

**The Southern African Grain Laboratory NPC**  
**W.S. LOUW**  
**477 Witherite Road**  
**Private Bag X1**  
**The Willows**  
**Pretoria**  
**0041**

**30 January 2017**

Dear Sirs

We are pleased to confirm acceptance of our engagement to prepare the manual required by the Promotion of Access to Information Act, 2 of 2000 ("the Act") for The Southern African Grain Laboratory NPC. This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide. The issue of this letter of engagement is recommended practice for any accounting professional. It does not seek to limit our professional responsibilities below the standards that are expected of our profession.

**We have been engaged to:**

- Prepare the information manual as required by section 51 of the Act based on information provided by yourselves.
- Submit the manual to the South African Human Rights Commission.
- Submit the manual to insert name(s) of Regulatory Body(s).

**Your responsibilities would be to:**

- Make a copy of the manual available for inspection at your offices during normal office hours.
- Place a copy of the manual on your website.
- If applicable, submit a copy of the manual to the controlling body of which your business is a member.
- Ensure that the information in the manual is kept up to date and to amend it if and when necessary.
- Address any request for information that are made in terms of the Act.

**Representations by management**

As part of our normal procedures, we will request you to provide written confirmation of oral representations that we have received from management during the course of our work.

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Partners: A Robberts B.Compt (Hons) CA (SA) RA, H. J. Windell B.Compt (Hons) CA (SA) RA,  
W. Delpont B.Compt (Hons) CA (SA) RA  
Assisted by: A Deyssel Professional Accountant (SA), C Möller CA (SA), TC Moyo Professional Accountant (SA)

## Fees

Fees will be R 1500 (excl vat) as agreed. We will be entitled to raise fees upon delivery of the manuals. In the event that you are not in agreement with any fee raised you will notify us in writing of your objection within 21 working days of our dispatch of the fee note. Failure to do so will constitute acceptance of the fee. Publication of the manual or submission to a third party will constitute acceptance of the fees.

Our fees will be exclusive of VAT which will rank for deduction as input tax by registered vendors. Subject to a foregoing, our fees are payable on presentation. We will be entitled to charge interest on all amounts outstanding, for whatsoever reason, for more than 30 days from the date of presentation of our fee note at the maximum rate allowed by law. Such interest will be calculated on a monthly basis. All payments will be allocated first as to interest, then as to outlays, then as to the longest outstanding fee. In the event that invoices are not settled within 30 days of presentation, we reserve the right to charge compound interest monthly at 1% above the prime lending rate.

This engagement letter is signed for and on behalf of The Southern African Grain Laboratory NPC, including its directors and members personally. Such signature constitutes:

- authority for any company or close corporation to utilise our services on behalf of each of them or on behalf of its directors or members on the terms and conditions set out above,
- consent to arbitration by an independent practising chartered accountant nominated by the Executive President of The South African Institute of Chartered Accountants, acting as an expert and whose decision will be final and binding, should we in our absolute discretion wish to refer to arbitration a dispute arising from this engagement letter, in terms of the Arbitration Act, No 42 of 1965.
- consent to the jurisdiction of the Magistrates' Court, should we in our absolute discretion resolve not to refer a dispute to arbitration, and
- A renunciation of the benefits of:
  - Error calculi (error of calculation),
  - Division and revision of accounts, and
  - Debate of accounts,

and binds each signatory, jointly and severally, as surety and co-principal debtor with each company and/or close corporation to and in favour of ourselves in respect of all amounts due according to this engagement letter.

We may recover any costs we incur in recovering from you any fees and/or disbursements as aforesaid. No variation of the terms and conditions of this engagement will be of any force or effect, unless reduced to writing and signed by all of the signatories hereto.

Yours faithfully

  
WS Louw

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Partners: A Robberts B.Compt (Hons) CA (SA) RA, H. J. Windell B.Compt (Hons) CA (SA) RA,  
W. Delport B.Compt (Hons) CA (SA) RA  
Assisted by: A Deyssel Professional Accountant (SA), C Möller CA (SA), TC Moyo Professional Accountant (SA)

Practice no: 902161

# **The Southern African Grain Laboratory NPC**

*Manual in terms of section 51 of the*

*Promotion of Access to Information Act 2 of 2000*

# Promotion of Access to Information Act, Act 2 of 2000 (The Act)

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## **Section 51 Manual of The Southern African Grain Laboratory NPC**

(Registration number: 1997/018518/08)

### **1. Contact particulars**

Head of business:	Wiama Louw		
Information officer:	Marie Meyer		
Postal address:	477 Witherite Street The Willows Pretoria 0041	Physical address:	Postnet Suite 391 Private Bag X1 The Willows 0041
Telephone number:	012 807 4019	Fax number:	086 216 7667
E-mail address:	marie.meyer@sagl.co.za		
Website:	<a href="http://www.sagl.co.za">www.sagl.co.za</a>		

### **2. 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) 877-3803, fax (011) 403-0625.

### **3. 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 The Southern African Grain Laboratory NPC or [www.sahrc.org.za](http://www.sahrc.org.za).

### **4. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 Broad-based Black Economic Empowerment Act 53 of 2003
- 4.3 Companies Act 71 of 2008
- 4.4 Consumer Protection Act 68 of 2008
- 4.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.6 Employment Equity Act 55 of 1998
- 4.7 Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972
- 4.8 Labour Relations Act 66 of 1995
- 4.9 Measurement Units and Measurement Standards Act 18 of 2006
- 4.10 National Environmental Management Act 107 of 1998
- 4.11 National Health Act 61 of 2003
- 4.12 Occupational Health and Safety Act 85 of 1993
- 4.13 Promotion of Access to Information Act 2 of 2000
- 4.14 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2002

### **5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Newsletters
- 5.2 Pricelists
- 5.3 Reports
- 5.4 Marketing and promotional material
- 5.5 [www.sagl.co.za](http://www.sagl.co.za) Website

### **6. Information available in terms of The Act**

The subjects on which the business holds records and the 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.

#### **6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 VAT returns
- 6.1.10 Budgets and business plans
- 6.1.11 Insurance records
- 6.1.12 Investment records
- 6.1.13 Auditor's reports
- 6.1.14 Inventory records
- 6.1.15 Systems documentation
- 6.1.16 Management reviews
- 6.1.17 Capital expenditure
- 6.1.18 Credit agreements

## **6.2 Environment, Health and Safety**

- 6.2.1 Emergency response plans
- 6.2.2 Employee medical surveillance records in respect of hazardous chemicals and substances
- 6.2.3 Records of investigations and tests in respect of hazardous chemicals and substances
- 6.2.4 Details of laboratory waste discharges
- 6.2.5 Records of monthly Health and Safety Audits
- 6.2.6 Records of Health and Safety Meetings
- 6.2.7 Records of Health and Safety Training
- 6.2.8 Standard Operating Procedures for Environmental Health and Safety

## **6.3 Information Technology**

- 6.3.1 Agreements
- 6.3.2 Client database
- 6.3.3 Hardware
- 6.3.4 Internet
- 6.3.5 Licenses
- 6.3.6 Systems support, programming and development
- 6.3.7 LAN Installations
- 6.3.8 Operating systems
- 6.3.9 Software packages
- 6.3.10 Telephone exchange equipment
- 6.3.11 Telephone lines, leased lines and data lines

## **6.4 Insurance**

- 6.4.1 Claim records
- 6.4.2 Details of coverage, limits and insurers
- 6.4.3 Insurance policies

## **6.5 Intellectual Property**

- 6.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.

## **6.6 Legal, Agreements and Contracts**

- 6.6.1 Acquisition or disposal documentation
- 6.6.2 Agreements with contractors, suppliers and clients
- 6.6.3 Agreements with customers
- 6.6.4 Agreements with governmental agencies
- 6.6.5 Agreements with shareholders, officers or directors
- 6.6.6 Contracts, including lease agreements and finance agreements
- 6.6.7 Partnership agreements

## **6.7 Personnel Records**

- 6.7.1 Attendance register
- 6.7.2 Disability schemes
- 6.7.3 Employee evaluation and performance records
- 6.7.4 Employee information records
- 6.7.5 Employment applications
- 6.7.6 Employment contracts
- 6.7.7 Employment equity plan
- 6.7.8 Health and safety records
- 6.7.9 IRP 5 and IT 3 certificates
- 6.7.10 Letters of appointment
- 6.7.11 Leave applications
- 6.7.12 Maternity leave policy
- 6.7.13 Organisational design
- 6.7.14 Payroll
- 6.7.15 Personnel file
- 6.7.16 Policies and procedures
- 6.7.17 Recruitment and appointments
- 6.7.18 Salary and wage registers
- 6.7.19 Salary slips and wage records
- 6.7.20 Staff records after employment
- 6.7.21 Study assistance schemes
- 6.7.22 Time records
- 6.7.23 Training and development
- 6.7.24 UIF, PAYE and SDL returns
- 6.7.25 Workmen's Compensation documents

## **6.8 Sales and Marketing**

- 6.8.1 Brochures, newsletters and marketing material
- 6.8.2 Customers
- 6.8.3 Media releases
- 6.8.4 Sales
- 6.8.5 Service and product information

## **6.9 Statutory Business Records**

- 6.9.1 Certificate of Change of Name
- 6.9.2 Certificate of Incorporation
- 6.9.3 Certificate to Commence Business
- 6.9.4 Directors Attendance Register
- 6.9.5 Index of Members
- 6.9.6 Memorandum of Incorporation
  - Minutes of the Meetings
  - Minutes of Directors Meetings
  - Register of Directors
  - Resolutions
  - Members Register
  - Resolutions Passed at Meetings
  - Founding Statements and Amendments


## **7. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of The Southern African Grain Laboratory NPC, or can be accessed on [www.sahrc.org.za](http://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.

## **8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of The Southern African Grain Laboratory NPC, from the South African Human Rights Commission and at [www.sagl.co.za](http://www.sagl.co.za).

9. Date of compilation and revision: 2017 02 01

10. Full signature of information officer: 

THE SOUTHERN AFRICAN GRAIN LABORATORY NPC  
DIE SUIDER AFRIKAANSE GRAANLABORATORIUM NPC

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1 February 2017

The Southern African Grain Laboratory NPC

**Letter of representation**

The Ashton CA (SA) Group  
51 Lebombo Road  
Ashlea Gardens  
Pretoria  
0181

Dear Sirs

**LETTER OF REPRESENTATION**

This representation letter is provided in connection with your preparation and submission of the manual required by the Promotion of Access to Information Act, 2 of 2000 ("the Act") for The Southern African Grain Laboratory NPC.

We acknowledge our responsibility for the completeness and accuracy of the information provided in the manual.

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Yours sincerely

HEAD OF BUSINESS/GENERAL MANAGER

INFORMATION OFFICER/FINANCE MANAGER