

## **ArcAqua (Pty) Ltd**

(Registration number: 2011/150073/07)

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

**Section 51 Manual of ArcAqua (Pty) Ltd (Registration number: 2011/150073/07)**

**1. Contact particulars**

Head of business:	CM Russell	Information officer:	Amanda Newell
Postal address:	Unit 1 and 2 Castle Close 4 Stiblitz Street Westlake CAPE TOWN 7945	Physical address:	Unit 1 and 2 Castle Close 4 Stiblitz Street Westlake CAPE TOWN 7945
Telephone number:	(021) 702-4883		
E-mail address:	mandy@arcaqua.com		
Website:	<a href="https://arcaqua.com">https://arcaqua.com</a>		

**2. Introduction**

ArcAqua (Pty) Ltd was incorporated in South Africa with interests in advanced ozone sanitisation services and related activities that operates in South Africa.

**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 ArcAqua (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 Companies Act 71 of 2008
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Electronic Communications and Transactions Act 25 of 2002
- 5.6 Employment Equity Act 55 of 1998
- 5.7 Financial Intelligence Centre Act 38 of 2001
- 5.8 Income Tax Act 58 of 1962
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 Skills Development Act 97 of 1998
- 5.13 Unemployment Contributions Act 4 of 2002
- 5.14 Unemployment Insurance Act 63 of 2001

- 5.15 Value Added Tax Act 89 of 1991
- 5.16 Protection of Personal Information Act, 2013
- 5.17 Tax Administration Act 28 of 2011

## **6. Information automatically available**

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

- 6.1 <https://arcaqua.com>
- 6.2 Internet

## **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 Bank statements, cheque books, cheques
- 7.1.4 Customer and supplier statements and invoices
- 7.1.5 Cash books and petty cash books
- 7.1.6 Fixed asset register
- 7.1.7 Tax returns and assessments
- 7.1.8 VAT returns
- 7.1.9 Lease or instalment sale agreements
- 7.1.10 Budgets and business plans
- 7.1.11 Insurance records
- 7.1.12 Investment records
- 7.1.13 Auditor's reports
- 7.1.14 Compiler's reports
- 7.1.15 Inventory records (including stock take)
- 7.1.16 Systems documentation
- 7.1.17 Capital expenditure
- 7.1.18 Credit agreements
- 7.1.19 Record of assets
- 7.1.20 Record of liabilities
- 7.1.21 Record of loans to related parties
- 7.1.22 Record of liabilities and obligations
- 7.1.23 Record of revenue
- 7.1.24 Record of expenses

### **7.2 Auditors**

- 7.2.1 Working papers

7.2.2 Correspondence

7.2.3 Auditor's report

### **7.3 Health and Safety**

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

7.3.2 Emergency response plans

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

### **7.4 Information Technology**

7.4.1 Agreements

7.4.2 Audits

7.4.3 Client database

7.4.4 Hardware

7.4.5 Internet

7.4.6 Intranet

7.4.7 Licenses

7.4.8 Operating systems

7.4.9 Software packages

7.4.10 Telephone lines, leased lines and data lines

### **7.5 Insurance**

7.5.1 Claim records

7.5.2 Details of coverage, limits and insurers

7.5.3 Insurance policies

7.5.4 Insurance contract

### **7.6 Intellectual Property**

7.6.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.

7.6.2 Patents, patent applications and inventions

7.6.3 Designs, trademarks, trade names and protected names

### **7.7 Legal, Agreements and Contracts**

7.7.1 Acquisition or disposal documentation

7.7.2 Agreements with contractors, suppliers and clients

7.7.3 Agreements with customers

7.7.4 Agreements with shareholders, officers or directors

### **7.8 Personnel Records**

7.8.1 Employment contracts

7.8.2 IRP 5 and IT 3 certificates

7.8.3 Letters of appointment

7.8.4 Leave applications

- 7.8.5 Payroll
- 7.8.6 Salary and wage registers
- 7.8.7 Salary slips and wage records
- 7.8.8 UIF, PAYE and SDL returns
- 7.8.9 Workmen's Compensation documents

## **7.9 Sales and Marketing**

- 7.9.1 Customers
- 7.9.2 Products
- 7.9.3 Sales
- 7.9.4 Service and product information

## **7.10 Statutory Company Records**

- 7.10.1 Annual Statutory Returns
- 7.10.2 Certificate of Incorporation
- 7.10.3 Certificate to Commence Business
- 7.10.4 Dividend register
- 7.10.5 Memorandum of Incorporation and alterations / amendments
- 7.10.6 Notice and minutes of shareholders' meetings
- 7.10.7 Minutes of directors' meetings
- 7.10.8 Other minute books
- 7.10.9 Register of Allotments
- 7.10.10 Register of company secretary and auditors
- 7.10.11 Register of directors and officers
- 7.10.12 Register of directors' shareholding
- 7.10.13 Register of past directors
- 7.10.14 Registration Certificate
- 7.10.15 Register of beneficial interest holders
- 7.10.16 Reports presented at Annual General Meeting
- 7.10.17 General resolutions
- 7.10.18 Special resolutions
- 7.10.19 Resolutions
- 7.10.20 Shareholders' agreements
- 7.10.21 Shareholders' register

## **7.11 Tax**

- 7.11.1 Income tax returns
- 7.11.2 Provisional tax returns
- 7.11.3 Tax assessments
- 7.11.4 Documents relating to where the objection and appeal is lodged
- 7.11.5 VAT documents
- 7.11.6 Vendors information

7.11.7 Documentary proof substantiating the zero rating of supplies

**8. General**

Signed at *Harrell* on this 28 February day of 2023 .

**9. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of ArcAqua (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 provided in this manual, and marked for the attention of the Information Officer.

**10. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of ArcAqua (Pty) Ltd, from the South African Human Rights Commission and at <https://arcaqua.com>.