



Canon Authorised Center

MANUAL OF MANTINO TRADING (PTY) LTD T/A CANON BUSINESS CENTER ETHEKWINI **Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No2 of 2000**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") was enacted to give effect to the constitutional right of access to information, held by any public or private body, which is required for the exercise or protection of any rights.

The aim of the manual is to assist potential requestors with the procedures to be followed when requesting access to information from Mantino Trading (Pty) Ltd as contemplated in the Act. The manual may be amended from time to time and such amendments will be made public once finalised.

Any requestor is advised to contact us should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information from Mantino Trading (Pty) Ltd.

CONTACT DETAILS

Name of Company	:	Mantino Trading (Pty) Ltd t/a Canon Business Center EtheKwini
Appointed Information Officer	:	Mark James Stirton
Physical Address		
Head Office	:	138 Intersite Avenue Umgeni Business Park Springfield Durban
Telephone Number	:	(031) 263 5100
Fax Number	:	(031) 263 5139
Johannesburg Office	:	Unit 22, Sunninghill Office Park 4 Peltier Drive Sandton
Telephone Number	:	(011) 239 8720
Fax Number	:	(011) 234 0510
Postal Address	:	PO Box 18307 Dalbridge Durban 4014
Email Address	:	mark@cbcethekwini.co.za
Website Address	:	www.canoncopiers.co.za



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DESCRIPTION OF GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of section 10 of the Act, a guide will be compiled by the South African Human Rights Commission (“the SAHRC”) containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

Contact Details of the South African Human Rights Commission:

Address : PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone Number : +27 11 484 8300
Fax Number : +27 11 484 0582

Email Address : PAIA@sahrc.org.za
Website Address : www.sahrc.org.za

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Mantino Trading (Pty) Ltd keeps records in accordance with other legislation including, but not limited to the following:

- Basic Conditions of Employment Act (No. 75 of 1997)
- Broad Based Black Economic Empowerment Act (No. 53 of 2003)
- Companies Act (No. 61 of 1973)
- Employment Equity Act (No. 55 of 1988)
- Promotion of Access to Information Act (No. 2 of 2000)
- Skills Development Levy Act (No. 9 of 1999)
- Value-added Tax Act (No. 89 of 1991)

RECORDS HELD BY MANTINO TRADING (PTY) LTD

The following records are held by Mantino Trading (Pty) Ltd

CLIENT SERVICES RECORDS

- Client Correspondence
- Client Contracts

FINANCE & ADMINISTRATION

- Annual Financial Statements
- Banking Records
- Invoices & Statements
- Management Reports
- Tax Records & Returns



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HUMAN RESOURCES

- Accounting & Payroll Records
- BEE Statistics
- Personnel Information
- Employment Equity Reports
- Letters of Employment
- Leave Records
- PAYE Records & Returns
- Policies & Procedures
- Retirement Benefit and Medical Aid Records

OPERATIONS

- Vehicle Registration Documents
- Insurance Documentation

SECRETARIAL SERVICES

- Applicable statutory documents such as but not limited to certificates of incorporation and certificates to commence business
- Memoranda and Articles of Association
- Share Certificates
- Meeting Minutes

AVAILABILITY OF THE MANUAL

It is important to note that if it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

- This manual is available for inspection at the offices of Mantino Trading (Pty) Ltd, free of charge.
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Mantino Trading (Pty) Ltd
- The manual can also be accessed on the websites of SAHRS (www.sahrc.org.za) and Mantino Trading (Pty) Ltd (www.canoncopiers.co.za)
- It should be noted that the manual accessible on the website of SAHRC, does not include the request forms of fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za)

ADDITIONAL PRESCRIBED INFORMATION

The Minister of Justice has prescribed no additional information to be contained in this manual.