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CB 09/12/2011	

Standing Information

Business Information

Complete the relevant information below:

Business Name: Pyrocote CC

Legal form: Close Corporation

Registration number or Identity number: 1986/005939/23

Name of the head of the business: K. McKechnie

Postal address: P.O. Box 39300 Physical address: 18G Martin Drive
Queensburgh Queensmead Industrial Park
Durban Queensburgh
4070 4093

Telephone number: 031 464 7893 Fax number: 031 464 5948

E-mail address: keith@mandoval.co.za

Website: www.pyrocote.co.za

Information officer: K. McKechnie Job description: Member

Introduction

You can type a brief introduction to the business in the space provided below.

Legislation

Indicate all Acts that are relevant to the business:

- | | |
|--|--|
| <input type="checkbox"/> Administration of Estates Act 66 of 1965 | <input type="checkbox"/> Arbitration Act 42 of 1965 |
| <input type="checkbox"/> Attorneys Act 53 of 1979 | <input type="checkbox"/> Auditing Profession Act 26 of 2005 |
| <input type="checkbox"/> Banks Act 94 of 1990 | <input type="checkbox"/> BBBEE Act 53 of 2003 |
| <input checked="" type="checkbox"/> Basic Conditions of Employment Act 75 of 1997 | <input type="checkbox"/> Companies Act 61 of 1973 |
| <input checked="" type="checkbox"/> Close Corporations Act 69 of 1984 | <input checked="" type="checkbox"/> Companies Act 71 of 2008 |
| <input checked="" type="checkbox"/> Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | |

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- | | |
|---|--|
| <input type="checkbox"/> Competition Act 89 of 1998 | <input type="checkbox"/> Co-operatives Act 14 of 2005 |
| <input checked="" type="checkbox"/> Consumer Protection Act 68 of 2008 | <input type="checkbox"/> Copyright Act 98 of 1978 |
| <input type="checkbox"/> Criminal Procedure Act 51 of 1977 | <input type="checkbox"/> Currency and Exchanges Act 9 of 1933 |
| <input type="checkbox"/> Customs and Excise Act 91 of 1964 | <input type="checkbox"/> Debt Collectors Act 114 of 1998 |
| <input type="checkbox"/> Deeds Registries Act 47 of 1937 | <input type="checkbox"/> Designs Act 195 of 1993 |
| <input type="checkbox"/> Electronic Communications and Transactions Act 25 of 2002 | |
| <input type="checkbox"/> Employment Equity Act 55 of 1998 | <input type="checkbox"/> Estate Agents Affairs Act of 112 of 1976 |
| <input type="checkbox"/> Estate Duty Act 45 of 1955 | <input type="checkbox"/> Expropriation Act 63 of 1975 |
| <input type="checkbox"/> Financial Advisory and Intermediary Services Act 37 of 2002 | |
| <input type="checkbox"/> Financial Intelligence Centre Act 38 of 2001 | |
| <input type="checkbox"/> Financial Relations Act 65 of 1976 | <input type="checkbox"/> Financial Services Board Act 97 of 1990 |
| <input type="checkbox"/> Health Professions Act 56 of 1974 | <input checked="" type="checkbox"/> Income Tax Act 58 of 1962 |
| <input type="checkbox"/> Insolvency Act 24 of 1936 | <input type="checkbox"/> Inspection of Financial Institutions Act 80 of 1998 |
| <input type="checkbox"/> Labour Relations Act 66 of 1995 | <input type="checkbox"/> Long-term Insurance Act 52 of 1998 |
| <input type="checkbox"/> Medical Schemes Act 131 of 1998 | <input type="checkbox"/> Medicines and Related Substances Act 101 of 1965 |
| <input type="checkbox"/> Mine Health and Safety Act 29 of 1996 | <input type="checkbox"/> Mutual Banks Act 124 of 1993 |
| <input type="checkbox"/> National Credit Act 34 of 2005 | |
| <input type="checkbox"/> National Environmental Management Act 107 of 1998 | |
| <input type="checkbox"/> National Payment System Act 78 of 1998 | <input type="checkbox"/> Nonprofit Organisations Act 71 of 1997 |
| <input type="checkbox"/> Nursing Act 33 of 2005 | <input type="checkbox"/> Occupational Health and Safety Act 85 of 1993 |
| <input type="checkbox"/> Pension Funds Act 24 of 1956 | <input type="checkbox"/> Pharmacy Act 53 of 1974 |
| <input type="checkbox"/> Post Office Act 44 of 1958 | <input type="checkbox"/> Prescription Act 68 of 1969 |
| <input type="checkbox"/> Preferential Procurement Policy Framework Act 5 of 2000 | |
| <input checked="" type="checkbox"/> Prevention of Combating of Corrupt Activities Act 12 of 2004 | |
| <input type="checkbox"/> Prevention of Organised Crime Act 121 of 1998 | <input type="checkbox"/> Protected Disclosures Act 26 of 2000 |
| <input type="checkbox"/> Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004 | |
| <input type="checkbox"/> Protection of Information Act 84 of 1982 | <input checked="" type="checkbox"/> Promotion of Access to Information Act 2 of 2000 |
| <input type="checkbox"/> Promotion of Administrative Justice Act 3 of 2000 | |
| <input type="checkbox"/> Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 | |

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- | | |
|---|---|
| <input type="checkbox"/> Protection of Businesses Act 99 of 1978 | <input type="checkbox"/> Rental Housing Act of 50 of 1999 |
| <input type="checkbox"/> Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002 | |
| <input type="checkbox"/> Sectional Titles Act of 95 of 1986 | <input type="checkbox"/> Securities Transfer Tax Act 25 of 2007 |
| <input type="checkbox"/> Sectional Titles Schemes Management Act 8 of 2011 | |
| <input type="checkbox"/> South African Reserve Bank Act 90 of 1989 | <input type="checkbox"/> South African Revenue Services Act 34 of 1997 |
| <input type="checkbox"/> Short Term Insurance Act 53 of 1998 | <input checked="" type="checkbox"/> Skills Development Levies Act 9 of 1999 |
| <input type="checkbox"/> Skills Development Act 97 of 1998 | <input type="checkbox"/> Statistics Act 6 of 1999 |
| <input type="checkbox"/> Trade Marks Act 194 of 1993 | <input type="checkbox"/> Transfer Duty Act 40 of 1949 |
| <input type="checkbox"/> Trust Property Control Act 57 of 1988 | <input type="checkbox"/> Unemployment Contributions Act 4 of 2002 |
| <input checked="" type="checkbox"/> Unemployment Insurance Act 63 of 2001 | <input checked="" type="checkbox"/> Value Added Tax Act 89 of 1991 |

The above list is by no means exhaustive. Add any other relevant Acts below:

Other Acts:

Information Automatically Available

List categories of information that are automatically available for inspection, purchase or photocopying:

- | | |
|---|--|
| <input type="checkbox"/> Newsletters | <input checked="" type="checkbox"/> Pamphlets / Brochures |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Pricelists |
| <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Marketing and promotional material |
| <input checked="" type="checkbox"/> Website | |

Other records:

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Categories of Records Available in Terms of the Act

- | | |
|---|---|
| <input checked="" type="checkbox"/> Accounting Records | <input checked="" type="checkbox"/> Auditors |
| <input type="checkbox"/> Credit Agreements | <input type="checkbox"/> Distribution |
| <input type="checkbox"/> Fixed Property | <input type="checkbox"/> Health and Safety |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Insurance |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Personnel Records | <input type="checkbox"/> Sales and Marketing |
| <input checked="" type="checkbox"/> Statutory Close Corporation Records | <input checked="" type="checkbox"/> Tax |
| <input type="checkbox"/> Other Records | |

Accounting Records

- | | |
|--|--|
| <input checked="" type="checkbox"/> Annual financial statement | <input checked="" type="checkbox"/> General ledger |
| <input checked="" type="checkbox"/> Subsidiary ledgers (receivables, payables, etc.) | <input checked="" type="checkbox"/> Bank statements, cheque books, cheques |
| <input checked="" type="checkbox"/> Customer and supplier statements and invoices | <input checked="" type="checkbox"/> Deposit slips |
| <input checked="" type="checkbox"/> Cash books and petty cash books | <input checked="" type="checkbox"/> Fixed asset register |
| <input checked="" type="checkbox"/> Tax returns and assessments | <input checked="" type="checkbox"/> VAT returns |
| <input checked="" type="checkbox"/> Lease or instalment sale agreements | <input type="checkbox"/> Budgets and business plans |
| <input checked="" type="checkbox"/> Insurance records | <input checked="" type="checkbox"/> Investment records |
| <input type="checkbox"/> Auditor's reports | <input type="checkbox"/> Internal auditor's reports |
| <input type="checkbox"/> Compiler's reports | <input checked="" type="checkbox"/> Accounting officer's reports |
| <input type="checkbox"/> Reviewer's reports | <input checked="" type="checkbox"/> Inventory records (including stock take) |
| <input type="checkbox"/> Systems documentation | <input type="checkbox"/> Management reviews |
| <input type="checkbox"/> Capital expenditure | <input type="checkbox"/> Credit agreements |
| <input checked="" type="checkbox"/> Record of assets | <input checked="" type="checkbox"/> Record of liabilities |
| <input type="checkbox"/> Record of loans to related parties | <input checked="" type="checkbox"/> Record of liabilities and obligations |
| <input checked="" type="checkbox"/> Record of property held | <input checked="" type="checkbox"/> Record of revenue |
| <input checked="" type="checkbox"/> Record of expenses | |

Other records: Payroll related information and returns.

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Auditors

Working papers

Correspondence

Other records:

Credit Agreements

Debt counsellor's documents

Credit Provider's documents

Credit Bureaux' documents

Enquiries

Details and results of disputes lodged with consumers

Payment profile

Adverse information

Debt restructuring

Civil court judgements

Administration orders

Sequestrations

Liquidations

Rehabilitation orders

Other records:

Distribution and Transportation

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Standing Information

- Permits and licenses
 - Transportation rights
 - Transportation system delivery plan and routing
 - Transportation, warehouse and storage contracts
- Other records:

Fixed Property

- Building plans
 - Mortgage bonds or other encumbrances
 - Leases
 - Title deeds
- Other records:

Health and Safety

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees
- Dates of medical surveillance reports in respect of lead
- Details of air emission discharges
- Details of aqueous discharges
- Details of solid waste discharges
- Emergency response plans
- Employee medical surveillance records in respect of hazardous chemicals and substances
- Employee public health emergency action plans
- Environmental impact assessments
- Environmental management programs and systems
- Industrial hygiene programs, data and audits

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- Medical surveillance records related to asbestos work
 - Medical surveillance records related to hazardous chemical substance
 - Medical surveillance records related to noise-induced hearing loss (including baseline audiogram of all employees)
 - Permits, licenses, approvals and registrations for operations of sites and business
 - Records of assessment and air monitoring and asbestos inventory
 - Records of assessment and air monitoring for lead exposure
 - Records of assessment and air monitoring for hazardous chemical substance
 - Records of assessment and noise monitoring for noise monitoring and noise-induced hearing loss
 - Records of incident reported at work
 - Records of investigations and tests in respect of hazardous chemicals and substances
 - Records of risk assessments and monitoring results in respect of hazardous biological agents
 - Records of training given to employees in respect to asbestos exposure
 - Records of training given to employees in respect to lead exposure
 - Records of types of work carried out with asbestos
 - Records of types of work carried out with lead
 - Records of waste water storage and disposal
 - Waste water assessment and monitoring records
 - Records of work with lead prior to employment
 - Records of medical surveillance, working hours and remuneration in respect of mine employees
 - Safety management systems, data and audits
 - Records of waste water discharges
 - Water quality monitoring programme records
- Other records:

Information Technology

- Agreements
- Audits

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- | | |
|---|---|
| <input type="checkbox"/> Capacity and utilisation of current systems | <input type="checkbox"/> Client database |
| <input type="checkbox"/> Development or investment plans | <input type="checkbox"/> Disaster recovery |
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Intranet | <input type="checkbox"/> Licenses |
| <input type="checkbox"/> Systems support, programming and development | |
| <input type="checkbox"/> LAN Installations | <input type="checkbox"/> Operating systems |
| <input type="checkbox"/> Software packages | <input type="checkbox"/> Telephone exchange equipment |
| <input type="checkbox"/> Telephone lines, leased lines and data lines | |
- Other records:

Insurance

- | | |
|--|--|
| <input checked="" type="checkbox"/> Claim records | <input checked="" type="checkbox"/> Details of coverage, limits and insurers |
| <input checked="" type="checkbox"/> Insurance policies | |
- Other records:

Intellectual Property

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint development agreements and consulting agreements
- Copyrights
- Litigation and other disputes involving intellectual property

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- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names
- Other records:

Legal, Agreements and Contracts

- Acquisition or disposal documentation
- Agreements with customers
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Settlement agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advise and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- Consumer Protection Act - disclosure by auctions: written agreement containing terms and conditions

- Agreements with contractors, suppliers and clients
- Agreements with governmental agencies
- Sale agreements
- Warranty agreements

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Other records:

Personnel Records

- | | |
|--|---|
| <input type="checkbox"/> Arbitration awards | <input type="checkbox"/> Attendance register |
| <input type="checkbox"/> Bargaining Council documents | <input type="checkbox"/> Collective agreements |
| <input type="checkbox"/> Disability schemes | <input type="checkbox"/> Disciplinary records |
| <input type="checkbox"/> Employee evaluation and performance records | |
| <input type="checkbox"/> Employee information records | <input type="checkbox"/> Employee loans |
| <input type="checkbox"/> Employee share purchase plan | <input type="checkbox"/> Employee remuneration |
| <input type="checkbox"/> Employment applications | <input type="checkbox"/> Employee date of birth |
| <input type="checkbox"/> Employment contracts | <input type="checkbox"/> Employment equity plan |
| <input type="checkbox"/> Expense accounts | <input type="checkbox"/> Funeral insurance scheme |
| <input type="checkbox"/> Group life | <input type="checkbox"/> Group personal accident |
| <input type="checkbox"/> Health and safety records | <input type="checkbox"/> Housing scheme |
| <input type="checkbox"/> Incentive schemes | <input type="checkbox"/> Industrial training records |
| <input type="checkbox"/> IRP 5 and IT 3 certificates | <input type="checkbox"/> Letters of appointment |
| <input type="checkbox"/> Leave applications | <input type="checkbox"/> Maternity leave policy |
| <input type="checkbox"/> Medical aid records | <input type="checkbox"/> Micro loan scheme |
| <input type="checkbox"/> Name and occupation of each employee | <input type="checkbox"/> Organisational design |
| <input checked="" type="checkbox"/> Payroll | <input type="checkbox"/> Particulars of each employee |
| <input type="checkbox"/> Pension fund information | <input type="checkbox"/> Personnel File |
| <input type="checkbox"/> Policies and procedures | <input type="checkbox"/> Provident fund information |
| <input type="checkbox"/> Records of foreign employees | <input type="checkbox"/> Records of strikes, lockouts or protest action |
| <input type="checkbox"/> Recruitment and appointments | <input type="checkbox"/> Relocation policy |

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- Registered trade unions / employers' organisations documents, list of members and ballot papers
- Salary and wage registers
- Scholarships and bursaries
- Staff records after employment
- Study assistance schemes
- Time records
- UIF, PAYE and SDL returns
- Other records:
- Salary slips and wage cards
- Staff loan schemes
- Strike, lock-out or protest action records
- Tax returns of employees
- Training and development
- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material
- Domestic and export orders
- Products
- Sales
- Other records:
- Customers
- Media releases
- Public relations policies and procedures
- Service and product information

Statutory Close Corporation Records

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate to Commence Business
- Certificate of Incorporation
- Dividend register

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- | | |
|---|--|
| <input type="checkbox"/> Directors' attendance register | <input type="checkbox"/> Index of Members |
| <input type="checkbox"/> Memorandum and Articles of Association | |
| <input type="checkbox"/> Memorandum of Incorporation and alterations / amendments | |
| <input type="checkbox"/> Notice and Minutes of shareholders' meetings | <input type="checkbox"/> Minutes of directors' meetings |
| <input type="checkbox"/> Minutes of audit committee meetings | <input type="checkbox"/> Minutes of directors' committee meetings |
| <input type="checkbox"/> Other minute books | <input type="checkbox"/> Proxy documents |
| <input type="checkbox"/> Proxy forms used at Court convened meetings | <input type="checkbox"/> Register of Allotments |
| <input type="checkbox"/> Register of company secretary and auditors | <input type="checkbox"/> Register of debenture holders and mortgages |
| <input type="checkbox"/> Register of directors and officers | <input type="checkbox"/> Register of directors' shareholding |
| <input type="checkbox"/> Register of past directors | <input type="checkbox"/> Registration Certificate |
| <input type="checkbox"/> Register of beneficial interest holders | <input type="checkbox"/> Reports presented at Annual General Meeting |
| <input type="checkbox"/> General resolutions | <input type="checkbox"/> Special resolutions |
| <input type="checkbox"/> Resolutions | <input type="checkbox"/> Rules |
| <input type="checkbox"/> Shareholders' agreements | <input type="checkbox"/> Shareholders' register |
| <input type="checkbox"/> Securities register / uncertificated securities register | |
| <input type="checkbox"/> Written communication to holders of securities | |
| <input type="checkbox"/> Cooperation agreements | |
| <input checked="" type="checkbox"/> Founding Statement and amendments | <input type="checkbox"/> Minute books |
| <input type="checkbox"/> Resolutions passed at meetings | <input type="checkbox"/> Microfilm image |
| Other records: | |

Tax

- | | |
|--|---|
| <input checked="" type="checkbox"/> Income tax returns | <input checked="" type="checkbox"/> Provisional tax returns |
| <input checked="" type="checkbox"/> Tax assessments | |