

MANUAL IN TERMS OF PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL

Centerfield Software (Pty) Ltd.

BRIEF DESCRIPTION OF THE CORE BUSINESS:

Information Technology products, consulting and training.

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PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS:

HEAD OF PRIVATE BODY:

Julian Field.

NAME OF INFORMATION OFFICER:

Julian Field.

POSTAL ADDRESS:

P. O Box 1770
Honeydew
2040

STREET ADDRESS:

812 Hammets Crossing
Selbourne Road
Fourways

TEL. NO.:

011 462 7003

FAX NO.:

011 462 7392

E-MAIL ADDRESS (Head of Private Body):

Julian.Field@centerfield.co.za

E-MAIL ADDRESS (Information Officer):

Julian.Field@centerfield.co.za

WEBSITE ADDRESS:

www.centerfieldsoftware.co.za

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT** [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. 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 11 484 -8300
Fax: +27 11 484 -0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION** [Section 51(1)(d)]

This private body in terms of certain legislation keeps particular records whilst other information and records are kept as a matter of standard practice.

- Arbitration Act No. 42 of 1965
- Basic Conditions of Employment No. 75 of 1997
- Closed Corporations Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Services Board Act No. 97 of 1990
- Financial Relations Act No. 65 of 1976
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act No. 95 of 1967
- Insolvency Act No. 24 of 1936
- Insurance Act No 27 of 1943
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No. 52 of 1998
- Medical Schemes Act No. 131 of 1998
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Post Office Act No. 44 of 1958
- Regional Services Councils Act No. 109 of 1985
- SA Reserve Bank Act No. 90 of 1989

- Short Term Insurance Act No. 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Tax on Retirement Funds Act No. 38 of 1996
- Trade Marks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Usury Act No 73 of 1968
- Value Added Tax Act No. 89 of 1991

4. **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION**
Sections 51(1)(c) and 51(1)(e)]

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [*Section 51(1)(c)*]

Please indicate whether you have any Annual Reports, Brochures, Circulars, Pamphlets, Booklets which you are prepared to grant access to without a person having to request the information in terms of the Act

Product Brochures.

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [*Section 51(1)(e)*]
Annexure C to this Manual provides a description of the subjects of the records held by the body and the categories in which these subjects are classed.

- iii. The request procedures:

FORM OF REQUEST:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [*s 53(1)*].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [*s 53(2)(a) and (b) and (c)*].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [*s 53(2)(d)*].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [*s 53(2)(f)*].

FEES:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [*s 54(1)*].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [*s 54(3)(b)*].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. **OTHER INFORMATION AS MAY BE PRESCRIBED** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **Availability of the manual** [Section 51(3)]

This manual is also available for inspection at our premises at **812 Hammets Crossing, Selbourne Road, Fourways**; and copies are available with the SAHRC.

ANNEXURE C

CLASSIFICATION OF RECORDS:

Companies Act

Certificate of Incorporation
Memorandum and Articles of Association
Certificate to Commence Business
Minute Book & Resolutions passed at meetings
Proxy Forms
Register of Members
Register of Fixed Assets
Register of Directors' Shareholdings
Financial Statements:
Annual accounts
Directors Reports
Auditors Reports
Books of Account regarding information required by the Companies Act

Accounting Records

Invoice Books
Vouchers
Statements
Receipts
Ledgers
Journals
Other books

Employee Records

Records of Monthly Returns to Council
List of Employees names and occupations
Wage/Salary Records
Letters of Appointment to employees
Staff Disciplinary Records
Tax Returns of Employees
Records in terms of Medical Aid Fund Contributions
Records in terms of Pension/Provident Fund Contributions
Staff Training Records
Employment Equity Plan
List of Staff Resignations
List of employees dismissed
Records of UIF Contributions
Records in terms of Skills Development Act

Records in terms of Property

Leases
Asset Register
Finance and Lease Agreements

Tax and VAT Records

Copies of Tax Returns
VAT Registration Certificate
Records in terms of VAT

Sales and Marketing

Client Database
List of Products
Brochures
Record of Advertisements
Marketing Products

Legal Records

Licences and Permits

Contracts / Agreements

Distribution Agreements
Partnership Agreements
Agreements with Shareholders/Officers/Directors
Alliance Agreements