

# **Global Building Elements (Pty) Ltd Manual**

<<insert company logo here>>

## **Act 2 of 2000, The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of  
Access to Information Act No. 2 of 2000

**Effective Date: 8<sup>th</sup> August, 2005**

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**1. Part I: Particulars of the Private Body -**

**(Information required under section 51(1)(a) of the Act):**

- a. Name of the Body  
Global Building Elements (Pty) Ltd
- b. Head of the Body (Information Officer)  
Craig de Necker
- c. Postal Address  
PO Box 3953 Honeydew, 2040
- d. Street Address  
Evergreen Place, Plot 97, off Clinic Road, Driefontein,  
Mogale City, 1724
- e. Telephone Number  
011 957 2114
- f. Fax Number  
011 957 2116
- g. Web address  
[www.gbe.co.za](http://www.gbe.co.za)
- h. Contact Details of Information Officer
  - i. e-mail: [cdn@gbe.co.za](mailto:cdn@gbe.co.za)
  - ii. Phone: 011 957 2114
  - iii. Fax: 011 957 2116

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**Part II - Description and Access to the Guide –**  
**(Information required under section 51(1)(b) of the Act):**

- i. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- j. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- k. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15<sup>th</sup> February 2002 set forth how the Human Right Commission should make the guide available.

**2. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -**

**(Copy of notice, if any, required under section 51(1)(c) of the Act):**

- a. Not applicable.
- b. [www.gbe.co.za](http://www.gbe.co.za)

**3. Part IV - Records available in accordance with any other legislation –**

**(Information required under section 51(1)(d) of the Act):**

<b>Legislation (Select Acts applicable to your company and tick in the corresponding block)</b>	<b>Tick</b>
1. Administration of Estates Act, No. 66 of 1965	
2. Arbitration Act No. 42 of 1965	
3. Basic Conditions of Employment No. 75 of 1997	<b>Yes</b>
4. Companies Act No. 61 of 1973	<b>Yes</b>
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993	<b>Yes</b>
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	<b>Yes</b>

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8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	
10. Debtor Collectors Act No. 114 of 1998	
11. Employment Equity Act No. 55 of 1998	<b>Yes</b>
12. Finance Act No. 35 of 2000	
13. Financial Services Board Act No. 97 of 1990	
14. Financial Relations Act No. 65 of 1976	
15. Harmful Business Practices Act No. 23 of 1999	
16. Income Tax Act No. 95 of 1967	<b>Yes</b>
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No 27 of 1943	
19. Intellectual Property Laws Amendments Act No. 38 of 1997	<b>Yes</b>
20. Labour Relations Act No. 66 of 1995	<b>Yes</b>
21. Long Term Insurance Act No. 52 of 1998	
22. Medical Schemes Act No. 131 of 1998	<b>Yes</b>
23. Occupational Health & Safety Act No. 85 of 1993	<b>Yes</b>
24. Pension Funds Act No. 24 of 1956	
25. Post Office Act No. 44 of 1958	
26. Protection of Businesses Act No. 99 of 1978	
27. Regional Services Councils Act No. 109 of 1985	<b>Yes</b>
28. SA Reserve Bank Act No. 90 of 1989	<b>Yes</b>
29. Short Term Insurance Act No. 53 of 1998	
30. Skills Development Levies Act No. 9 of 1999	<b>Yes</b>
31. Skills Development Act No. 97 of 1998	<b>Yes</b>
32. Stamp Duties Act No. 77 of 1968	
33. Stock Exchange Control Act No. 1 of 1985	
34. Tax on Retirement Funds Act No. 38 of 1996	
35. Trade Marks Act No. 194 of 1993	<b>Yes</b>
36. Unemployment Contributions Act No. 4 of 2002	<b>Yes</b>
37. Unemployment Insurance Act No. 63 of 2001	<b>Yes</b>
38. Usury Act No 73 of 1968	
39. Value Added Tax Act No. 89 of 1991	<b>Yes</b>

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**4. Part V - Access to Information**

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. From the premises as listed under Part 1d above
- b. Human Rights Commission – a copy will be made available to the Commission
- c. Global Building Elements (Pty) Ltd Web Page

5.2 Description of Records

The Global Building Elements (Pty) Ltd Web Page consists of the following categories:

- Home
- Products
- PAIA Manual
- Contact us

Other Record Categories –

- i. Commercial and Legal
  1. Company Confidential – Historical significance
  2. Shareholders
  3. Resolutions – Directors
  4. Insurance
  5. Correspondence
- ii. Financial
  1. Financial Year-end Results
  2. Financial Analysis and Reports
  3. Tax and Levies
  4. Debtor Information
  5. Creditor Information
  6. Employee Information
- iii. Human Resources
  1. Employees Personnel Information
  2. Employees History (skills and experience)
  3. Educational Background
  4. Salaries and Wages

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- iv. Marketing
  - 1. Product Ranges and Pricing

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