

REGISTRATION NUMBER: 2004/041617/23

VIRGO GLOBAL LOGISTICS CC

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

- 1. Introduction**
- 2. Contact Details**
- 3. The ACT**
- 4. Applicable Legislation**
- 5. Availability of Records**
- 6. Schedule of Records**
- 7. Form of Request**
- 8. Prescribed Fee**

1. Introduction

Virgo Global Logistics provides a comprehensive door to door service for all consignments to and from anywhere in the world and throughout South-Africa. We professionally process consignments, irrespective of size or weight, by air, sea or road.

2. Company Contact Details

Name of Company	VIRGO GLOBAL LOGISTICS CC
Public Officer / Contact Person	GERHARDT THERON
Members	GERHARDT THERON
Physical Address of Company	BELLA ROSA VILLAGE, LEVEL 5, CENTO BUILDING, ROSENDAL, DURBANVILLE, 7550
Postal Address of Company	PO BOX 4198, TYGERVALLEY, 7536
Business Tel nr	021 801 8685
Business Fax nr	086 611 0314
Director Cell Nr	084 504 6595
Director Email Address	GERHARDT@VIRGOLOGISTICS.CO.ZA
Website	WWW.VIRGOLOGISTICS.CO.ZA

3. The Act

- 3.1 The Act grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided.
- 3.3 Requests are referred to the Guide compiled by the South African Human Rights Commission, which will contain information for the purpose of exercising Constitutional Rights.

Enquiries are to be directed to:

**The South African Human Rights Commissioner:
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041**

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

4. Legislation

Information is available in terms of the following legislation, if and where applicable:

No	Act	Ref
1	Basic Conditions of Employment Act	No. 75 of 1997
2	Closed Corporation Act	No. 69 of 1984
3	Companies Act No. 61 of 1973	No. 61 of 1973
4	Compensation of Occupational Injuries and Diseases Act	No. 130 of 1993
5	Customs and Excise Act	No. 91 of 1964
6	Electronic Communications and Transactions Act	No. 25 of 2002
7	Employment Equity Act	No. 55 of 1998
8	Income Tax Act	No. 58 of 1962
9	Insolvency Act	No. 24 of 1936
10	Labour Relations Act	No. 66 of 1995
11	Occupational Health and Safety Act	No. 85 of 1993
12	Patents Act No. 57 of 1978	No. 2 of 2000
13	Promotion of Access to Information Act	No 2 of 2000
14	Skills development Levies Act	No. 9 of 1999
15	Trademarks Act	No. 194 of 1993
16	Unemployment Insurance Act	No. 30 of 1966
17	Value-Added Tax Act	No. 89 of 1991
18	Copyright Act	No.98 of 1978

5. Availability of Records

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA. However such category or subject matter being recorded in this manual does not imply that request of access to such records will be granted. Any requests for access to records will be evaluated in accordance with the provision of the Act.

6. Subjects and Categories of Records held by Virgo Global Logistics CC

COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to appointment of directors/ auditors/secretary etc.
- Share register and other statutory registers

FINANCIAL RECORDS

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

INCOME TAX RECORDS

- PAYE records
- IT14's
- Tax certificates issued to employees
- EMP201's
- All other statutory compliances:
 - VAT
 - SDL
 - UIF
 - Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

- Employment Contracts
- Salary records
- FASSET records
- Disciplinary Code
- Leave record
- Training record

7. Detail on how to make a request for access to information of Virgo Global Logistics CC

To facilitate the processing of your request, kindly:

- 7.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 7.2 The requester must complete form C and submit this form together with a request fee (that will be calculated per hour spend to prepare and send the information), to the director of the company to her/his email address, fax number or postal address.
- 7.3 Provide sufficient particulars to enable the director to identify:
 - The record/s requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - Indicate which form of access is required,
 - Specify a postal address or fax number of the requester in the Republic,
 - 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 that manner and the necessary particulars to be informed in the other manner,
 - 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.

8. Prescribed Fee

The following applies to requests (other than personal requests):

- 8.1 A requestor is required to pay the prescribed fee before a request will be processed;
- 8.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doi.gov.za/>

2015/12/14
VIRGO GLOBAL LOGISTICS CC
DIRECTOR: G THERON

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

<p>This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.</p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
|--|
| (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios. |
|--|

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- | |
|---|
| (a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be <i>notified of</i> the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.
(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption. |
|---|

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images"
			transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record"
			copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE