

BILL TOLKEN HENDRIKSE INC

MANUAL – PRIVATE BODIES

SECTION 51 OF THE PROMOTION TO ACCESS OF INFORMATION ACT

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1. CONTACT DETAILS

1.1 Company Information

Full Name:	BILL TOLKEN HENDRIKSE INC
Trading Name:	BILL TOLKEN HENDRIKSE INC
Registration Number:	1996/010313/21
Date of Incorporation:	1996/08/05
Main Object – Industry Code:	LEGAL
Trading activity:	LAW
Geographical Area:	BELLVILLE
VAT Registration Number:	4380160699
Business Address:	1 Sarel Cilliers Street, Bellville
Registered Address:	1 Sarel Cilliers Street, Bellville
Postal Address:	PO BOX 687 SAMLAMHOF, 7532
Telephone Number:	021 944 3000
Facsimile:	021 945 1120
Email:	info@billtolken.co.za
Employment Detail:	40 employees in fulltime employment.
Website:	http://www.billtolken.co.za

1.2 Contact Person

Name:	MARTINA TOMÉ
Position:	CONVEYANCER
Postal Address:	PO BOX 687 SANLAMHOF, 7532
Telephone Number:	021 944 3085
Facsimile:	086 6151 955
Email:	martina@billtolken.co.za

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1.3 **Information Officer**

Name: IWAN TOLKEN
Position: DIRECTOR
Postal Address: PO BOX 687 SANMLAMHOF, 7532
Telephone Number: 021 944 3030
Facsimile: 021 945 1120
Email: iwan@billtolken.co.za

2. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. The Guide will be available from the South African Human Rights Commission by no later than December 2011. Please direct enquires to:

The South African Human Rights Commission

PAIA Unit, The Research and Documentation Department

Physical address: 29 Princess of Wales Terrace
Cnr of York and St Andrews Street
Parktown

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27-11-484 8300

Fax: +27-11-4840582

Email: dmalesa@sahrc.org.za

Website: www.sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Legislation Applicable to this Company:

- Attorneys Act, 53 of 1979
- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 61 of 1973 and 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- National Credit Act, 34 of 2005
- Financial Intelligence Centre Act, 38 of 2001
- Deeds Registries Act, 47 of 1937
- Sectional Titles Act, 95 of 1986
- Removal of Restrictive Conditions Act, 84 of 1967
- Magistrate's Court Act, 32 of 1944
- Supreme Court Act, 59 of 1959
- Constitutional Act, 108 of 1996
- Alienation of Land Act, Act 68 of 1981
- Debt Collectors Act, Act 114 of 1998
- Employment Equity Act, No 55 of 1998
- Extension of Tenure of Security Act, Act 75 of 1980
- Harmful Business Practices Act, No 23 of 1999
- Income Tax Act, No 95 of 1967
- Intellectual Property Laws Amendment Act, No 38 of 1997
- Insider Trader Act No 135 of 1981
- Insolvency Act, No 24 of 1936
- Insurance Act No 27 of 1943
- Occupational Health & Safety Act No 85 of 1993
- Labour Relations Act, No 66 of 1995
- Regional Services Councils Act, No 109 of 1985
- SA Reserve Bank Act, No 90 of 1989
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Stamp Duties Act, No 77 of 1968
- Tax on Retirement Funds no 38 of 1996

- Trade Marks Act, No 194 of 1993
- Unemployment Contributions Act, No 4 of 2002
- Unemployment Insurance Act, No 63 of 2001
- Usury Act, No 73 of 1968
- Value Added Tax Act, No 89 of 1991

4. ACCESS TO RECORDS HELD BY BILL TOLKEN HENDRIKSE INC

4.1 Records Not applicable

All client related documents and records are confidential of nature and are not available to the public.

4.2 Records that may be requested

4.2.1 Human Resources

- Staff Recruitment Policies
- Staff Records and attendance register
- Minutes – Staff Meetings
- Employment Contracts
- Medical Aid Records
- Disciplinary Records
- Salary Records / Remuneration Records
- Employment Conditions and Policies
- Employee manual
- Leave Records
- Training Records
- Records of Disciplinary Hearings
- Trade Union Registration
- Safety Manual

4.2.2 Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Invoices
- Credit notes
- Receipts
- Goods received vouchers
- Asset Register
- Stock Records
- Income Tax Reports and Summaries
- Payments made to SARS on behalf of employees
- VAT reports and Summaries
- PAYE & SDL Reports and Summaries
- UIF Reports and Summaries
- Compensation Commissioner Report and Summaries
- Regional Services Council Reports
- Skill development levies
- UIF
- Workmen's Compensation
- General Trading Licenses
- Insurance Policies and claims

4.2.3 Company Secretarial Records

- Company Register and prescribed company documentation
- Documents of Incorporation
- Minutes – Board of Directors Meetings
- Records relating to the appointment of directors/auditor/secretary/public offices and other officers
- Share Register and other statutory registers
- Management Meetings
- Software License

4.2.4 Company Operations

- Instruction Manual
- Service/ Product specification Manual
- Client complaints / enquiry records
- Daily Sales Records
- Quality Control Records

4.3 Request Procedures to be followed and fees paid (as prescribed)

Form of Request

- The requester must make use of the prescribed FORM 2, annexed hereto, to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax or electronic email address of the body concerned as provided for in Section 52(1).
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary

particulars so informed as provided for in Section 53(21(a) and (b) and (c).

- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request record is required for the exercise or protection of that right as provided for in Section 53(2)(d).
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body as provided for in Section 53(2) (f).

Fees

A requester who seeks access to a record containing personal information about the requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the prescribed request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Section 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the prescribed form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED** [section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **AVAILABILITY OF MANUAL**

The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

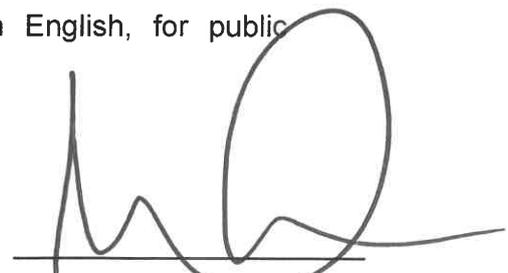
- The South African Human Rights Commission

Postal Address: Private Bag 2700, Houghton 2041

Or deliver to: Address: Boundary Road, Ilse of Houghton, Wilds View, Entrance 1, Houghton, Johannesburg

- The Government Printers – the manual will be printed in the Gazette if the regulatory body of the company so specifies.
- The website of the company <http://www.billtolken.co.za>
- The head of a private body will make the manual available for public inspection during office hours and upon request
- A copy of the guide is available in English, for public inspection during normal office hours.

SIGNED at BELLVILLE on 03 JUNE 2025.



DIRECTOR: WJTOLKEN

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

 (Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal Address	
Street Address	
E-mail Address	
Contact Numbers	Tel. (B): _____ Facsimile: _____
	Cellular: _____
Full names of person on whose behalf request is made <i>(if applicable)</i> :	
Identity Number	
Postal Address	

4

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

4

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

4

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer