

Our Manual in terms of Section 51 of the Promotion of Access to Information Act



Custom Development Solutions
ISV/Software Solutions

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PREAMBLE

The Promotion of Access to Information Act (Act 2 of 2000) ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

SECTION A – OUR DETAILS

Full Name : SILVERSKY (PTY) LTD
Physical Address : 93 Andries Pretorius Street, Somerset West, 7130
Telephone Number : 021 851 2020
Fax Numbers : 021 413 0911
Directors : Hennie Warnich, Adolph Jonker, Johann Hough
Designated Information Officer : Hennie Warnich
Website : www.silversky.co.za

SECTION B – THE OFFICIAL GUIDE

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post:
South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton 2041
Telephone: (011) 484-8300
Fax: (011) 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

SECTION C – INFORMATION AVAILABLE IN TERMS OF THE ACT

a. Categories of information

We hold the following categories of information:

1. 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 Mortgages Debentures and Fixed Assets
- Register of Directors' Shareholdings
- Financial Statements:
- Annual accounts
- Auditors Reports
- Books of Account regarding information required by the Companies Act

2. Information in terms of Close Corporation

- Founding Statement
- Proof of Registration
- Minute Book and Resolutions passed at meetings
- Financial Statements
- Annual Accounts
- Report of Accounting Officer
- Supporting Accounting Records

3. Accounting Records

- Invoice Books
- Statements
- Receipts
- Vouchers
- Ledgers
- Journals

4. Employee Records

- List of Employees names and occupations
- Wage/Salary Records
- Letters of Appointment to employees
- Human Resources Policy
- Disciplinary Code
- Staff Disciplinary Records
- Tax Returns of Employees
- Staff Training Records
- List of Staff Resignations
- List of Retrenched employees
- List of employees dismissed
- Records of UIF Contributions
- Records in terms of Skills Development Act

5. Records in terms of Property

- Leases
- Asset Register
- Finance and Lease Agreements
- Bonds

6. Tax and VAT Records

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

7. Sales and Marketing

- Client Database
- List of Products
- Brochures
- Record of Advertisements

8. Legal Records

- Licences and Permits

9. Contracts / Agreements

- Partnership Agreements
- Agreements with Shareholders/Officers/Directors
- Alliance Agreements
- Subscription Records

b. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:-

- our information officer (whose contact details are on page 2 of this manual);
- the SAHRC website (www.sahrc.org.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether or not your request has been approved.

SECTION D – INFORMATION AVAILABLE IN TERMS OF OTHER

LEGISLATION

Not Applicable

SECTION E – INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access To Information Act. These documents can be obtained from our information officer.

1. Newsletters
2. Booklets
3. Pamphlets / Brochures
4. Other literature intended for public viewing