

Echo Advisory (Proprietary) Limited

(Registration Number: 2019/228825/07)

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: 2019/228825/07)

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

SECTION 51 MANUAL OF ECHO ADVISORY (PROPRIETARY) LIMITED (REGISTRATION NUMBER: 2019/228825/07)

1. CONTACT PARTICULARS

Head of business:	Jeetesh Kathawaroo	Information officer:	Jeetesh Kathawaroo
Postal Address:	7 Edenburg Clusters 1 Dunton Road Edenburg 2191	Physical Address:	7 Edenburg Clusters 1 Dunton Road Edenburg 2191
Telephone Number:	0834402702		
E-mail Address:	jeetesh.kathawaroo@outlook.com		
Website:	www.echoadvisory.co.za		

2. INTRODUCTION

Echo Advisory (Pty) Ltd is a management consulting company, providing strategy implementation, specialist staffing, and client growth advisory services.

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 section 53 and 54 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 **Echo Advisory (Proprietary) Limited**, www.echoadvisory.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- South African Revenue Services Act 34 of 1997
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.echoadvisory.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Memorandum of Incorporation

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Tax returns and assessments
- VAT returns

Legal, Agreements and Contracts

- Agreements with contractors, suppliers and clients

Personnel Records

- IRP 5 and IT 3 certificates
- Salary and wage registers
- Salary slips and wage cards

- UIF, PAYE and SDL returns

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 Echo Advisory (Proprietary) Limited, 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 Echo Advisory (Proprietary) Limited, from the South African Human Rights Commission and at: www.echoadvisory.co.za.