

JOTAM SA (PTY) LTD Manual



Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

Effective Date: 2003-08-15

**Part I: Particulars of the Private Body -
(Information required under section 51(1)(a) of the Act):**

- a. Name of the Body : JOTAM SA (PTY) LTD.
- b. Head of the Body (Information Officer) : Ms M J Malherbe
- c. Postal Address : P O Box 16959, LYTTELTON, 0140
- d. Street Address : 75 Kruger Ave, LYTTELTON, CENTURION
- e. Telephone Number : (012) 664 4801
- f. Fax Number : (012) 664 6532
- g. Web address : www.jotam.com
- h. Contact Details of Information Officer :
 - i. e-mail: jotam@mweb.co.za
 - ii. Phone: (012) 664 4801
 - iii. Fax: (012) 664 6532

**2. Part II - Description and Access to the Guide –
(Information required under section 51(1)(b) of the Act):**

- a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -

(Section 51(1)(c) of the Act):

- a. Not applicable.
- b. The following information is automatically available at Internet Website:
 - Full particulars of physical and postal address
 - Road map to premises
 - History of firm
 - Particulars of CEO
 - Registration no of company
 - Professional and other institutions associated and registered with
 - Particulars of services provided
 - Contact details, etc.

4. Part IV - Records available in accordance with any other legislation –

(Information required under section 51(1)(d) of the Act):

Legislation
3. Basic Conditions of Employment No. 75 of 1997
4. Companies Act No. 61 of 1973
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
16. Income Tax Act No. 95 of 1967
20. Labour Relations Act No. 66 of 1995
27. Regional Services Councils Act No. 109 of 1985
30. Skills Development Levies Act No. 9 of 1999
31. Skills Development Act No. 97 of 1998
32. Stamp Duties Act No. 77 of 1968
36. Unemployment Contributions Act No. 4 of 2002
37. Unemployment Insurance Act No. 63 of 2001
39. Value Added Tax Act No. 89 of 1991

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Human Rights Commission – a copy will be made available to the Commission
- b. JOTAM MANAGEMENT SERVICES WebPage – accessible to anyone who has access to the Internet.
- c. The offices of JOTAM MANAGEMENT SERVICES during office hours 8:30 – 4:00 weekdays.

5.2 Description of Records

The categories published on the JOTAM MANAGEMENT SERVICES Web Page are currently the following:

- Service manual with regard to Sectional Title Management, provided in English and Afrikaans
- Rental mandate
- Application form for electricity provision
- Cessation of electricity provision
- Debit order form
- Instructions for making direct banking deposits

Other Record Categories –

- i. Commercial and Legal
 1. Contracts and Agreements
 2. Company Confidential – Historical significance
 3. Meeting Minutes
 4. Shareholders
 5. Property Leases and Agreements
 6. Insurance
 7. Resolutions – Directors
 8. Correspondence
 9. Registration documentation at Estate Agency Affairs Board

- ii. Financial
 - 1. Financial Year-end Results
 - 2. Financial Analysis and Reports
 - 3. Budgets
 - 4. Tax and Levies

- iii. Human Resources
 - 1. Employees Personnel Information
 - 2. Employees History (skills and experience)
 - 3. Educational Background
 - 4. Training and Development
 - 5. Health
 - 6. Salaries and Wages
 - 7. Contracts and Agreements

- iv. Marketing
 - 1. Advertising
 - 2. Contracts with Suppliers
 - 3. Services and Pricing

- v. Health & Safety
 - 1. Policies
 - 2. Accidents and Incidents Reports

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