

## **Dare to Delight (Pty) Ltd**

(Registration number: 2013/068136/07)

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

**Section 51 Manual of Dare to Delight (Pty) Ltd (Registration number: 2013/068136/07)**

**1. Contact particulars**

Head of business:	Annelie Smuts	Information officer:	Annelie Smuts
Postal address:	16 Sagewood Close Kleinbron Park Brackenfell 7560		
Physical address:	16 Sagewood Close Kleinbron Park Brackenfell 7560		
Telephone number:	021 9815464		
E-mail address	annelie@dare2delight.co.za		
Website	<a href="http://www.dare2delight.co.za">www.dare2delight.co.za</a>		

**2. Introduction**

The principal business of Dare to Delight (Pty) Ltd is to provide key account management services to food manufacturers.

**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, contact number (011) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.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 Dare to Delight (Pty) Ltd.

**5. Information automatically available**

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

5.1. [www.dare2delight.co.za](http://www.dare2delight.co.za)

**6. 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.

**6.1. Accounting records**

- 6.1.1. Annual financial statements
- 6.1.2. General ledger
- 6.1.3. Bank statements
- 6.1.4. Fixed asset register
- 6.1.5. Tax returns and assessments
- 6.1.6. Budgets and business plans
- 6.1.7. Record of revenue
- 6.1.8. Record of expenses

## 6.2. Information Technology

- 6.2.1. Internet
- 6.2.2. Operating systems
- 6.2.3. Telephone lines, leased lines and data line

## 6.3. Legal, Agreements and Contracts

- 6.3.1. Agreements with clients
- 6.3.2. Agreements with shareholders, officers or directors

## 6.4. Personnel Records

- 6.4.1. Employee information records
- 6.4.2. Employee remuneration
- 6.4.3. Employee date of birth
- 6.4.4. Employment contracts
- 6.4.5. IRP 5 and IT 3 certificates
- 6.4.6. Letters of appointment
- 6.4.7. Name and occupation of each employee
- 6.4.8. Payroll
- 6.4.9. Particulars of each employee
- 6.4.10. Salary slips and wage records
- 6.4.11. UIF, PAYE and SDL returns

## 6.5. Statutory Company Records

- 6.5.1. Annual Statutory Returns
- 6.5.2. Certificate of Change of Name
- 6.5.3. Certificate of Incorporation
- 6.5.4. Memorandum and Articles of Association
- 6.5.5. Memorandum of Incorporation and alterations / amendments
- 6.5.6. Notice and minutes of shareholders' meetings
- 6.5.7. Register of directors and officers
- 6.5.8. Register of directors' shareholding
- 6.5.9. Register of past directors
- 6.5.10. General resolutions
- 6.5.11. Special resolutions
- 6.5.12. Shareholders' agreements

## 7. Tax

### 7.1. Income tax returns

- 7.1.1. Provisional tax returns
- 7.1.2. Tax assessments

## 8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that 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.

## 9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Dare to Delight (Pty) Ltd, from the South African Human Rights Commission and at [www.dare2delight.co.za](http://www.dare2delight.co.za)

**10. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
<b>Name of Information Officer:</b>	Annelie Smuts
<b>Signature:</b>	
<b>Date:</b>	30/11/2015