

**MANUAL – PRIVATE BODIES**

**SYSTEC PRINT SOLUTIONS (PTY)LTD**

**SECTION 51 OF PROMOTION TO ACCESS OF INFORMATION ACT**

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**B PARTICULARS IN TERMS OF SECTION 51 AS PRESCRIBED****1. CONTACT DETAILS****1.1 Company Information**

Full Name:	Systec Print Solutions (Pty) Ltd
Shortened Name:	Systec Print Solutions
Trading Name:	Systec Print Solutions (Pty) Ltd
Registration Number:	2008/009333/07
Date of Incorporation:	8 April 2008
Main Object – Industry Code:	Software to Printing Industry
Trading Activity:	Software to Printing Industry
Income Tax Number:	9070692182
VAT Registration Number:	4070247632
Business Address:	6 Klipkers Street Proteavalley Bellville 7530
Registered Address:	6 Klipkers Street Proteavalley Bellville 7530
Postal Address:	PO Box 6371 Meyersdal

1447

Telephone Number: 082 896 2126  
Facsimile: +27 86 624 4642  
Email: [info@systemcsolutions.com](mailto:info@systemcsolutions.com)  
Employment Detail: 2 individuals in fulltime employment

The company is not a subsidiary or affiliate of any other company and thus no holding company details are included.

## 1.2 **Contact Person**

Name: Riaan Scholtz  
Position: Director  
Postal Address: PO Box 544  
Durbanville  
7551  
Telephone Number: 082 896 2126  
Facsimile: +27 86 624 4642  
Email: [riaan@systemcsolutions.com](mailto:riaan@systemcsolutions.com)

## 1.3 **Information Officer**

Name: Anton De Klerk  
Position: Director

Postal Address: PO Box 1447  
Meyersdal  
1447

Telephone Number: 082 378 0030

Facsimile: +27 86 624 3708

Email: [anton@systemcsolutions.com](mailto:anton@systemcsolutions.com)

## 2. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Guide will be available from the South African Human Rights Commission by no later than 31 December 2011. Please direct enquiries to:

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

Postal Address: Private Bag X2700  
Houghton  
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Email: [fvanrensburg@sagrc.org.za](mailto:fvanrensburg@sagrc.org.za)

### **3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Legislation Applicable to this Company:

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 71 of 2008 and No 61 of 1973
- Credit Act, No 34 of 2005
- Employment Equity Act, No 55 of 1998
- Financial Intelligence Centre Act, No 38 of 2001
- Harmful Business Practices Act, No 23 of 1999
- Income Tax Act, No 95 of 1967
- Intellectual Property Laws Amendment Act, No 38 of 1997
- Insider Trader Act, No 24 of 1036
- Insolvency Act, No 24 of 1936
- Insurance Act, No 27 of 1943
- Occupational Health & Safety Act, No 85 of 1993
- Labour Relations Act, No 66 of 1995
- Promotion of Access to Information Act, No 2 of 2000
- Regional Services Councils Act, No 109 of 1985
- SA Reserve Bank Act, No 90 of 1989
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Stamp duties Act, No 77 of 1968
- 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 RECORD HELD BY THE BODY**

4.1 Not Applicable

#### **4.2 Records that may be requested**

##### **4.2.1 Human Resources**

- Staff Recruitment Policies
- Staff Records and attendance register
- Minutes – Staff Meetings
- Employment Contracts
- Remuneration Records
- Employment Conditions and Policies
- Employee manual
- Records of Disciplinary Hearings
- Safety Manual
- FICA Manual

#### 4.2.2 **Financial Department**

- Financial Statements
- Invoices
- Credit notes
- Receipts
- Asset Register
- Stock Records
- Income Tax Reports and Summaries
- VAT reports and Summaries
- PAYE & SDL Reports and Summaries
- UIF Reports and Summaries (if applicable and registered)
- Compensation Commissioner Reports and Summaries
- Regional Services Council Reports
- General Trading Licenses
- Insurance Policies and claims
- Client Fee Agreements

#### 4.2.3 **Company Secretarial Department**

- Company Register and prescribed company documentation
- Minutes of Directors meetings
- Software Licenses

#### 4.2.4 **Company Operations**

- Instruction Manual
- Client complaints / enquiry records

### **4.3 Request Procedures to be followed and fees paid (as prescribed)**

#### **Form of Request**

- The requester must make use of 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 or electronic email address of the body concerned [s52(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 so informed [s 53(21(a) and (b) and (c)].



- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request record is required for exercise or protection of that right [s53(2)(d)].
- If a request is made on behalf of another person, the requester must submit the proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s53(2)(f)].

### **Fees**

A requester who seeks access to a record containing personal information about the requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the prescribed 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 [s54(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 [s54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the prescribed form.
  
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure [s54(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 MANUAL**

The rules pertaining tot private bodies refers. The manual is to be made available as follows:

- The South African Human Rights Commission  
Postal Address: Private Bag X2700, Houghton 2041

Or deliver to: Address: Boundary Road, Ilse of Houghton,  
Wilds View, Entrance 1, Houghton, Johannesburg

- The Government Printers – the manual will be printed in the Gazette.
  
- The Information Officer of a private body will make the manual available for public inspection during office hours and upon request.

Dated: 30 November 2011