



Last revised 20 August 2010

Introduction to Minnies Food Enterprise cc

Minnies manufactures a wide variety of sauces, condiments, marinades and basting sauces for supply to the retail, Food Service and Export Market.

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Members



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Managing Members: Hoosen Kolia
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Information Officer: Ibrahim Kolia

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. It is available in all of the official languages.

The guide is available for inspection, inter alia, at the offices of the Human Rights Commission at 29 Princess Wales Terrace, York and St Andrews Street, Parktown and on its website at www.sahrc.org.za.

Website: www.sahrc.org.za

Email: paia@sahrc.org.za



At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 80 of 1991
- Income Tax Act 58 of 1962
- Skill Development Act 9 of 1999

The following documentation is available at the offices of Minnie's Food Enterprise CC.

These include the following:

- Founding Statement
- Amended Founding Statement
- Annual Financial Statements

The Company Books are maintained in Pastel Evolution and all written records (Invoices, sales slips, and other documents) are kept in hardcopy on file. These include the following:

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking records
- Bank Statements (Paid cheques and electronic banking records)
- Asset Register
- Rental Agreements
- Invoices

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Also included maintained in the company records are:

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Skills Development Levy
 - UIF
 - Workmen's Compensation

The company owns a single local trademark for the Minnie's Logo.

The company had employed the services of Jackson & Ameen Attorneys, 397 Smith Street, Durban, to handle a legal dispute but does not retain permanent legal counsel.

The following information is kept on file:

- Employment contracts
- Employment Equity Plan
- Medical Aid Records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training manuals

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- I. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)].
- II. Records that may be requested, a description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)].
- III. The request procedures:
 - o The requester must use the prescribed form 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 number or electronic mail address of the body concerned [section 53(1)].
 - o 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 to be so informed [section 53(2)(a) and (b) and (c)].
 - o The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [section 53(2) (d)].
 - o 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 [section 53(2)(f)].

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

- o 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)].
- o 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)].
- o After the head of the private body has made decision on the request, the requester must be notified in the required form.
- o If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [section 54(6)].

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

The manual is available for inspection at the offices of Minnie's Food Enterprise CC free of charge and copies are available from SAHRC.

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