

EBC Partners (Pty) Ltd

(Registration number: 2018/308477/07)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF EBC PARTNERS (PTY) LTD (REGISTRATION NUMBER: 2018/308477/07)

1. CONTACT PARTICULARS

Head of business: Mr G Dreyer **Information officer:** Mr AJ Coetzee

Telephone number: 012 004 0830 012 004 0832

E-mail address: info@ebc.co.za

2. INTRODUCTION

The company is principally engaged in providing Merchant Cash Advances to the Retail and Hospitality Industry.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or www.sahrc.co.za.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from EBC Partners (Pty) Ltd.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.2 COMPANIES ACT 61 OF 1973
- 5.3 COMPANIES ACT 71 OF 2008
- 5.4 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.5 INCOME TAX ACT 58 OF 1962
- 5.6 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.7 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.8 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.9 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.10 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying, if applicable:

- 6.1 PAMPHLETS / BROCHURES
- 6.2 REPORTS
- 6.3 MARKETING AND PROMOTIONAL MATERIAL

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act, if applicable:

7.1 ACCOUNTING RECORDS

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements
- Customer and supplier statements and invoices
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Investment records
- Auditor's reports
- Systems documentation
- Management review
- Sale and Purchase agreement
- Record of liabilities
- Record of liabilities and obligation
- Record of revenue
- Record of expenses

7.2 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees

7.3 PERSONNEL RECORDS

- Attendance register
- Employee information records

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- Employee loans
 - Employee remuneration
 - Employment applications
 - Employee date of birth
 - Employment contracts
 - IRP 5 and IT 3 certificates
 - Letters of appointment
 - Leave applications
 - Maternity leave policy
 - Payroll
 - Particulars of each employee
 - Personnel file
 - Policies and procedures
 - Salary slips and wage records
 - UIF, PAYE and SDL returns
 - Workmen's Compensation documents

7.4 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of Allotments
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Resolutions
- Shareholders' agreements

7.5 TAX

- Income tax returns
- Provisional tax returns

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- Tax assessments
 - Documents relating to where the objection and appeal is lodged
 - Records relating to taxable gain or assessed capital loss
 - VAT documents
 - Records of importation goods and documents
 - Vendors information

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of EBC Partners (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to EBC Partners (Pty) Ltd and marked for the attention of the Information Officer.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of EBC Partners (Pty) Ltd, from the South African Human Rights Commission and at www.ebc.co.za

10. Declaration

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.