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**CORPRINT CC t/a TOSHIBA BUSINESS SYSTEMS
MANUAL**

in terms of

**Section 51 of
The Promotion of Access to Information**

Act 2 of 2000

(the "ACT")

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1. INTRODUCTION

This manual is to assist potential requestors with the procedure to follow when they wish to request access to information and/or documentation from Corprint CC t/a Toshiba Business Systems ("TBS") as contemplated in terms of The Promotion of Access to Information Act 2 of 2000 ("the Act").

This manual may be amended from time to time. As soon as any amendments have been made, such amended version will be made available on our website.

All requests in respect of the utilisation of this manual and/or for certain documentation/information, are to be directed to Laura Moerat, the Information Officer of TBS, whose details are set out in section 2 below.

The Act provides that a person may only request information in terms of the Act if the information is required for the exercise or protection of a right. Thus, information will only be provided to a person who provides clear and sufficient particulars to enable TBS to identify the right that the requestor is seeking to protect, as well as an explanation of why the requested information is required for the exercise of protection of that right.

2. CONTACT DETAILS (Section 51(1)(a))

Persons designated/duly authorised persons:

Members: Colin Dennis Ames

Gareth Lee Roos

Information Officer: Laura Alexandra Moerat

Postal Address: Eagle Park, Corner Bosmansdam and Omuramba Roads

Milnerton, Cape Town, 7441

Street Address: Eagle Park, Corner Bosmansdam and Omuramba Roads

Milnerton, Cape Town, 7441

Telephone Number: (021) 555 6900

Fax Number: (021) 555 6911

Email: laura@toshibasystems.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))

- 3.1 The ACT grants a requester access to records of a private body, 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 purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

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

4. APPLICABLE LEGISLATION (Section 51 (1)(d))

TBS retains information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

<u>NO</u>	<u>REF</u>	<u>ACT</u>
1	No 55 of 1998	Employment Equity Act
2	No 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No 89 of 1991	Value Added Tax Act
5	No 75 of 1997	Basic Conditions of Employment Act
6	No 25 of 2002	Electronic Communications and Transactions Act
7	No 2 of 2000	Promotion of Access to Information Act
8	No 30 of 1996	Unemployment Insurance Act
9	No 71 of 2008	Companies Act
10	No 4 of 2002	Unemployment Insurance Contributions Act
11	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
12	No 24 of 1936	Insolvency Act
13	No 85 of 1993	Occupational Health and Safety Act
14	No 90 of 1989	South African Reserve Bank Act
15	No 97 of 1998	Skills Development Act
16	No 9 of 1999	Skills Development Levies Act
17	No 68 of 2008	Consumer Protection Act
18	No 25 of 2002	Electronic Communications and Transactions Act
19	No 13 of 2000	Electronic Communications Act
20	No 4 of 2013	Protection of Personal Information Act

5. RECORDS AND INFORMATION HELD BY TBS IN TERMS OF THE ACT (Section 51(1)(e))

5.1. Our webpage (www.toshibasystems.co.za) is accessible to anyone who has access to the internet.

5.2. The documents/information listed herein below pertain to the day-to-day management of the business of TBS:

Department: General Manager

- Compliance with Corporate Governance
- Memorandum and Articles of Association
- Company Register
- Shareholders Agreements
- Share Certificates
- Board Meetings
 - Attendance register
 - Resolutions
 - Minutes of meetings
- Delegations of Authority
- General Correspondence

Department: Finance

- Invoices
- Credit/Debit notes
- Journals, Ledgers and Balance Sheets
- Income Statements
- Trial Balance statements
- Cash Flow statements
- Tax invoices
- Salary information
- Auditors Report

- General correspondence

Department: Administration

- Suppliers
- Debtors and Creditors
- Insurance Policies
- Lease Agreements
- Employees travel records
- General correspondence

Department: Human Resources

- Employee's personal details
- Employment Contracts
- Job profiles
- Remuneration
- Disciplinary records
- Training records
- Internal policies and procedures
- General correspondence

Department: Legal

- Contracts/Agreements
- Litigation records
- Administration of Legislation
- General correspondence

It is recorded that access to the documents listed above may be protected by privacy or the grounds of refusal set out in the Act. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act and other applicable legislation.

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Information Officer listed in paragraph 2 above.
- 6.3 Provide sufficient details to enable TBS to identify:
 - (a) The record(s) requested;
 - (b) The requestor (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or email address of the requestor in the Republic;
(ii) If the requestor wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
 - (e) The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests:

- 7.1 A requestor is required to pay the prescribed fees (R100.00) before a request will be processed;
- 7.2 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);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

SOUTH AFRICAN HUMAN RIGHTS DISCLAIMER

The South African Human Rights Commission reserves all rights and makes no warranty, either express or implied, with respect to the information and/or promotional material contained herein and is not responsible for any expenses, inconvenience, damage (whether special or consequential) or claims arising out of posting, time and costs incurred and or associated with this information and will not be liable for the latter. Specific exemption from any liability is claimed with regard to the following:

- The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
- Submission to the SAHRC is free and the SAHRC does not charge any fees for advice or administration, however, all costs to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.
- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.