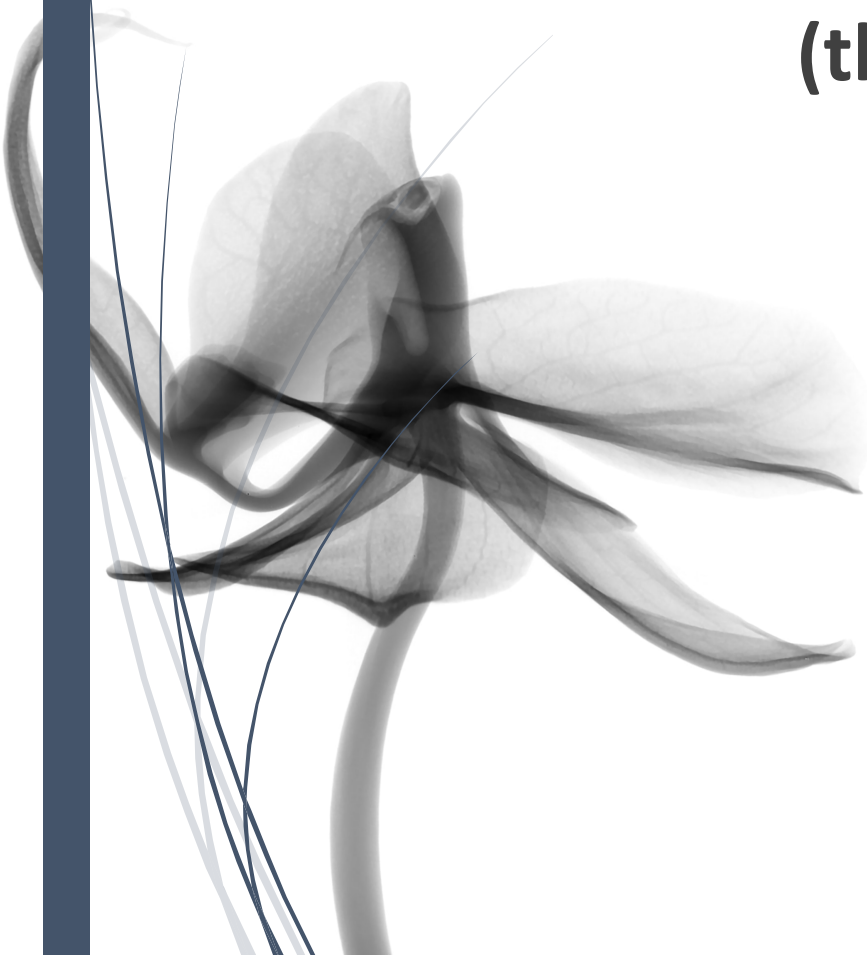


CAPE PC SERVICES CC
1996/004078/23

ACCESS TO INFORMATION MANUAL

As required by Section 51 of

The Promotion of Access to Information Act No.2 of 2000 (the “ACT”)





1. INTRODUCTION

Cape PC Services is an Information Technology Service provider, delivering planning, implementation, support, sales, and communication services.

2. COMPANY CONTACT DETAILS

Directors:	Mr. Izak Ferreira (Managing) Mr. Stephanus van Rooyen (Financial) Mr. Heinrich Venter (Operational)
Members:	Mr. Izak Ferreira Mr. Stephanus van Rooyen Mr. Heinrich Venter Mrs. Izette Mostert Mr. Johannes Meiring
Postal Address:	PO Box 1192, Stellenbosch 7530
Physical Address:	Unit 33, Vier Eike Building, 81 Bird Street, Dennesig, Stellenbosch, 7600
Phone Number:	+27 21 883 8271
E-Mail Address:	info@pcservices.co.za
Website:	www.pcservices.co.za



3. The Act

- 3.1 The ACT grants a requestor access to record of the company 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 paragraphs 6 and 7 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 purpose of exercising Constitutional Rights.

The contact details of the **South African Human Rights Commission** are:

Postal Address:	Private Bag 2700, Houghton, 2041
Phone Number:	+27 11 877 3600
Fax Number:	+27 11 403 0625
Website:	www.sahrc.org.za

Copies of the Guide are also available at the following places:

- The office of the Government Communications and Information Services
- Library of Parliament, Cape Town
- The South African Library, Cape Town
- Natal Society Library, Pietermaritzburg
- The State Library, Pretoria
- City Library Film, Video and Sound Archives, Pretoria
- All Magistrates' Offices
- All offices of the Department of Justice and Constitutional Development
- All Post Offices



4. SCHEDULE OF RECORDS

The following is a list of record that are held at the offices of the business:

Administration

- Correspondence
- Founding Documents
- Minutes of Meetings
- Shareholder Register
- Statutory Returns

Human Resources

- Condition of Service
- Employee Record
- Employment Contracts
- General Correspondence
- Personnel Guidelines, Policies and Procedures
- Statutory Records
- Training Records

Operations

- Brochures on Company Information
- Customer Register
- Contracts
- General Correspondence
- Marketing plans
- Suppliers' Register
- Client Support Information
- Support guides and procedures
- Sales, Quote, Estimate and Tender Information

Information Technology

- IT Policies and Procedures



Finances

- Annual Financial Statements
- Asset Register
- Banking Records
- Contracts
- Financial Transactions
- General Correspondence
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records
- Vehicle Records

Applicable Legislation and Statutory Records

At present these include records (if any) held in terms of:

- Basic Conditions of Employment 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Currency and Exchanges Act 9 of 1933
- Debtors Collectors Act 114 of 1998
- Electronic Communications and Transactions Act of 2002
- Income Tax Act 95 of 1967
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health & Safety Act 85 of 1993
- National Credit Act 34 of 2005
- National Road Traffic Act 93 of 1996
- SA Reserve Bank Act 90 of 1989
- Short Term Insurance Act 53 of 1998
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998



- Unemployment Insurance Act 63 of 2001
- Unemployment Contribution Act 4 of 2002
- Value-Added Tax Act 89 of 1991

6. INFORMATION REQUEST PROCEDURE

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your digitally scanned and attached request to the Accounts Officer at accounts@pcservices.co.za.
- 6.3 The requester must provide sufficient detail on the request form to enable the Head of Business 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 should be used to inform the requester. If this is the case, please furnish the necessary particulars to be so informed.
- 6.4 The requester must identify the right that is sought to be exercised or to be protected and must provide an explanation of why the requested record is required for the exercise or protection of that right.
- 6.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request.
- 6.6 The prescribed request fee must be attached

Please note that the successful completion and submission of a request for access form does not automatically imply that the request was received, nor allow the requester access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:
The record is required for the exercise or protection of any right; and
The requester complies with the procedural requirements set out in the ACT relating to a request; and
Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the ACT.



7. Denial of Access

Access of any record may be refused under certain limited circumstances.

These include:

- The protection of personal information from unreasonable disclosure concerning any natural person;
- The protection of commercial information held concerning any third party (for example trade secrets);
- The protection of financial, commercial, scientific, or technical information that may harm the commercial or financial interest of any third party;
- Disclosures that would result in a breach of a duty of confidence owed to a third party;
- Disclosures that would jeopardize the safety, or life an individual;
- Disclosures that would prejudice, or impair the security of property, or means of transport;
- Disclosures that would prejudice, or impair the protection of a person in accordance with a witness protection scheme;
- Disclosures that would prejudice, or impair the protection of the safety of the public;
- Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;
- Disclosures of details of any computer programme;
- Disclosures that will put Cape PC Services CC at a disadvantage in contractual, or other negotiations or prejudice it in commercial competition;
- Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial, or financial interest of Cape PC Services CC;
- Disclosures of any record containing any information about research and development being carried out, or about to be carried out by Cape PC Services CC.

If access to any record, or any relevant information is denied, our response will include:

- Adequate reason for the refusal; and
- Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.



8. PRESCRIBED FEES

The applicable fees are prescribed in terms of the Regulations promulgated under the ACT.

There are two basic types of fees payable in terms of the ACT.

Request Fee

- The non-refundable request fee of R50 (excluding VAT) is payable on submission of any request for access to any record.
- This does not apply if the request is for personal records of the requestor. No fee is payable in such circumstances.

Access Fee

- The access fee is payable prior to being permitted access to the records and records may be withheld until the fees have been paid.
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted)

The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11. The fee structure is also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Signed:

I. Ferreira (Managing Director)

Date: 30 June 2021