

Haaks Quantity Surveyors (Pty) Ltd

(Registration Number: 2015-359188-07)

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)

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(Registration number: 2015-359188-07)

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF HAAKS QUANTITY SURVEYORS (PTY) LTD (REGISTRATION NUMBER: 2015-359188-07)

1. CONTACT PARTICULARS

Head of business:	Johann David Ströh	Information officer:	Johann David Ströh
Postal Address:	147 Roedolf Avenue Clubview Centurion 0157	Physical Address:	147 Roedolf Avenue Clubview Centurion 0157
Telephone Number:	0820671450		
E-mail Address:	johann.stroh@haaks.co.za		
Website:	www.haaks.co.za		

2. INTRODUCTION

Haaks Quantity Surveyors (Pty) Ltd is a professional quantity surveying firm and will be specialising in professional services delivery to various types of clients that consist of, but are not limited to Property Development Clients, Mining Houses, Engineering Firms, Architects, Retail outlets, Contractors and etc. The Services that Haaks Quantity Surveyors (Pty) Ltd will deliver to clients will typically consist of the following:

- Concept
- Historical Cost Norms
- Factored Equipment Costs
- Escalation
- Basis of Estimate
- Feasibility
- Scope Measurement
- Preliminary & General
- Cost Estimates Value
- Engineering WBS
- Budget Quotes
- Professional Fees
- Escalation
- Contingency
- Basis of Estimate
- Pre-Contract
- Contract Strategy
- Pre-Qualification
- Enquiry Documents
- Tender and Opening
- Tender Adjudication

- Contract Negotiations
- Contract

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

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 **Haaks Quantity Surveyors (Pty) Ltd, www.haaks.co.za**.

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
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Quantity Surveying Profession Act 49 of 2000
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.haaks.co.za
- Marketing and Promotional Material
- Pamphlets \ Brochures
- LinkedIn

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Incorporation
- Certificate to Commence Business
- Directors Attendance Register
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Other Minute Books
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Resolutions Passed at Meetings
- Annual financial statements and working papers
- General ledger
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments

- VAT returns
- Auditor's reports
- Systems documentation
- Client database
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Software packages
- Telephone exchange equipment
- Claim records
- Details of coverage, limits and insurers
- Insurance policies
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with shareholders, officers or directors
- Contracts, including lease agreements and finance agreements
- Employee information records
- Employment contracts
- IRP 5 and IT 3 certificates
- Payroll
- Salary and wage registers
- Time records
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

8. GENERAL


N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Haaks Quantity Surveyors (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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Haaks Quantity Surveyors (Pty) Ltd, from the South African Human Rights Commission and at: www.haaks.co.za.



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