

ANDREW MENTIS (PTY) LTD
(Registration Number: 1960/002319/07)

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

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PROMOTION OF ACCESS TO INFORMATION ACT,

2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF ANDREW MENTIS (PTY) LTD (REGISTRATION NUMBER: 1960/002319/07)

1. CONTACT PARTICULARS

Head of business:	ANDREW MENTIS	Information officer:	Dirk Nell
Postal Address:	PO BOX 8045 ELANDSFONTEIN GAUTENG 1406	Physical Address:	147 NORTH REEF ROAD ACTAVIA PARK ELANDSFONTEIN GAUTENG 1401
Telephone Number:	+27 11 255-3200	Fax Number:	+27 11 828-1463
E-mail Address:	Dirk.Nell@mentis.com		
Website:	www.mentis.co.za		

2. INTRODUCTION

The company operates as an engineering company, manufacturing open grid steel flooring, expanded metal, hand railing systems, steel floor files, die line walkways, mentrail guardrail for roads.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27)11 877 3600
Fax Number: (+27)11 403 0625
Website: www.sahrc.org.za

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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 ANDREW MENTIS (PTY) LTD, www.mentis.com.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962 • Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Short Term Insurance Act 53 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991



6. INFORMATION AUTOMATICALLY AVAILABLE

- www.mentis.co.za

7. CATEGORIES OF RECORDS HELD AND DATA SUBJECTS

General information about Andrew Mentis (Pty) Ltd can be accessed via the website given above.

The subjects on which the Company holds records and the categories on each subject in terms of Section 51 (l)e are listed below. Please note that a requester is not automatically allowed access to those records and that access may be refused to them in accordance with Sections 62 to 69 of the Act.

Statutory and Compliance

- Certificate of Change of Name (if applicable)
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation • Statutory Information
- Certificates of Compliance
- Broad Based Black Economic Empowerment Certificate
- Workman's Compensation Certificate

Financial Records

- Annual Financial Statements
- Accounting Records
- Bank Statements
- Invoices

Income Tax Records and other Statutory

- Tax Returns
- VAT Returns
- PAYE, [JIF + SDL Returns
- Workman's Compensation
- Employment Equity Plan

Personnel Documents and Records

- Employment Contracts
- Medical Aid Records
- Pension Fund Records
- Leave Records
- Disciplinary Records
- Training Records



- Remuneration Records
- Salary Records

Customers

- Credit Application
- Credit Bureau Reports
- Trading History • Customer Details
- Customer Contacts
- Customer Contracts
- Drawings

Suppliers

- Supplier Details
- Supplier Price Lists
- Supplier Contact Details

8. DATA SUBJECTS _AND THE PURPOSE FOR PROCESSING THEIR PERSONAL INFORMATION

Employees

- Remuneration
- Tax
- Records relating to employment

Customers

- To facilitate Trading

Suppliers

- To facilitate Trading

9. PLANNED RECIPIENTS OF PERSONAL INFORMATION

- Medical Aid Schemes
- Employee Pension Fund
- Operators
- Statutory Authorities

10. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- Physical security measures
- Access Control
- Internal Security measures

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- Cyber Security measures
- Anti-Virus Measures
- Firewalls
- Password Control
- Training of all staff
- IT policies

11. REQUEST PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of ANDREW MENTIS (PTY) LTD, 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.

12. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of ANDREW MENTIS (PTY) LTD, from the South African Human Rights Commission and at: www.mentis.com.



Signature Head of Business

01/02/2024

Date of Signature: