

UniChoice Produce Direct Proprietary Limited

(Registration Number: 2000/029974/07)

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

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Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of UniChoice Produce Direct Proprietary
Limited
(Registration number: 2000/029974/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act
8. General
9. Requesting Procedures
10. Availability of the manual

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF UNICHOICE PRODUCE DIRECT PROPRIETARY LIMITED

(REGISTRATION NUMBER: 2000/029974/07)

1. CONTACT PARTICULARS

Head of business:	Jan Anton van Zyl	Information officer:	Antro van Zyl
Postal Address:	P.O. Box 3533 Tygervalley Cape Town 7536	Physical Address:	4th Level Modena Building Cnr Bella Rosa Street and Durban Road Bellville 7530
Telephone Number:	021 914 5838	Fax Number:	086 542 6574
E-mail Address:	antro@unichoice.co.za		
Website:	www.unichoice.co.za		

2. INTRODUCTION

UniChoice is a grower-based business.

UniChoice is based in Cape Town, while the farms where our fruit are cultivated by our shareholders and other suppliers have been carefully selected from across South Africa. Produce from these farms combine to offer a basket of high quality fruit and other produce including vegetable varieties favoured in the export market.

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 section 53 and 54 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 **UniChoice Produce Direct Proprietary Limited**, www.unichoice.co.za.


5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- 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
- Criminal Procedure Act 51 of 1977
- Currency and Exchanges Act 9 of 1933
- Debt Collectors Act 114 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.unichoice.co.za
- Marketing and Promotional Material
- Reports

7. INFORMATION AVAILABLE IN TERMS OF THE ACT



Statutory Business Records

- Certificate of Incorporation
- Certificate to Commence Business
- Index of Members
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Register of Allotments
- Register of Directors and Officers
- Resolutions

Information Technology

- Client database
- Hardware
- Internet
- Licenses
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

Insurance

- Insurance policies

Personnel Records

- Employee information records
- IRP 5 and IT 3 certificates
- Payroll
- UIF, PAYE and SDL returns

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 UniChoice Produce Direct Proprietary Limited, 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 UniChoice Produce Direct Proprietary Limited, from the South African Human Rights Commission and at: www.unichoice.co.za.

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14-03-2017