

Griesel Nel Incorporated

(Registration Number: 2001-003979-21)

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 GRIESEL NEL INCORPORATED (REGISTRATION NUMBER: 2001-003979-21)

1. CONTACT PARTICULARS

Head of business:	S G Griesel	Information officer:	J C Pietersen
Postal Address:	PO Box 7158 Centurion 0046	Physical Address:	7 Centuria Park 265 Von Willich Ave Centurion 0157
Telephone Number:	(012)6631735	Fax Number:	(012) 663 5469
E-mail Address:	fanie@grieselnel.co.za		
Website:	www.grieselnel.co.za		

2. INTRODUCTION

Griesel Nel Incorporated is a long established professional Audit & Accounting firm which provides Auditing, Accounting, Taxation and Management Consultancy services to businesses.

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:

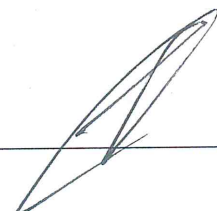
Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27)11 877 3600
Fax Number: (+27)11 403 0625
Website: www.sahrc.org.za

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 **Griesel Nel Incorporated**, www.grieselnel.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Administration of Estates Act 66 of 1965
- Adult Education and Training Act 52 of 2000
- Arbitration Act 42 of 1965
- Auditing Profession Act 26 of 2005
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Credit Agreements Amendment Act 79 of 1995
- Criminal Procedure Act 51 of 1977
- Currency and Exchanges Act 9 of 1933
- Custody and Administration of Securities Act 85 of 1992
- Customs and Excise Act 91 of 1964
- Debt Collectors Act 114 of 1998
- Deeds Registries Act 47 of 1937
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Estate Duty Act 45 of 1955
- Finance Act 2 of 2012
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Act 19 of 2012
- Financial Markets Control Act 55 of 1989
- Financial Services Board Act 97 of 1990
- Harmful Business Practices Act 23 of 1999
- Health Professions Act 56 of 1974
- Immigration Act 13 of 2002
- Income Tax Act 58 of 1962
- Insider Trading Act 135 of 1998
- Insolvency Act 24 of 1936
- Intellectual Property Laws Amendments Act 28 of 2013
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- National Health Act 61 of 2003
- Occupational Health and Safety Act 85 of 1993
- Patents Act 57 of 1978
- Promotion of Access to Information Act 2 of 2000
- South African Revenue Services Act 34 of 1997
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002

A handwritten signature in blue ink, consisting of a stylized, elongated loop followed by a short horizontal stroke.

- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.grieselnel.co.za
- Marketing and Promotional Material
- Posters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

Sales and Marketing

- Brochures, newsletters and marketing material

8. GENERAL

Griesel Nel Incorporated is in the professional services industry, focussing on audit, consultations and other business related services.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Griesel Nel Incorporated, 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 Griesel Nel Incorporated, from the South African Human Rights Commission and at: www.grieselnel.co.za.