

JMD Ferreira trading as Ultimate Filter Options

(ID Number: 5701025078088)

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 JMD FERREIRA TRADING AS ULTIMATE FILTER OPTIONS

(REGISTRATION NUMBER: 5701025078088)

1. CONTACT PARTICULARS

Head of business:	JMD Ferreira	Information officer:	JMD Ferreira
Postal Address:	P O Box 1657	Physical Address:	50 Erica Street
	Southdale		Gillview
	2135		2091
Telephone Number:	0116802028	Fax Number:	0116807008
E-mail Address:	isabel@ultimatefilteroptions.co.za		
Website:	www.ultimatefilteroptions.co.za		

2. INTRODUCTION

Industrial Filtration Sales

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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 paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms 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:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(+27)11 877 3600
Fax Number:	(+27)11 403 0625
Website:	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 JMD Ferreira trading as Ultimate Filter Options, www.ultimatefilteroptions.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.ultimatefilteroptions.co.za
- Pricelists

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Tax returns and assessments
- VAT returns
- Insurance records

Fixed Property

- Title deeds

Information Technology

- Internet
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

Insurance

- Insurance policies

Personnel Records

- Employee information records



- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Tax returns of employees
- UIF, PAYE and SDL returns

Sales and Marketing

- Service and product information

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of JMD Ferreira trading as Ultimate Filter Options, 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 Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of JMD Ferreira trading as Ultimate Filter Options, from the South African Human Rights Commission and at: www.ultimatefilteroptions.co.za.

