MEREDITH HARINGTON TRADES IN TWO COMPANIES:

MEREDITH HARINGTON FINANCIAL SERVICES PTY LTD

&

MEREDITH HARINGTON INCORPORATED
Meredith Harington Financial Services (Pty) Ltd

Manual in terms of section 51 of the

Promotion of Access to Information Act 2 of 2000
Section 51 Manual of Meredith Harington Financial Services (Pty Ltd)
(Registration number: 1984/010052/07)

1. Contact particulars
Head of business: Peter Meredith
Postal address: P O Box 30323 Tokai
Telephone number: (021) 7138700
E-mail address: advice@meredithharington.co.za

Information officer: Peter Meredith
Physical address: 39 Tokai Road Tokai
Fax number: (021) 7138766
E-mail address: www.meredithharington.co.za

2. Introduction
Chartered Accountants and Business Advisors established in 1979.

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, tel (011) 484 8300. Fax (011) 484 7149.

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 Meredith Harington Financial Services (Pty) Ltd.

5. Information available in terms of other legislation
Information is available in terms of certain provisions of the following legislation:
5.1 Basic Conditions of Employment Act 75 of 1997
5.2 Companies Act 71 of 2008
5.3 Financial Advisory and Intermediary Service Act 37 of 2002
5.4 Financial Intelligence Centre Act 38 of 2001
5.5 Income Tax Act 58 of 1962
5.6 Insolvency Act 24 of 1936
5.7 Labour Relations Act 66 of 1995
5.8 Promotion of Access to Information Act 2 of 2000
5.9 Public Accountants and Auditors Act 80 of 1991
5.10 Regional Services Councils Act 109 of 1999
5.11 Skills Development Levies Act 9 of 1999
5.12 Skills Development Act 97 of 1998
5.13 Statistics Act 6 of 1999
5.14 Trust Property Control Act 57 of 1998
5.15 Unemployment Insurance Act 63 of 2001
5.16 Usury Act 73 of 1968
5.17 Value Added Tax Act 89 of 1991

6. Information automatically available
The following categories of records are automatically available for inspection, purchase or photocopying:
6.1 Newsletters
6.2 Pamphlets/Brochures
6.3 Marketing and promotional material
6.4 www.meredithharington.co.za website

7. Information available in terms of The Act
The subjects on which the business holds records and 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.
7.1 Accounting records
7.1.1 Annual financial statements and working papers
7.1.2 General ledger
7.1.3 Subsidiary ledgers (receivables, payables etc)
7.1.4 Bank statements, cheque books, cheques
7.1.5 Deposit slips
7.1.6 Cash books and petty cash books
7.1.7 Fixed asset register
7.1.8 Tax returns and assessments
7.1.9 VAT returns
7.1.10 Lease of instalment sale agreements
7.1.11 Insurance records
7.1.12 Auditors reports

7.2 Information Technology
7.2.1 Internet
7.2.2 Intranet
7.2.3 Licenses
7.2.4 LAN Installations
7.2.5 Operating systems
7.2.6 Software packages
7.2.7 Telephone exchange equipment
7.2.8 Telephone lines, leased lines and data lines

7.3 Insurance
7.3.1 Insurance policies

7.4 Legal, Agreements and Contracts
7.4.1 Agreements with customers

7.5 Personnel Records
7.5.1 Disciplinary records
7.5.2 Employee evaluation and performance records
7.5.3 Employee information records
7.5.4 Employee loans
7.5.5 Employee applications
7.5.6 Employment contracts
7.5.7 IRP5 and IT3 certificates
7.5.8 Letters of appointment
7.5.9 Leave applications
7.5.10 Maternity leave policy
7.5.11 Medical aid records
7.5.12 Payroll
7.5.13 Personnel file
7.5.14 Policies and procedures
7.5.15 Salary and wage registers
7.5.16 Salary slips and wage records
7.5.17 Time records
7.5.18 Training and development
7.5.19 UIF, PAYE and SDL returns
7.5.20 Workmen’s Compensation documents

7.6 Sales and Marketing
7.6.1 Brochures, newsletters and marketing material
7.6.2 Service and product information

7.7 Statutory Company Records
7.7.1 Certificate of Change of Name
7.7.2 Certificate of Incorporation
7.7.3 Certificate to Commence Business
7.7.4 Index of Members
7.7.5 Memorandum and Articles of Association
7.7.6 Register of Allotments
7.7.7 Register of directors and officers

8. Requesting Procedures
A person who wants access to the records must complete the necessary request form, that is available at the offices of Meredith Harington Financial Services (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address and fax number 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 Meredith Harington Financial Services (Pty) Ltd, from the South African Human Rights Commission, from the Government Printer and at www.meredithharington.co.za.
Meredith Harington Financial Services (Pty) Ltd

Manual in terms of section 51 of the

Promotion of Access to Information Act 2 of 2000
Section 51 Manual of Meredith Harington Incorporated

(Registration number: 1984/010052/07)

1. Contact particulars
   Head of business: Peter Meredith
   Information officer: Peter Meredith
   Postal address: P O Box 30323
   Physical address: 39 Tokai Road
   Tai
   Telephone number: (021) 7138700
   Fax number: (021) 7138766
   E-mail address: advice@meredithharington.co.za

2. Introduction
   Chartered Accountants and Business Advisors established in 1979.

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, tel (011) 484 8300. Fax (011) 484 7149.

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 Meredith Harington Incorporated.

5. Information available in terms of other legislation
   Information is available in terms of certain provisions of the following legislation:
   5.1 Basic Conditions of Employment Act 75 of 1997
   5.2 Companies Act 71 of 2008
   5.3 Financial Advisory and Intermediary Service Act 37 of 2002
   5.4 Financial Intelligence Centre Act 38 of 2001
   5.5 Income Tax Act 58 of 1962
   5.6 Insolvency Act 24 of 1936
   5.7 Labour Relations Act 66 of 1995
   5.8 Promotion of Access to Information Act 2 of 2000
   5.9 Public Accountants and Auditors Act 80 of 1991
   5.10 Regional Services Councils Act 109 of 1999
   5.11 Skills Development Levies Act 9 of 1999
   5.12 Skills Development Act 97 of 1998
   5.13 Statistics Act 6 of 1999
   5.14 Trust Property Control Act 57 of 1998
   5.15 Unemployment Insurance Act 63 of 2001
   5.16 Usury Act 73 of 1968
   5.17 Value Added Tax Act 89 of 1991

6. Information automatically available
   The following categories of records are automatically available for inspection, purchase or
   photocopying:
   6.1 Newsletters
   6.2 Pamphlets/Brochures
   6.3 Marketing and promotional material
   6.4 www.meredithharington.co.za website

7. Information available in terms of The Act
   The subjects on which the business holds records and 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.
7.1 Accounting records
7.1.1 Annual financial statements and working papers
7.1.2 General ledger
7.1.3 Subsidiary ledgers (receivables, payables etc)
7.1.4 Bank statements, cheque books, cheques
7.1.5 Deposit slips
7.1.6 Cash books and petty cash books
7.1.7 Fixed asset register
7.1.8 Tax returns and assessments
7.1.9 VAT returns
7.1.10 Lease of instalment sale agreements
7.1.11 Insurance records
7.1.12 Auditors reports

7.2 Information Technology
7.2.1 Internet
7.2.2 Intranet
7.2.3 Licenses
7.2.4 LAN Installations
7.2.5 Operating systems
7.2.6 Software packages
7.2.7 Telephone exchange equipment
7.2.8 Telephone lines, leased lines and data lines

7.3 Insurance
7.3.1 Insurance policies

7.4 Legal, Agreements and Contracts
7.4.1 Agreements with customers

7.5 Personnel Records
7.5.1 Disciplinary records
7.5.2 Employee evaluation and performance records
7.5.3 Employee information records
7.5.4 Employee loans
7.5.5 Employee applications
7.5.6 Employment contracts
7.5.7 IRP5 and IT3 certificates
7.5.8 Letters of appointment
7.5.9 Leave applications
7.5.10 Maternity leave policy
7.5.11 Medical aid records
7.5.12 Payroll
7.5.13 Personnel file
7.5.14 Policies and procedures
7.5.15 Salary and wage registers
7.5.16 Salary slips and wage records
7.5.17 Time records
7.5.18 Training and development
7.5.19 UIF, PAYE and SDL returns
7.5.20 Workmen’s Compensation documents

7.6 Sales and Marketing
7.6.1 Brochures, newsletters and marketing material
7.6.2 Service and product information

7.7 Statutory Company Records
7.7.1 Certificate of Change of Name
7.7.2 Certificate of Incorporation
7.7.3 Certificate to Commence Business
7.7.4 Index of Members
7.7.5 Memorandum and Articles of Association
7.7.6 Register of Allotments
7.7.7 Register of directors and officers

8. Requesting Procedures
A person who wants access to the records must complete the necessary request form, that is available at the offices of Meredith Harington Incorporated, or can be accessed on
www.sahrc.org.za  The completed request form must be sent to the address and fax number 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 Meredith Harington Incorporated, from the South African Human Rights Commission, from the Government Printer and at [www.meredithharington.co.za](http://www.meredithharington.co.za)