

AMERICK INVESTMENTS (PTY) LTD

(Registration number : 1996/008833/07)

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

1. Contact particulars

Director: J W Visser
Information officer: Northplan Chartered Accountants Inc.
Postal address: P.O.Box 3000
Houghton
2041
Physical address: 65 Homestead Road
Raumaraispark
2090
Telephone number: (011) 440-0400
Fax number: 086 691 9133
Email address: chrisna@northplan.co.za
Date: 20/12/2011

2. Principle Business

Retail and wholesale trading through The Crafters Den and The Craft Connexion

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, Tel. (011) 887-3600.

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 registered office of the company or on www.sahrc.org.za.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

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

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 71 of 2008
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 Securities Transfer Tax Act 25 of 2007
- 5.9 South African Revenue Services Act 34 of 1997
- 5.10 Transfer Duty Act 40 of 1949
- 5.11 Unemployment Contributions Act 4 of 2002

6. Information available in terms of the Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with section 62 to 69 of the Act.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Tax returns and assessments
- 6.1.9 Insurance records
- 6.1.10 Auditor's reports
- 6.1.11 Management reviews
- 6.1.12 Record of property held

- 6.1.13 Record of revenue
- 6.1.14 Record of expenses
- 6.1.15 Any other relevant accounting records

6.2 Auditors

- 6.2.1 Northplan Chartered Accountants Inc.

6.3 Fixed Property

- 6.3.1 Mortgage bonds or other encumbrances
- 6.3.2 Any other relevant documentation

6.4 Insurance

- 6.4.1 Insurance policies
- 6.4.2 Any other relevant documentation

6.5 Personnel Records

- 6.5.1 Employee remuneration

6.6 Statutory Company Records

- 6.6.1 Annual Statutory Returns
- 6.6.2 Certificate of Change of Name
- 6.6.3 Certificate of Incorporation
- 6.6.4 Certificate to Commence Business
- 6.6.5 Dividend register
- 6.6.6 Director's attendance register
- 6.6.7 Index of Members
- 6.6.8 Memorandum and Articles of Association
- 6.6.9 Memorandum of Incorporation and alterations / amendments
- 6.6.10 Notice and minutes of shareholders' meetings
- 6.6.11 Minutes of directors' meetings
- 6.6.12 Minutes of audit committee meetings
- 6.6.13 Minutes of directors' committee meetings
- 6.6.14 Other minute books

- 6.6.15 Proxy documents
- 6.6.16 Proxy forms used at Court convened meetings
- 6.6.17 register of Allotments
- 6.6.18 Register of company secretary and auditors
- 6.6.19 Register of debenture holders and mortgages
- 6.6.20 Register of directors and officers
- 6.6.21 Register of directors' shareholding
- 6.6.22 Register of past directors
- 6.6.23 Registration Certificate
- 6.6.24 Register of beneficial interest holders
- 6.6.25 Reports presented at Annual General Meeting
- 6.6.26 General resolutions
- 6.6.27 Special resolutions
- 6.6.28 Resolutions
- 6.6.29 Shareholders' agreements
- 6.6.30 Shareholders' register
- 6.6.31 Securities register / uncertificated securities register
- 6.6.32 Written communication to holders of securities
- 6.6.33 Any other relevant documentation

6.7 Tax

- 6.7.1 Income tax returns
- 6.7.2 Provisional tax returns
- 6.7.3 Tax assessments
- 6.7.4 Documents relating to where the objection and appeal is lodged
- 6.7.5 Records relating to taxable gain or assessed capital loss
- 6.7.6 Any other relevant records

7. Requesting procedures

A person who wants access to the records must complete the necessary form, that is available at the offices of the registered office of the company, 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.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of the registered office of the company and from the South African Human Rights Commission.