisonpower.co.za

Web : www.edisonpower.co.za

2. SECTION 10 GUIDE ON HOW TO USE THIS ACT

Any person wishing to exercise any right in terms of the Promotion of Access to Information Act (2 of 2000) may obtain a copy of the information guide from The South African Human Rights Commission :

Tel : 011-4848300

Fax : 011-4840582

Web : www.sahrc.org.za

E-Mail : paia@sahrc.org.za

3. INFORMATION HELD

3.1 Records are kept in accordance with the following legislation (as amended) :

- Basic Conditions of Employment No. 75 of 1997
- Close Corporations Act 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Electrical Industry Pension Fund Agreement and Rules
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act No. 66 of 1995
- Labour Relations Act No. 66 of 1995
- Main Agreement of the National Bargaining Council for the Electrical Industry
- Occupational Health and Safety Act No. 85 of 1993 and relevant regulations
- Regional Services Councils Act No. 109 of 1985
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

3.2. SUBJECTS AND CATEGORIES OF BUSINESS RECORDS KEPT

FINANCIAL RECORDS

- Annual financial records
- VAT returns
- Income tax returns and assessments
- Insurance records
- Invoices
- Workman's compensation fund returns (FEM)

OPERATIONAL RECORDS

- Customer / contract details
- Administration records
- Certificates of compliance and inspection reports
- Tender documents
- Orders

PROPERTY AND EQUIPMENT RECORDS

- Asset Register
- Title Deeds
- Lease / Purchase agreements
- Maintenance records

HUMAN RESOURCES

- Employee records
- Disciplinary records
- Payroll records
- Leave records
- UIF returns
- Bargaining Council returns
- Licenses and registration details
- Occupational Health and Safety records

4. REQUESTING PROCEDURES

Form of request :

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Edison Power using the contact details provided above.

The requester must provide sufficient detail on the request form to enable the head Edison Power to identify the record and requester.

The requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

The head of Edison Power will process the request and inform the requestor of any fees that may be payable and the procedures to be followed until the request is finalised.

5. AVAILABILITY OF THIS MANUAL

Copies of this manual are available for inspection at the offices of Edison Power and at the South African Human Rights Commission.

REQUEST FOR INFORMATION

To : Edison Power (Pty) Ltd
52 Tyger Avenue
Greenwood Park
Durban
4051
Tel : 031-5636083
Fax : 031-5637312
E-Mail : info@edisonpower.co.za

From : *The requestor is to please provide full name/s and contact details*

Attention : The CEO

I / We hereby request the following records :

This / These records are required for the purpose of me / us exercising and / or protecting my / our right / rights to :

Remarks / Comments :

The requester is asked to please provide a brief explanation of why these records are required to exercise / protect the right/s named above and / or to provide any other information which may help Edison Power identify the requestor or required record.
