

# NIPPONEX

NIPPONEX SERVICES CC  
CK 1999/013449/23

## Promotion of Access to Information Act SECTION 51 INFORMATION MANUAL

### INTRODUCTION

Nipponex Services CC is a consultancy dealing with clients requiring services between Japan and Southern Africa (mainly South Africa, Namibia), including travel arrangements and translation services.

#### 1. CONTACT DETAILS

NIPPONEX SERVICES CC

Address: P O Box 384, Rondebosch 7700, Western Cape

Street address: 11 Alma Road, Rosebank 7700, Western Cape

Telephone number: 021 6869960

FAX number: 021 6869961

E-mail: [yas@nipponex.co.za](mailto:yas@nipponex.co.za)

#### 2. DESCRIPTION AND HOW TO ACCESS

The guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission,  
PAIA Unit, The Research and Documentation Department,

Postal address: Private Bag 2700, Houghton 2041.

Telephone: +27 11 4848300

FAX +27 11 4847146

Website: [www.sahc.org.za](http://www.sahc.org.za)

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

#### 3. APPLICABLE ACTS

Closed Corporations Act no. 69 of 1984

Income Tax Act no. 95 of 1967

Labour Relations Act no. 66 of 1995

Skills Development Levies Act no. 9 of 1999

Skills Development Act no. 97 of 1998

Unemployment Insurance Act no. 63 of 2001

Unemployment Contributions Act no. 4 of 2002

Value Added Tax Act no. 89 of 1991

#### 4. RECORDS

4.i Not applicable

4.ii Close Corporation returns  
Financial records and monthly statements  
Annual financial statements  
Income tax returns  
VAT returns  
PAYE, UIF and Skills Levy returns  
Employment contracts  
Remuneration records  
Assets inventory

4iii REQUEST PROCEDURES AND FEES

Refer to the act.

5iii OTHER INFORMATION AS PRESCRIBED

Not applicable.

#### 6. AVAILABILITY

A copy of this manual is available at Nipponex Services CC, 11 Alma Road, Rosebank Western Cape.

Yasuhiro Ueda  
24 August 2005