

AFRICAN CLINICAL RESEARCH ORGANISATION SOC LIMITED AND ITS SUBSIDIARIES

(Registration number: 2004/010364/30)

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

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

Section 61 Manual of AFRICAN CLINICAL RESEARCH ORGANISATION SOC LIMITED AND ITS SUBSIDIARIES
(Registration number: 2004/010364/30)

1. Contact particulars

Head of business : A Conway

Information officer: A Conway

Postal address: PO Box 688
Cramerview
2060

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Roodepoort
1709

Telephone number: +27 11 470 2800

Fax number: +27 11 470 2810

E-mail address: enquiries@acro.co.za

Website: www.acro.co.za

2. Introduction

Clinical Research Organisation.

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, contact number (011) 866-3600, fax number (011)403-0625 or 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 the African Clinical Research Organisation.

5. Information available in terms of other legislation

- 5.1. Arbitration Act 42 of 1965
- 5.2. Basic conditions of employment act 75 of 1997
- 5.3. BBBEE Act 53 of 2003
- 5.4. Companies Act 61 of 1973
- 5.5. Companies Act 71 of 2008
- 5.6. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- 5.7. Consumer Protection Act 68 of 2008
- 5.8. Copyright Act 98 of 1978
- 5.9. Currency and exchanges Act 9 of 1933
- 5.10. Customs and Excise Act 91 of 1964
- 5.11. Debt collectors Act of 114 of 1998.
- 5.12. Electronic communications and transactions Act 25 of 2002
- 5.13. Employment equity Act 55 of 1998
- 5.14. Financial Intelligence Centre Act 38 of 2001
- 5.15. Income Tax Act 58 of 1962
- 5.16. Insolvency Act 24 of 1936
- 5.17. Intellectual Property Laws Amendments Act No. 38 of 1997
- 5.18. Labour relations Act 66 of 1995
- 5.19. Medical Schemes Act No. 131 of 1998
- 5.20. National Credit Act 34 of 2005

- 5.21. Occupational health and safety Act 85 of 1993
- 5.22. Pension Funds Act No. 24 of 1956
- 5.23. Prescription Act 44 of 1969
- 5.24. Protection of Information Act 84 of 1982
- 5.25. Promotion of Access to Information Act 2 of 2000
- 5.26. Public Finance Management Act, No 1 of 1999
- 5.27. Regional Services Councils Act No. 109 of 1985
- 5.28. Securities Transfer Tax Act 25 of 2007
- 5.29. Securities Transfer Tax Administration Act, No 26 of 2007
- 5.30. South African Reserve bank Act 90 of 1989
- 5.31. South African Revenue Services Act 34 of 1997
- 5.32. Skills development Act 9 of 1999
- 5.33. Skills development Act 97 of 1998
- 5.34. Unemployment Contributions Act 4 of 2002
- 5.35. Unemployment Insurance Act 63 of 2001
- 5.36. Value added Tax Act 89 of 1991

6. Information automatically available

- 6.1. www.acro.co.za
- 6.2. Pamphlets/ Brochures
- 6.3. Posters
- 6.4. Marketing & promotional material

7. Information available in terms 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. Customer and supplier statements and invoices
 - 7.1.6. Deposit slips
 - 7.1.7. Cash books and petty cash books
 - 7.1.8. Fixed asset register
 - 7.1.9. VAT returns
 - 7.1.10. Lease or Installment safe agreements
 - 7.1.11. Budgets and business plans
 - 7.1.12. Insurance records
 - 7.1.13. Investment records
 - 7.1.14. Auditor's reports
 - 7.1.15. Internal auditor's reports
 - 7.1.16. Compilers reports
 - 7.1.17. Reviewers reports
 - 7.1.18. Inventory records (including stock take)
 - 7.1.19. Systems documentation
 - 7.1.20. Management reviews
 - 7.1.21. Capital expenditure
 - 7.1.22. Credit agreements
 - 7.1.23. Record of assets
 - 7.1.24. Record of liabilities
 - 7.1.25. Record of loans to related parties
 - 7.1.26. Record of liabilities and obligations
 - 7.1.27. Record of revenue
 - 7.1.28. Record of expenses

7.2. Auditors

- 7.2.1. Working papers
- 7.2.2. Correspondence
- 7.2.3. Other

7.3. Health and Safety

- 7.3.1. Register, record of earnings, time worked, payment and particulars of all employees

7.4. Information Technology

- 7.4.1. Agreements
- 7.4.2. Audits
- 7.4.3. Capacity and utilization of current systems
- 7.4.4. Client database
- 7.4.5. Hardware
- 7.4.6. Internet
- 7.4.7. Intranet
- 7.4.8. Licenses
- 7.4.9. Systems support, programming and development
- 7.4.10. LAN Installations
- 7.4.11. Operating systems
- 7.4.12. Software packages
- 7.4.13. Telephone exchange equipment
- 7.4.14. Telephone lines, leased lines and data lines

7.5. Insurance

- 7.5.1. Claim records
- 7.5.2. Details of coverage, limits and insurers
- 7.5.3. Insurance policies

7.6. Intellectual Property

- 7.6.1. Designs, trademarks, trade names and protected names

7.7. Legal

- 7.7.1. Agreements with contractors, suppliers and clients
- 7.7.2. Agreements with customers
- 7.7.3. Agreements with shareholders, officers or directors
- 7.7.4. Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- 7.7.5. Distributor, dealer or agency agreements
- 7.7.6. Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 7.7.7. Material agreements relating to provision of services or materials
- 7.7.8. Material licenses, permits and authorizations
- 7.7.9. Contracts, including lease agreements and finance agreements
- 7.7.10. Restraint agreements
- 7.7.11. Sale agreements
- 7.7.12. Settlement agreements

7.8. Personnel Records

- 7.8.1. Arbitration awards
- 7.8.2. Attendance register
- 7.8.3. Disability schemes
- 7.8.4. Disciplinary records
- 7.8.5. Employee evaluation and performance records
- 7.8.6. Employee Information records
- 7.8.7. Employee loans
- 7.8.8. Employment applications
- 7.8.9. Employee date of birth
- 7.8.10. Employment contracts
- 7.8.11. Employment equity plan
- 7.8.12. Expense accounts
- 7.8.13. Funeral insurance scheme
- 7.8.14. Group life
- 7.8.15. Health and safety records
- 7.8.16. IRP 5 and IT 3 certificates
- 7.8.17. Letters of appointment
- 7.8.18. Leave applications
- 7.8.19. Maternity leave policy
- 7.8.20. Medical aid records
- 7.8.21. Name and occupation of each employee
- 7.8.22. Organizational Design
- 7.8.23. Payroll
- 7.8.24. Particulars of each employee
- 7.8.25. Pension fund information
- 7.8.26. Personnel File
- 7.8.27. Policies and procedures
- 7.8.28. Records of foreign employees
- 7.8.29. Recruitment and appointments
- 7.8.30. Relocation policy
- 7.8.31. Salary and wage registers
- 7.8.32. Salary slips and wage cards
- 7.8.33. Staff records after employment
- 7.8.34. Study assistance schemes
- 7.8.35. Time records
- 7.8.36. Training and development
- 7.8.37. UIF, PAYE and SDL returns
- 7.8.38. Workmen's Compensation Documents

7.9. Sales and Marketing

- 7.9.1. Brochures, newsletters and marketing material
- 7.9.2. Customers
- 7.9.3. Media releases
- 7.9.4. Service and product information

7.10. Statutory Business Records

- 7.10.1. Annual Statutory Returns
- 7.10.2. Certificate of change of name
- 7.10.3. Certificate of Incorporation
- 7.10.4. Certificate to Commence Business
- 7.10.5. Directors attendance register
- 7.10.6. Index of members
- 7.10.7. Memorandum and Articles of Incorporation
- 7.10.8. Memorandum of Incorporation and alterations / amendments
- 7.10.9. Notice and Minutes of shareholders' meetings
- 7.10.10. Minutes of directors' meetings
- 7.10.11. Minutes of audit committee meetings
- 7.10.12. Minutes of directors' committee meetings
- 7.10.13. Other minute books
- 7.10.14. Proxy documents
- 7.10.15. Register of allotments
- 7.10.16. Register of company secretary and auditors
- 7.10.17. Register of directors and officers
- 7.10.18. Register of directors' shareholding
- 7.10.19. Register of past directors
- 7.10.20. Registration certificate
- 7.10.21. Register of beneficial interest holders
- 7.10.22. Reports presented at annual general meeting
- 7.10.23. General resolutions
- 7.10.24. Special resolutions
- 7.10.25. Resolutions
- 7.10.26. Rules
- 7.10.27. Shareholders' agreements
- 7.10.28. Shareholders' register
- 7.10.29. Securities register / uncertified securities register
- 7.10.30. Written communication to holders of securities
- 7.10.31. Co-operation agreements
- 7.10.32. Founding Statement and amendments
- 7.10.33. Minute books
- 7.10.34. Resolutions passed at meetings

7.11. Tax

- 7.11.1. Income tax returns
- 7.11.2. Provisional tax returns
- 7.11.3. Tax assessments
- 7.11.4. Documents relating to where the objection and appeal is lodged
- 7.11.5. Records relating to taxable gain or assessed capital loss
- 7.11.6. VAT documents
- 7.11.7. Records of importation goods and documents
- 7.11.8. Vendors information
- 7.11.9. Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, which is available at the offices of **AFRICAN CLINICAL RESEARCH ORGANISATION SOC LIMITED AND ITS SUBSIDIARIES**, 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.

9. Availability of the Manual


Copies of this manual are available for inspection, free of charge, at the offices of **AFRICAN CLINICAL RESEARCH ORGANISATION SOC LIMITED AND ITS SUBSIDIARIES**, or from the South African Human Rights Commission.

10. Signatory

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

A Conway _____

Information Officer

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Signature of Information officer

_____ 13 May 2014 _____

Date