

# **Wilmar Continental Edible Oils and Fats (Pty) Ltd**

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

## Promotion of Access to Information Act, 2 of 2000 (The Act)

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### Section 51 Manual of Wilmar Continental Edible Oils and Fats (Pty) Ltd

#### 1. Contact particulars

Head of business:	Mohammed Ferouze Moosa	Information officer:	Rifdhy Fazal
Postal address:	PO Box 208 Randfontein 1760	Physical address:	144 Main Reef Road Randfontein 1759
Telephone number:	0112780300	Fax number:	0867688227
E-mail address:	rifdhyf@wilmaroils.co.za		
Website:	<a href="http://www.wilmarcontinental.com">www.wilmarcontinental.com</a>		

#### 2. Introduction

Wholesale of edible oils and fats - please refer to the company's website for more information.

#### 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, tel (011) 887-3600.

#### 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 Wilmar Continental Edible Oils and Fats (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 BBBEE Act 53 of 2003
- 5.3 Companies Act 61 of 1973
- 5.4 Companies Act 71 of 2008
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Competition Act 89 of 1998
- 5.7 Consumer Protection Act 68 of 2008
- 5.8 Currency and Exchanges Act 9 of 1933
- 5.9 Customs and Excise Act 91 of 1964
- 5.10 Debt Collectors Act 114 of 1998
- 5.11 Electronic Communications and Transactions Act 25 of 2002
- 5.12 Employment Equity Act 55 of 1998
- 5.13 Income Tax Act 58 of 1962
- 5.14 Labour Relations Act 66 of 1995
- 5.15 National Credit Act 34 of 2005
- 5.16 Occupational Health and Safety Act 85 of 1993
- 5.17 Protection of Information Act 84 of 1982
- 5.18 Promotion of Access to Information Act 2 of 2000
- 5.19 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.20 Skills Development Levies Act 9 of 1999

- 5.21 Skills Development Act 97 of 1998
- 5.22 Statistics Act 6 of 1999
- 5.23 Trade Marks Act 194 of 1993
- 5.24 Unemployment Contributions Act 4 of 2002
- 5.25 Unemployment Insurance Act 63 of 2001
- 5.26 Value Added Tax Act 89 of 1991

**6. Information automatically available**

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

- 6.1 Pricelists
- 6.2 Marketing and promotional material
- 6.3 [www.wilmarcontinental.com](http://www.wilmarcontinental.com)
- 6.4 None

**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.

**7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Compiler's reports
- 7.1.17 Reviewer's reports
- 7.1.18 Inventory records (including stock take)
- 7.1.19 Systems documentation
- 7.1.20 Management reviews
- 7.1.21 Capital expenditure
- 7.1.22 Credit agreements
- 7.1.23 Record of assets
- 7.1.24 Record of liabilities
- 7.1.25 Record of loans to related parties
- 7.1.26 Record of liabilities and obligations
- 7.1.27 Record of property held
- 7.1.28 Record of revenue
- 7.1.29 Record of expenses

**7.2 Credit Agreements**

7.2.1 Credit Provider's documents

**7.3 Distribution and Transportation**

7.3.1 Permits and licenses

7.3.2 Transportation, warehouse and storage contracts

**7.4 Fixed Property**

7.4.1 Building plans

7.4.2 Leases

7.4.3 Mortgage bonds or other encumbrances

7.4.4 Title deeds

**7.5 Health and Safety**

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

7.5.2 Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector

7.5.3 Details of solid waste discharges

7.5.4 Emergency response plans

7.5.5 Employee medical surveillance records in respect of hazardous chemicals and substances

7.5.6 Employee public health emergency action plans

7.5.7 Environmental impact assessments

7.5.8 Environmental management programs and systems

7.5.9 Industrial hygiene programs, data and audits

7.5.10 Medical surveillance records related to hazardous chemical substance

7.5.11 Medical surveillance records related to noise induced hearing loss (including baseline audiogram of all employees)

7.5.12 Permits, licenses, approvals and registrations for operations of sites and business

7.5.13 Records of assessment and noise monitoring for noise monitoring and noise induced hearing loss

7.5.14 Records of incident reported at work

7.5.15 Records of investigations and tests in respect of hazardous chemicals and substances

7.5.16 Records of risk assessments and monitoring results in respect of hazardous biological agents

7.5.17 Records of waste water discharges

7.5.18 Records of waste water storage and disposal

7.5.19 Waste water assessment and monitoring records

7.5.20 Safety management systems, data and audits

7.5.21 Water quality monitoring programme records

**7.6 Information Technology**

7.6.1 Agreements

**7.7 Insurance**

7.7.1 Claim records

7.7.2 Details of coverage, limits and insurers

7.7.3 Insurance policies

**7.8 Intellectual Property**

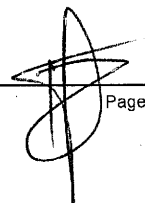
7.8.1 Designs, trademarks, trade names and protected names

**7.9 Legal, Agreements and Contracts**

7.9.1 Acquisition or disposal documentation

7.9.2 Agreements with contractors, suppliers and clients

7.9.3 Agreements with customers



## **7.10 Personnel Records**

- 7.10.1 Arbitration awards
- 7.10.2 Attendance register
- 7.10.3 Bargaining Council documents
- 7.10.4 Disability schemes
- 7.10.5 Disciplinary records
- 7.10.6 Employee evaluation and performance records
- 7.10.7 Employee information records
- 7.10.8 Employee loans
- 7.10.9 Employee remuneration
- 7.10.10 Employee date of birth
- 7.10.11 Employment contracts
- 7.10.12 Expense accounts
- 7.10.13 Health and safety records
- 7.10.14 IRP 5 and IT 3 certificates
- 7.10.15 Leave applications
- 7.10.16 Medical aid records
- 7.10.17 Name and occupation of each employee
- 7.10.18 Payroll
- 7.10.19 Personnel file
- 7.10.20 Salary and wage registers
- 7.10.21 Time records
- 7.10.22 UIF, PAYE and SDL returns
- 7.10.23 Workmen's Compensation documents

## **7.11 Sales and Marketing**

- 7.11.1 Brochures, newsletters and marketing material
- 7.11.2 Customers
- 7.11.3 Domestic and export orders
- 7.11.4 Products
- 7.11.5 Sales

## **7.12 Statutory Company Records**

- 7.12.1 Annual Statutory Returns
- 7.12.2 Certificate of Change of Name
- 7.12.3 Certificate of Incorporation
- 7.12.4 Certificate to Commence Business
- 7.12.5 Memorandum and Articles of Association
- 7.12.6 Memorandum of Incorporation and alterations / amendments
- 7.12.7 Notice and minutes of shareholders' meetings
- 7.12.8 Other minute books
- 7.12.9 Register of company secretary and auditors
- 7.12.10 Register of directors and officers
- 7.12.11 Register of past directors
- 7.12.12 General resolutions
- 7.12.13 Special resolutions
- 7.12.14 Resolutions
- 7.12.15 Shareholders' register

7.12.16 Securities register / uncertificated securities register

**7.13 Tax**

7.13.1 Income tax returns

7.13.2 Provisional tax returns

7.13.3 Tax assessments

7.13.4 Documents relating to where the objection and appeal is lodged

7.13.5 Records relating to taxable gain or assessed capital loss

7.13.6 VAT documents

7.13.7 Records of importation goods and documents

7.13.8 Vendors information

7.13.9 Documentary proof substantiating the zero rating of supplies

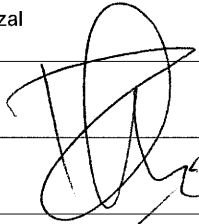
**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Wilmar Continental Edible Oils and Fats (Pty) Ltd, 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.

**9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Wilmar Continental Edible Oils and Fats (Pty) Ltd, from the South African Human Rights Commission and at [www.wilmarcontinental.com](http://www.wilmarcontinental.com).

**10. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
<b>Name of Information Officer:</b>	Rifdhy Fazal
<b>Signature:</b>	
<b>Date:</b>	