

Jacobs Joinery and Shopfitters cc
The Promotion of Access to Information Act



Jacobs Joinery and Shopfitters cc

Ck 1992/013186/23

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Compile PAIA Manual

REGISTER

Name of Company, CC, Part, Sole **Jacobs Joinery Shopfitters cc<>**

Comp. Reg. No, CC CK No, ID No **CK 1992/013186/23<>**

Overview Of Your Business **We are a national and international supplier of joinery & shop fitting products based in South Africa. We specialize in the manufacture and installation of purpose made shop fitting products to our clients**

Name Of Information Officer **William Cholwill ???????<>**

Postal Address 1 **P. O Box 100470<>**

Postal Address 2 **Scottsville<>**

Postal Address 3 **Pietermaritzburg<>**

Post Code **3209<>**

Street Address 1 **13 Bulman Road<>**

Street Address 2 **Mkondeni<>**

Street Address 3 **Pietermaritzburg<>**

Post Code **3209<>**

Phone Number **033 3868244<>**

Fax Number **033 3868246<>**

Email Address

Website Url **www.jacobsshopfitters.com<>**

Acts which apply to our business

- Administration of Estates Act No 66 of 1965
- Arbitration Act No 42 of 1965
- Basic Conditions of Employment Act No 75 of 1997
- Closed Corporations Act No 69 of 1984
- Companies Act No 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act No 71 of 1998
- Copyright Act No 98 of 1978
- Credit Agreements Act No 75 of 1980
- Currency and Exchanges Act No 9 of 1933
- Debtors Collectors Act No 114 of 1998

- Employment Equity Act No 55 of 1998
- Finance Act No 35 of 2000
- Financial Services Board Act No 97 of 1990
- Financial Relations Act No 65 of 1976
- Harmful Business Practices Act No 23 of 1999
- Income Tax Act No 95 of 1967
- Insolvency Act No 24 of 1936
- Insurance Act N 27 of 1943
- Intellectual Property Laws Amendments Act No 38 of 1997
- Labour Relations Act No 66 of 1995
- Long Term Insurance Act No 52 of 1998
- Medical Schemes Act No 131 of 1998
- Occupational Health and Safety Act No 85 of 1993
- Pension Funds Act No 24 of 1956
- Post Office Act No 44 of 1958
- Regional Services Council Act No 109 of 1985
- SA Reserve Bank Act No 90 of 1989
- Short Term Insurance Act No 53 of 1998
- Skills Development Levies Act No 9 of 1999
- Skills Development Act No 97 of 1998
- Stamp Duties Act No 77 of 1968
- Stock Exchange Control Act No 1 of 1985
- Tax on Retirement Funds Act No 38 of 1996
- Trade Marks Act No 194 of 1993
- Unemployment Contributions Act No 4 of 2002
- Unemployment Insurance Act No 63 of 2001
- Usury Act No 73 of 1968
- Value Added Tax Act No 89 of 1991

Information that is available without request

- Newsletters
- Booklets
- Brochures
- Other

Information that is available but MUST be requested

- Companies - Annual Financial Statements
- Companies - Accounting Records
- Companies - Change of Name Certificates
- Companies - Certificate of Incorporation
- Companies - Index of Members
- Companies - Memorandum and Articles of Association
- Companies - Minute Book, Resolutions Passed
- Companies - Proxy Forms including those used at Court convened meetings
- Companies - Register of Directors and Certain Officers
- Companies - Register of Directors shareholdings
- Companies - Fixed Assets Register, Mortgage register, Debentures
- Companies - Supporting Schedules to books of Account
- Companies - Other
- Closed Corporations/Partnership/Sole Trader - Accounting Records, supporting schedules and ancillary accounting records
- Closed Corporations/Partnership/Sole Trader - Annual Financial Statements
- Closed Corporations - Founding Statement as well as any amendments thereto
- Closed Corporations - Minute Book, Resolutions Passes
- Closed Corporations - Registration documentation
- Closed Corporations/Partnership/Sole Trader - Other
- Human resources - Recruitment Policies
- Human resources - Employment Contracts
- Human resources - Training records

- Human resources - Full Employee records
 - Human resources - Employee remuneration, attendance, arbitration awards
 - Human resources - Code of Conduct
 - Human resources - Full employee Benefits
 - Human resources - Other
 - Environmental Health and Safety - Impact Assessments, management programs and systems
 - Environmental Health and Safety - Permits, licenses, approvals and registrations for all business locations
 - Environmental Health and Safety - Safety Health and Environmental records
 - Environmental Health and Safety - Other
 - Operations - Agreements with Customers, Suppliers, Contractors, Distributors, Dealers or Agencies
 - Operations - Agreements with Shareholders, officers and Directors
 - Operations - Agreements with Joint Venture partners, partnerships
 - Operations - Any Material Agreements with operational activities
 - Operations - Restraint Agreements
 - Operations - Client/Customer Register
 - Operations - Sales and Warranty Agreements
 - Operations - Other
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- Other - Intellectual property, license, research and development, consulting and other agreements
 - Other - Copyrights, patents, patent applications and inventions
 - Other - Trademarks, trade names and other protected names
 - Other - Fixed property, title deeds, mortgages, leases etc
 - Other - Taxation, tax returns and documents
 - Other - Insurance, policies, coverages, claims
 - Other - Information Technology - Audits, Disaster recovery, Hardware, Software, Network etc
 - Other

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