

# Nologo Studios CC

(Registration number: 2008/133673/23)

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## MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

*DATE PREPARED: 25 OCTOBER 2017*

**Section 51 Manual of Nologo Studios CC (Registration number: 2008/133673/23)**

**1. Contact particulars**

|                      |  |                      |                       |
|----------------------|--|----------------------|-----------------------|
| Head of business:    | Jared Krause   | Information officer: | Frank Dawson          |
| Postal address:      | Block C Ground Floor, Essex  | Physical address:    |                       |
| Block C Ground Floor |  |                      |                       |
|                      | Park , 46 Essex Terrace  |                      | Essex Park , 46 Essex |
| Terrace              |  |                      |                       |
|                      | Westville , Durban   |                      | Westville , Durban    |
|                      | 3629   |                      | 3629                  |
| Telephone number:    | 031 266 0245   | Fax number:          | 086 601 1187          |
| E-mail address:      | info@nologostudios.com   |                      |                       |
| Website:             | <a href="http://www.nologostudios.com/">www.nologostudios.com/</a> |                      |                       |

**2. Introduction**

The Corporations primary business activities are Website and application development

**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) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.za).

**4. Information available in terms of other legislation**

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

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 BBBEE Act 53 of 2003
- 4.3 Companies Act 71 of 2008
- 4.4 Close Corporations Act 69 of 1984
- 4.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.6 Consumer Protection Act 68 of 2008
- 4.7 Customs and Excise Act 91 of 1964
- 4.8 Electronic Communications and Transactions Act 25 of 2002
- 4.9 Employment Equity Act 55 of 1998
- 4.10 Financial Advisory and Intermediary Service Act 37 of 2002
- 4.11 Financial Intelligence Centre Act 38 of 2001
- 4.12 Income Tax Act 58 of 1962
- 4.13 Labour Relations Act 66 of 1995
- 4.14 National Credit Act 34 of 2005
- 4.15 Occupational Health and Safety Act 85 of 1993
- 4.16 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 4.17 Prevention of Organised Crime Act 121 of 1998
- 4.18 Protected Disclosures Act 26 of 2000
- 4.19 Protection of Information Act 84 of 1982
- 4.20 Promotion of Access to Information Act 2 of 2000

- 4.21 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 4.22 Securities Transfer Tax Act 25 of 2007
- 4.23 Skills Development Levies Act 9 of 1999
- 4.24 Skills Development Act 97 of 1998
- 4.25 Unemployment Contributions Act 4 of 2002
- 4.26 Unemployment Insurance Act 63 of 2001
- 4.27 Value Added Tax Act 89 of 1991
- 4.28 Protection of Personal information Act , 2013
- 4.29 Tax Administration Act, 28 of 2011

## 5. Information automatically available

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

- 5.1 Pamphlets / Brochures
- 5.2 Marketing and promotional material
- 5.3 [www.nologostudios.com/](http://www.nologostudios.com/)

## 6. 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.

### 6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Insurance records
- 6.1.13 Investment records
- 6.1.14 Accounting officer's reports
- 6.1.15 Record of assets
- 6.1.16 Record of liabilities
- 6.1.17 Record of liabilities and obligations
- 6.1.18 Record of revenue
- 6.1.19 Record of expenses
- 6.1.20 Payroll related information and returns.

### 6.2 Credit Agreements

- 6.2.1 Credit Provider's documents
- 6.2.2 Details and results of disputes lodged with consumers
- 6.3 Distribution and Transportation**
  - 6.3.1 Permits and licenses
- 6.4 Fixed Property**
  - 6.4.1 Leases
- 6.5 Health and Safety**
  - 6.5.1 Register, record of earnings, time worked, payment and particulars of all employees
- 6.6 Information Technology**
  - 6.6.1 Capacity and utilisation of current systems
  - 6.6.2 Client database
  - 6.6.3 Disaster recovery processes and procedures
  - 6.6.4 Hardware
  - 6.6.5 Internet
  - 6.6.6 Licenses
  - 6.6.7 Systems support, programming and development
  - 6.6.8 Operating systems
  - 6.6.9 Software packages
  - 6.6.10 Telephone lines, leased lines and data lines
- 6.7 Insurance**
  - 6.7.1 Claim records
  - 6.7.2 Details of coverage, limits and insurers
  - 6.7.3 Insurance policies
- 6.8 Intellectual Property**
  - 6.8.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
  - 6.8.2 Litigation and other disputes involving intellectual property
  - 6.8.3 Patents, patent applications and inventions
  - 6.8.4 Designs, trademarks, trade names and protected names
  - 6.8.5 Copyright and Source code
- 6.9 Legal, Agreements and Contracts**
  - 6.9.1 Agreements with contractors, suppliers and clients
  - 6.9.2 Agreements with customers
  - 6.9.3 Agreements with shareholders, officers or directors
  - 6.9.4 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
  - 6.9.5 Material licenses, permits and authorisations
  - 6.9.6 Contracts, including lease agreements and finance agreements

- 6.9.7 Sale agreements
- 6.9.8 Electronic communications - Personal information and the purpose for which the data was collected
- 6.9.9 Electronic communications - Record of any third party to whom the information was disclosed
- 6.9.10 Electronic communications - All personal data which has become obsolete

#### **6.10 Personnel Records**

- 6.10.1 Attendance register
- 6.10.2 Disciplinary records
- 6.10.3 Employee loans
- 6.10.4 Employee remuneration
- 6.10.5 Employee date of birth
- 6.10.6 Employment contracts
- 6.10.7 Incentive schemes
- 6.10.8 IRP 5 and IT 3 certificates
- 6.10.9 Leave applications
- 6.10.10 Name and occupation of each employee
- 6.10.11 Payroll
- 6.10.12 Pension fund information
- 6.10.13 Salary slips and wage records
- 6.10.14 Time records
- 6.10.15 UIF, PAYE and SDL returns
- 6.10.16 Workmen's Compensation documents

#### **6.11 Sales and Marketing**

- 6.11.1 Brochures, newsletters and marketing material
- 6.11.2 Customers
- 6.11.3 Domestic and export orders
- 6.11.4 Products
- 6.11.5 Sales
- 6.11.6 Service and product information

#### **6.12 Statutory Close Corporation Records**

- 6.12.1 Annual Statutory Returns
- 6.12.2 Founding Statement and amendments
- 6.12.3 Minute books
- 6.12.4 Resolutions passed at meetings

#### **6.13 Tax**

- 6.13.1 Income tax returns
- 6.13.2 Provisional tax returns
- 6.13.3 Tax assessments
- 6.13.4 Documents relating to where the objection and appeal is lodged
- 6.13.5 Records relating to taxable gain or assessed capital loss
- 6.13.6 VAT documents
- 6.13.7 Records of importation goods and documents

6.13.8 Vendors information

6.13.9 Documentary proof substantiating the zero rating of supplies


**7. Requesting procedures**

A person who wants access to the records must complete the necessary request form (Form C) that is attached as Annexure 1 for your convenience. This form can also be obtained from the offices of Nologo Studios CC, or can be accessed on [www.sahrc.org.za](http://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.

**8. Availability of the Manual**

Copies of this manual are available for inspection at the offices of Nologo Studios CC, from the South African Human Rights Commission and at [www.nologostudios.com/](http://www.nologostudios.com/).

**9. Signature**

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|--|---|
| We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided. |   |
| Name of Information Officer:   | Frank Dawson  |
| Signature:   |  |
| Date:  | 25 October 2017   |