

Oricol Enviromental Services Proprietary Limited

(Registration Number: 2000/026067/07)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2002

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Contents Page

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

Section 51 Manual of Oricol Enviromental Services Proprietary Limited
(Registration number: 2000/026067/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other legislation
6. Schedule of Records
7. Information Automatically Available
8. General
9. Requesting Procedures
10. Availability of the manual



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

SECTION 51 MANUAL OF ORICOL ENVIROMENTAL SERVICES PROPRIETARY LIMITED (REGISTRATION NUMBER: 2000/026067/07)

1. CONTACT PARTICULARS

Head of business:	Richard Bruce Sanders	Information officer:	Graeme Smart
Postal Address:	P O Box 683 Hyper By The Sea 4053	Physical Address:	11 Acutt Avenue Briardene Durban 4051
Telephone Number:	031 579 2824	Fax Number:	031 5792584
E-mail Address:	graeme.smart@oricoles.co.za		
Website:	www.oricoles.co.za		

2. INTRODUCTION

Enviromental services including waste removal and the recycling of waste

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27)11 877 3600
Fax Number: (+27)11 403 0625
Website: www.sahrc.org.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 **Oricol Enviromental Services Proprietary Limited**, www.oricoles.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Co-operative Banks Act 40 of 2007
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Copyright Act 98 of 1978
- Customs and Excise Act 91 of 1964
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Promotion of Access to Information Act 2 of 2000
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Usury Act 73 of 1968
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.oricoles.co.za
- Pricelists
- Marketing and Promotional Material
- Reports
- Posters
- Pamphlets \ Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Memorandum of Incorporation



- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Other Minute Books
- Proxy Documents
- Register of Allotments
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Founding Statements and Amendments
- Minute Books
- Resolutions Passed at Meetings
- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure
- Credit agreements
- Permits and licenses
- Transportation system delivery plan and routing
- Transportation, warehouse and storage contracts
- Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees
- Dates of medical surveillance reports in respect of lead
- Details of air emission discharges
- Details of aqueous discharges
- Details of solid waste discharges
- Emergency response plans
- Employee medical surveillance records in respect of hazardous chemicals and substances
- Employee public health emergency action plans
- Environmental impact assessments
- Environmental management programs and systems
- Industrial hygiene programs, data and audits
- Medical surveillance records related to asbestos work



- Noise exposure records
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of assessment and air monitoring and asbestos inventory
- Records of assessment and air monitoring for lead exposure
- Records of investigations and tests in respect of hazardous chemicals and substances
- Records of risk assessments and monitoring results in respect of hazardous biological agents
- Records of training given to employees in respect to asbestos exposure
- Records of training given to employees in respect to lead exposure
- Records of types of work carried out with asbestos
- Records of types of work carried out with lead
- Records of waste water discharges
- Records of waste water storage and disposal
- Waste water assessment and monitoring records
- Records of work with lead prior to employment
- Safety management systems, data and audits
- Water quality monitoring programme records
- Building plans
- Leases
- Mortgage bonds or other encumbrances
- Title deeds
- Agreements
- Audits
- Capacity and utilisation of current systems
- Client database
- Development or investment plans
- Disaster recovery
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines
- Claim records
- Details of coverage, limits and insurers
- Insurance policies
- Agreements relating to intellectual property
- Copyrights
- Litigation and other disputes involving intellectual property
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names
- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers



- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements
- Arbitration awards
- Attendance register
- Collective agreements
- Disability schemes
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee share purchase plan
- Employment applications
- Employment contracts
- Employment equity plan
- Expense accounts
- Group life
- Group personal accident
- Health and safety records
- Incentive schemes
- Industrial training records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Organisational design
- Payroll
- Pension fund information
- Personnel File
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Relocation policy



- Salary and wage registers
- Salary slips and wage cards
- Scholarships and bursaries
- Staff loan schemes
- Staff records after employment
- Study assistance schemes
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents
- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Oricol Enviromental Services Proprietary Limited, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Oricol Enviromental Services Proprietary Limited, from the South African Human Rights Commission and at: www.oricoles.co.za.



