

**ELLIOTT INTERNATIONAL
(PTY) LTD
(Reg. No. 1991/000704/07)**

**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

15 May 2008

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

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

a. Name of the Body

Elliott International (Pty) Ltd

b. Head of the Body

Hugh P Ansley

c. Information Officer

Dave Hibbert

d. Postal Address

P O Box 39389
Bramley
2018

e. Street Address

25 West Street
Midrand Industrial Park
Commercia
Midrand
1685

f. Telephone Number

011-256 3000

g. Fax Number

011-256 3200

h. Web address

www.elliott.co.za

i. Contact Details of Information Officer

- | | | |
|-----------|---|---------------------------|
| i. e-mail | : | davehibbert@elliott.co.za |
| ii. Phone | : | 011-256 3000 |
| iii. Fax | : | 011-256 3200 |

2. Part II - Description and Access to the Guide –

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

- a. Section 51(1)(b) of the Act refers to the guide as described in section 10, if available, and how to access it.
- b. 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.
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

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

(Copy of notice, if any, required under section 53(1) of the Act):

- a. Not applicable.
- b. The request must be made to the address, fax number or electronic mail address of the body concerned.

Manual - Promotion of Access to Information

4. **Part IV - Records available in accordance with any other legislation –** (Information required under section 51(1)(d) of the Act):

Legislation	Tick
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	X
4. Companies Act No. 61 of 1973	
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	X
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	
8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	X
10. Debtor Collectors Act No. 114 of 1998	
11. Employment Equity Act No. 55 of 1998	X
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	
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No 27 of 1943	X
19. Intellectual Property Laws Amendments Act No. 38 of 1997	
20. Labour Relations Act No. 66 of 1995	X
21. Long Term Insurance Act No. 52 of 1998	X
22. Medical Schemes Act No. 131 of 1998	
23. Occupational Health & Safety Act No. 85 of 1993	X
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	
28. SA Reserve Bank Act No. 90 of 1989	X
29. Short Term Insurance Act No. 53 of 1998	X
30. Skills Development Levies Act No. 9 of 1999	X
31. Skills Development Act No. 97 of 1998	X
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	
36. Unemployment Contributions Act No. 4 of 2002	X

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37. Unemployment Insurance Act No. 63 of 2001	X
38. Usury Act No 73 of 1968	
39. Value Added Tax Act No. 89 of 1991	X

5. Part V - Access to Information

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

5.1 Methods of Access to Manual

- a. Government Gazette to be published
- b. Human Rights Commission – a copy has been made available to the Commission
- c. Website: www.elliott.co.za

5.2 Description of Records

The Web Page consists of the following categories:

- Relevant details

Other Record Categories:

- i. Commercial and Legal
 1. Contracts and Agreements
 2. Company Confidential – Historical significance
 3. Meeting Minutes
 4. Shareholders
 5. Property Leases and Agreements
 6. Trademark
 7. Insurance
 8. Resolutions – Directors
 9. Correspondence
- ii. Financial
 1. Financial Year-end Results
 2. Financial Analysis and Reports
 3. Budgets
 4. Tax and Levies

- iii. Human Resources
 - 1. Employees Personnel Information
 - 2. Employees History (skills and experience)
 - 3. Educational Background
 - 4. Training and Development
 - 5. Health
 - 6. Salaries and Wages
 - 7. Contracts and Agreements
 - 8. Employment Equity

- iv. Marketing
 - 1. Advertising
 - 2. Contracts with Suppliers
 - 3. Product Ranges and Pricing

- v. Health & Safety
 - 1. Policies
 - 2. Accidents and Incidents Reports

ADDITIONAL GROUP INFORMATION

REGISTERED ENTITY: Elliott International Clearing and Forwarding (Pty) Ltd

REGISTERED ENTITY: Ward Moving & Storage (Pty) Ltd

REGISTERED ENTITY: Elliott Forwarding (Pty) Ltd