



NORSE PROJECTS (PTY)Ltd

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NORSE PROJECTS (PTY) LIMITED

(Registration Number: 2007/023212/07)

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

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF NORSE PROJECTS (PTY) LIMITED (REGISTRATION NUMBER 2007/023212/07)

1. INTRODUCTION

This document serves as the Norse Projects (Pty) Limited information manual and provides reference to the records held by Norse Projects (Pty) Limited and the process to request access to such records

Norse Projects (Pty) Limited trading as a Construction and Development company

2. CONTACT DETAILS

The responsibility for administration of, and compliance with the Act is that of the director of Norse Projects (Pty) Limited. Requests pursuant to the provisions of the Act should be directed to

Head of business: Nathan Billingham

Postal address: P.O. Box 1059
Nelspruit
Mpumalanga
1200

Physical Address: 7 waterfall Avenue
Riverside Industrial Park
Nelspruit

Telephone Number: +27 13 753 2214

Fax Number: +27 86 550 1174

E-mail Address: nathan@norseprojects.co.za

Director's Signature.....

3. GUIDE (HUMAN RIGHTS COMMISSION ("HRC") GUIDE FOR REQUESTERS ON HOW TO USE THE ACT IN TERMS OF SECTION 10 – SECTION 51(1)(b)

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraph 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in ms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

The South African Human Rights Commission:

PAIA Unit
Forum 3, Braampark Office Park,
33 Hoofd Street
Braamfontein
Website: <http://www.sahrc.org.za>

Kindly direct any queries to:

Postal address: Private Bag 2700
Houghton, 2041

Phone Numbers: Head Office: +27 11 877 3600
Gauteng Provincial Office: +27 11 877 3750

Fax Number: +27 11 403 0668

E-mail: PAIA@sahrc.org.za
info@sahrc.org.za
ckisoon@sahrc.org.za

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 Norse Projects (Pty) Limited.

5. APPLICABLE LEGISLATION - SECTION 51(1)(d)

Records are held in accordance with the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013

- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Transfer Duty Act 40 of 1949
- Unemployment Contributions Act 7 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. SCHEDULE OF RECORDS – SECTION 51(1)(e)

6.1 Accounting Records

- Annual Financial Statements and working papers – Availability to be determined on receipt of request.
- General Ledger - Availability to be determined on receipt of request.
- Subsidiary ledgers (receivable, payable, etc.) - Availability to be determined on receipt of request.
- Bank statements and invoices - Availability to be determined on receipt of request.
- Customer and supplier statements and invoices - Availability to be determined on receipt of request..
- Cash books and petty cash books – Availability to be determined on receipt of request.
- Fixed asset register - Availability to be determined on receipt of request
- Tax returns and assessments - Availability to be determined on receipt of request
- VAT returns - Availability to be determined on receipt of request
- Lease or instalment sale agreements - Availability to be determined on receipt of request
- Insurance records - Availability to be determined on receipt of request
- Auditors reports - Availability to be determined on receipt of request
- Inventory records - Availability to be determined on receipt of request
- Systems documentation - Availability to be determined on receipt of request
- Capital expenditures - Availability to be determined on receipt of request
- Credit agreements - Availability to be determined on receipt of request

6.2 Distribution and Transportation

- Permits and Licences - Availability to be determined on receipt of request

6.3 Environmental, Health and Safety

- Emergency Response Plans - Availability to be determined on receipt of request
- Environment management programmes and systems - Availability to be determined on receipt of request
- Permits, licences, approvals and registrations for operation of sites and business - Availability to be determined on receipt of request

6.4 Fixed Property

- Building Plans - Availability to be determined on receipt of request
- Leases - Availability to be determined on receipt of request
- Mortgage bonds and other encumbrances - Availability to be determined on receipt of request
- Title deeds. - Availability to be determined on receipt of request



6.5 Internet

- Internet - Availability to be determined on receipt of request
- Licences - Availability to be determined on receipt of request
- Software Packages - Availability to be determined on receipt of request
- Telephone exchange equipment – Availability to be determined on receipt of request
- Telephone lines, leased lines and data lines - Availability to be determined on receipt of request

6.6 Insurance

- Claim records - Availability to be determined on receipt of request
- Details of coverage, limits and insurers - Availability to be determined on receipt of request
- Insurance policies - Availability to be determined on receipt of request

6.7 Legal Agreements and Contracts

- Agreement with contractors, suppliers and clients - Availability to be determined on receipt of request
- Agreement with customers - Availability to be determined on receipt of request
- Agreement with shareholders - Availability to be determined on receipt of request
- Contracts, including lease agreements and finance agreements - Availability to be determined on receipt of request

6.8 Personnel Records

- Attendance Register - Availability to be determined on receipt of request
- Disciplinary Records - Availability to be determined on receipt of request
- Employment Contracts - Availability to be determined on receipt of request
- Employment Equity Plan - Availability to be determined on receipt of request
- Health and Safety records - Availability to be determined on receipt of request
- IRP 5 and IT3 certificates - Availability to be determined on receipt of request
- Letters of appointment - Availability to be determined on receipt of request
- Leave applications- Availability to be determined on receipt of request
- Organisational design - Availability to be determined on receipt of request
- Payroll - Availability to be determined on receipt of request
- Personnel files- Availability to be determined on receipt of request
- Provident fund information - Availability to be determined on receipt of request
- Salary and wage register - Availability to be determined on receipt of request
- Tax returns of employees - Availability to be determined on receipt of request
- Training and development - Availability to be determined on receipt of request
- UIF, PAYE and SDL returns - Availability to be determined on receipt of request -
- Workmen's Compensation Documents - Availability to be determined on receipt of request

7. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that are available at the offices of Norse Projects (Pty) Limited, or can be accessed on 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 Head of the Company.



8. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection during office hours at the offices of Norse Projects (Pty) Limited as well as on request from the designated contact person referred to in this manual. This manual has been made available to the Human Rights Commission.

9. PRESCRIBED FEES

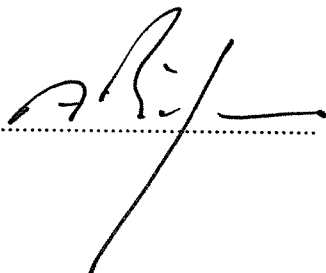
The prescribed fees relating to a request to access information are as per the attached South African Human Rights Commission Note of Fees.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of access are if the information contained in the records would involve unreasonable disclosure of the following:

- Trade secrets
- Financial, commercial, scientific or technical information
- Information disclosed in confidence
- Mandatory protection of confidential information protected by any agreement
- Mandatory protection of safety of individuals and protection of property
- Mandatory protection of records which could be regarded as privileged in legal proceedings

Signature: Head of Business.....



Signed on.....

01/07/2021