



PROMOTION OF ACCESS TO INFORMATION ANNUAL REVIEW

CLINICPLUS (PTY) LTD

REGISTRATION NUMBER: 2012/158885/07



DETAILS OF PRIVATE BODY (COMPANY)

Registered Name: Clinicplus (Pty) Ltd

Address: 2 Churchill Avenue
Witbank
0135

Postal Address: Postnet Suite P156
Private Bag X7260
Witbank
1035

Telephone Number: +27 13 656 2020

Fax Number: +27 13 656 5036

E-Mail Address: bookings@clinicpluswtb.co.za

Website Address www.clinicplus.co.za

HEAD OF THE PRIVATE BODY (COMPANY)

Director: Sebertina Christina van der Spuy-Lombaard

E-Mail Address: bertha@clinicpluswtb.co.za

Information Officer: Heila Magdalena Harmse

E-Mail Address: daleen@clinicpluswtb.co.za

OTHER PRESCRIBED OFFICERS OF THE PRIVATE BODY (COMPANY)

Directors: Charity Martha Mtimkulu

BUSINESS ACTIVITIES

- Medical Surveillance – Conducting medical examinations: pre-employment, periodical etc. Examinations include chest x-rays, audiometry, lung function testing, vision screening, urine testing, urine drug testing, physical examination, medical assessment for working at heights and in confined spaces, as required for Construction Occupational Health & Safety Act & Regulations.
- Clinicplus (Pty) Ltd also provides assistance to comply with statutory requirements and provides professional assistance after evaluation and assessment. Reporting: Legal annual medical reports; monitoring and management of chronic diseases, organising and participating in Health Awareness.
- Clinicplus (Pty) Ltd also provides First aid Training Level 1-3.
- Clinicplus (Pty) Ltd provides Mine Health & Safety Induction programmes on site or at the clinic in Witbank. Induction modules are customised to the client's requirements.

GROUP STRUCTURES AND CONNECTED COMPANIES

- Clinicplus (Pty) Ltd is not involved in any holding / subsidiary relationship.
- Cross directors / shareholding exists in relation to:

Company name : **BMS (PTY) LTD**
Company name : **CLINICPLUS TRAINING (PTY) LTD**
Company name : **DUCAMIX (PTY) LTD**

ANNEXURE A

- Classification and categories for protection of private body (company)

ANNEXURE B

- Description of categories of information of the company

ANNEXURE C

- Legislation applicable to the company

ANNEXURE A - CLASSIFICATION AND CATEGORIES FOR PROTECTION OF THE COMPANY

	AA	PERSONAL INFO	SPECIAL PERSONAL INFO	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5
ACCOUNTING/FINANCIAL RECORDS:								
Annual financial statements					X			
General ledger					X			
Subsidiary ledgers (receivables, payables etc.)					X	X		
Bank statements,					X			
Cheque books & cheques	-	-	-	-	-	-	-	-
Customer and supplier statements					X	X		
Invoices (general)	X				X	X		
Deposit slips	-	-	-	-	-	-	-	-
Cash books					X			
Petty cash books					X			
Fixed asset register					X			
Tax returns and assessments					X			
VAT returns					X			
Lease or installments sale agreements					X	X		
Budgets plans	-	-	-	-	-	-	-	-
Business plans					X			
Insurance records					X			
Credit agreements					X			
Capital expenditure					X			

Invoices with T & C's	X				X	X		
Quotations	X				X	X		
Receipts					X	X		
Confirmation of Banking details					X			
Cash Flow Projections					X			
Other	-	-	-	-	-	-	-	-
STAFF/EMPLOYEE RECORDS:								
Training manuals						X		
Salary scales	-	-	-	-	-	-	-	-
Employment Equity Plans	-	-	-	-	-	-	-	-
Attendance Register		X						
Disciplinary Records		X						
Employee Information Records		X	X					X
Employee Loans		X						
Employment Applications	-	-	-	-	-	-	-	-
Employment Contracts		X						X
Employment Equity Reports		X			X			
Group Life		X						
IRP 5 and IT 3 Certificates		X			X			
Letters of Appointment		X						X
Leave Applications		X						
Maternity Leave Policy	-	-	-	-	-	-	-	-
Payroll		X						X
Personnel Files		X	X					X

Policies and Procedures							X	
Recruitment and Appointments		X				X		
Salary and Wage Registers		X						X
Salary Slips and Wage Records		X						X
Scholarships and Bursaries	-	-	-	-	-	-	-	-
Staff Records after Employment		X	X					X
Study Assistance Schemes	-	-	-	-	-	-	-	-
Time Records		X						
Labour Inspection Reports		X			X			
Training and Development		X						
UIF, PAYE and SDL Returns		X			X			X
Workmen's Compensation Documentation		X			X			
OHS Reports	-	-	-	-	-	-	-	-
OHS Assessments					X		X	
OHS Minutes	-	-	-	-	-	-	-	-
Annual Training Reports	-	-	-	-	-	-	-	-
Workplace Skills Plan	-	-	-	-	-	-	-	-
CCMA/Labour Court/Bargaining Council Awards/Disputes	-	-	-	-	-	-	-	-
Medical Records		X	X					X
Safety Incident Reports	-	-	-	-	-	-	-	-
Confidentiality Agreements	-	-	-	-	-	-	-	-

Resignation Letters	-	-	-	-	-	-	-	-
Temporary Employment Records		X						
Other	-	-	-	-	-	-	-	-
INSURANCE RECORDS:								
Claim records	-	-	-	-	-	-	-	-
Details of coverage, limits and insurers					X			
Insurance policies					X			
Other	-	-	-	-	-	-	-	-
INTELLECTUAL PROPERTY:								
License agreements					X			
Secrecy agreements					X			
Research and development agreements	-	-	-	-	-	-	-	-
Consulting agreements	-	-	-	-	-	-	-	-
Use agreements					X			
Joint venture agreements	-	-	-	-	-	-	-	-
Join development agreements	-	-	-	-	-	-	-	-
Royalty agreements	-	-	-	-	-	-	-	-
Franchise agreements	-	-	-	-	-	-	-	-
Warranties					X			
Settlement Agreements	-	-	-	-	-	-	-	-
Litigation Records	-	-	-	-	-	-	-	-
Service Agreements					X			
Supplier Agreements					X			

Merchant Agreements	-	-	-	-	-	-	-	-
Export Agreements	-	-	-	-	-	-	-	-
Import Agreements	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
MARKETING RECORDS:								
Business Cards	X							
Business Profile – Facebook/World Wide Web	X							
Client General Newsletters	-	-	-	-	-	-	-	-
Company Profile	-	-	-	-	-	-	-	-
Leaflets	X							
News Paper Adverts	X							
News Paper Articles and Columns	-	-	-	-	-	-	-	-
Product Brochures	-	-	-	-	-	-	-	-
Product Pamphlets	-	-	-	-	-	-	-	-
Vouchers	-	-	-	-	-	-	-	-
Promotional Competitions	-	-	-	-	-	-	-	-
Labeling	-	-	-	-	-	-	-	-
Mail Shots	X							
Prospectus	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
TRADE SECRETS:								
Training Needs	-	-	-	-	-	-	-	-
Training Modules	-	-	-	-	-	-	-	-
Training Minutes	-	-	-	-	-	-	-	-

Price Schedules	-	-	-	-	-	-	-	-
Quality Controls	-	-	-	-	-	-	-	-
Product specification	-	-	-	-	-	-	-	-
Employee Confidentiality agreements	-	-	-	-	-	-	-	-
Customer Confidentiality Agreements	-	-	-	-	-	-	-	-
Agreements with clients/providers	-	-	-	-	-	-	-	-
Remuneration Tables/Schedules	-	-	-	-	-	-	-	-
Unique procedures	-	-	-	-	-	-	-	-
Research records obtained or generated itself	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
RECORDS REFLECTING SPECIAL PERSONAL INFORMATION:								
Religious or philosophical beliefs	-	-	-	-	-	-	-	-
Race or Ethnic origin	-	-	-	-	-	-	-	-
Trade Union Membership	-	-	-	-	-	-	-	-
Political persuasion	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-
Sex life	-	-	-	-	-	-	-	-
Criminal behaviour	-	-	-	-	-	-	-	-
Biometrics	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
CORPORATE GOVERNANCE RECORDS:								
Directors Agreements		X			X			

Share Certificates		X						
Directors Resolutions		X						
Minutes of Directors meetings	-	-	-	-	-	-	-	-
Shareholder Agreements		X			X			
Standard MOI	-	-	-	-	-	-	-	-
Special drafted MOI		X			X			

ANNEXURE B - DESCRIPTION OF CATEGORIES OF INFORMATION OF THE COMPANY

1. AA – Automatically Available:

Records available in the public domain or intended to be placed in the public domain.

2. Personal Information: means an identifiable, living or deceased, natural person, and where applicable, an identifiable, existing juristic Person including, but not limited to pregnancy, age etc.

3. Special Personal Information: means Religious or Philosophical beliefs, Race or Ethnic origin, Trade Union Membership, Political persuasion, Health and sex life, Criminal Behavior

4. Category 1: A Record containing information about research being or to be carried out by or on behalf of a Third Party or the Company.

5. Category 2: Sensitive commercial Records of the Company, Contains trade secrets of the Company etc.

6. Category 3: Sensitive commercial Records relating to other Private Bodies. Trade secrets of a Third Party or Data Subject.

7. Category 4: Records relating to the safety of individuals an protection of property

8. Category 5: Information protected subject to an obligation of confidentiality by virtue of office, employment, profession and privileged information or by agreement

ANNEXURE C – LEGISLATION APPLICABLE TO THE COMPANY

		Yes / No	
1.	Administration of Estates Act 66 of 1965	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Auditing Professions Act 26 of 2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Basic Conditions of Employment Act 75 of 1997	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Broad Based Black Economic Empowerment Act of 2003 and amendment Act of 2013 & BBEE Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Close Corporation Act 69 of 2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Collective Investment Schemes Control Act 45 of 2002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Companies Act 71 of 2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Compensation for Occupational Injuries and Health Diseases Act 130 of 1993	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Consumer Protection Act 68 of 2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Co-Operatives Act 14 of 2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Copyright Act 98 of 1978	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Electronic Communications and Transaction Act 25 of 2002	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Employment Equity Act 55 of 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Estate Agents Affairs Act 112 of 1976	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Estate Duty Act 45 of 1955	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Extension of Security of Tenure Act 62 of 1997	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Financial Advisory and Intermediary Services Act 37 of 2002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18.	Financial Institutions (Protection of Funds) Act 28 of 2001	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19.	Financial Intelligence Centre Act 38 of 2001 as amended in 2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20.	Financial Services Board Act 97 of 1990	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21.	Financial Services Ombud Schemes Act 37 of 2004	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22.	Friendly Societies Act 25 of 1956	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23.	Income Tax Act 58 of 1962	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24.	Insolvency Act 24 of 1936	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25.	Labour Relations Act 66 of 1995	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26.	Long-Term Insurance Act 52 of 1998	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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|-----|---|--------------------------|--------------------------|
| 27. | Medical Schemes Act 131 of 1998 | <input type="checkbox"/> | ✓ |
| 28. | Mineral and Petroleum Resource Development Act 28 of 2002 | <input type="checkbox"/> | ✓ |
| 29. | National Credit Act 34 of 2005 | <input type="checkbox"/> | ✓ |
| 30. | National Environmental Management Act 107 Of 1998 | <input type="checkbox"/> | ✓ |
| 31. | Non-Profit Organisation Act 71 of 1997 | <input type="checkbox"/> | ✓ |
| 32. | Occupational Health & Safety Act 85 of 1993 | ✓ | <input type="checkbox"/> |
| 33. | Pension Funds Act 24 of 1956 | <input type="checkbox"/> | ✓ |
| 34. | Petroleum Product Amendment Act 32 of 2013 | <input type="checkbox"/> | ✓ |
| 35. | Preferential Procurement Policy Framework Act 5 of 2000 | <input type="checkbox"/> | ✓ |
| 36. | Prevention of Organised Crime Act 121 of 1998 | <input type="checkbox"/> | ✓ |
| 37. | Promotion of Access to Information Act 2 of 2000 | ✓ | <input type="checkbox"/> |
| 38. | Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 | ✓ | <input type="checkbox"/> |
| 39. | Property Valuation Act 17 of 2014 | <input type="checkbox"/> | ✓ |
| 40. | Protection of Constitutional Democracy against Terrorist and related Activities Act 33 of 2004 | <input type="checkbox"/> | ✓ |
| 41. | Protection of Personal Information Act 4 of 2013 | ✓ | <input type="checkbox"/> |
| 42. | Public Accountants and Auditors Act 80 of 1991 | <input type="checkbox"/> | ✓ |
| 43. | Short Term Insurance Act 53 of 1998 | <input type="checkbox"/> | ✓ |
| 44. | Skills Development Act 97 of 1998 | ✓ | <input type="checkbox"/> |
| 45. | Skills Development Levies Act 9 of 1999 | ✓ | <input type="checkbox"/> |
| 46. | Stamp Duties Act 77 of 1968 | <input type="checkbox"/> | ✓ |
| 47. | South African Qualifications Authority Act 67 of 2008 | <input type="checkbox"/> | ✓ |
| 48. | Stock Exchanges Control Act 1 of 1985 and the rules and listings, requirements of the JSE Securities Exchange authorised in terms thereof | <input type="checkbox"/> | ✓ |
| 49. | Uncertificated Securities Tax Act 31 of 1998 | <input type="checkbox"/> | ✓ |
| 50. | Unemployment Contributions Act 4 of 2002 | ✓ | <input type="checkbox"/> |
| 51. | Unemployment Insurance Act 30 of 1996 | ✓ | <input type="checkbox"/> |
| 52. | Value Added Tax Act 89 of 1991 | ✓ | <input type="checkbox"/> |

Annual Review completed by

Name: _____

Date: _____