

SECTION 51 MANUAL FOR PSITEK (PROPRIETARY) LIMITED (Registration Number 1992/005730/07)

1. INTRODUCTION

Psitek (Pty) Ltd specialises in the design and development of telecommunications products. The company is based in Cape Town, South Africa and represents one of the major developers and manufacturers of customised telecommunication solutions for the African continent.

Since the early 1980's Telecommunications has represented one of the fastest growing sectors within the electronics field. Whilst the Telecommunications industry has always been contested by a number of large corporate players, Psitek realised the need for the development of customised products.

The company was able to produce early successes by proving its ability to develop and manufacture quality products and offer superior customer service. Founded by two of the current directors, the company has enjoyed steady and continuous growth since its conception as a Close Corporation in 1990. Psitek was converted to a proprietary limited company in 1992.

Since the foundation of the company, numerous successes and world class developments have been produced for the fast-paced electronics industry. Focus on key niche market segments has ensured that Psitek has been able to progressively grow from a two-man company to a medium sized enterprise.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1 CONTACT DETAILS

2.1.1	Postal Address	PO Box 4414, Tygervalley, 7536
2.1.2	Telephone Number	+27 21 912 2100
2.1.3	Fax Number	+27 21 912 2120
2.1.4	Website Address	www.psitek.com
2.1.5	Email Address (Head)	section51@psitek.com

2.2 HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT NUMBER 2 OF 2000 ("The Act")

2.2.1 The Human Rights Commission has made available a guide to assist in the use of the Act entitled *The Guide on how to use the Promotion of Access to Information Act – Act 2 of 2000* which can be found on their website referred to hereunder.

2.2.2 Please direct any enquiries 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

2.3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

This list may be updated on a voluntary and periodic basis.

2.4 ACCESS TO THE RECORDS HELD BY PSITEK (PTY) LTD

2.4.1 **Section 52(2) Notice**

No notice has been published by the Minister in terms of section 52(2).

2.4.2 **Records that may be requested**

2.4.2.1 CORPORATE DEPARTMENT

- Records of Meetings
- Company Records (e.g. directors' register, minute book)

2.4.2.2 FINANCE DEPARTMENT

- Financial Statements

2.4.2.3 HUMAN RESOURCES DEPARTMENT

- Policies on staff recruitment
- Grievance Procedures
- Leave Policy

- Other staff-related policies
- Employment records

2.4.2.4 IT DEPARTMENT

- Electronic Communications Policy
- System Reports (incl. monitoring)

2.4.3 Request Procedures

The requester must:

- 2.4.3.1 use the prescribed form to make the request for access to a record;
- 2.4.3.2 address the request to the head of Psitek (Pty) Ltd at Psitek's postal address, fax number or electronic mail address;
- 2.4.3.3 provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester;
- 2.4.3.4 indicate which form of access is required (e.g. written, printed, visual images, sound, electronic or machine-readable form);
- 2.4.3.5 indicate if any other manner is to be used to inform the requester and state the following particulars:
 - particulars of the requester;
 - postal address or fax number in the Republic of South Africa;
- 2.4.3.6 identify the right that he/she/it wishes to exercise or to be protected and provide an explanation of why the requested record is required for the exercise of protection of the right;
- 2.4.3.7 Submit proof of the capacity in which he/she/it is making the request, where the request is made on behalf of another person, which proof shall be to the satisfaction of the head of Psitek.

2.4.4 Fees

- 2.4.4.1 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.

- 2.4.4.2 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.
- 2.4.4.3 The fee that the requester must pay to a private body is currently R50 (fifty Rand).
- 2.4.4.4 The requester may lodge an application to the court against the tender or payment of the request fee.
- 2.4.4.5 After the head of Psitek (Pty) Ltd has made a decision on the request, the requester must be notified in the required form.
- 2.4.4.6 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.

2.5 OTHER INFORMATION

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

2.6 AVAILABILITY OF THE MANUAL

- 2.6.1 The manual is available for inspection, free of charge, at the offices of Psitek (Pty) Ltd, The Vineyards Office Estate, 99 Jip de Jager Drive, Tygervalley.
- 2.6.2 Copies of the manual are also available at the South African Human Rights Commission, in the Government Gazette and on Psitek (Pty) Ltd's website: www.psitek.com

2.7 FEES IN RESPECT OF PRIVATE BODIES

- 2.7.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
- 2.7.2 The fees for reproduction referred to in regulation 11(1) are as follows:

Item	Amount
2.7.2.1 For every photocopy of an A4-size page or Part thereof	R1,10

2.7.2.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
2.7.2.3	For a copy in a computer-readable form on (i) stifty disc (ii) compact disc	R7,50 R70,00
2.7.2.4	For a transcription of visual images, for an A4-size page or part thereof	R40,00
2.7.2.5	For a copy of visual images	R60,00
2.7.2.6	For a transcription of an audio record, for an A4-size page or part thereof	R20,00
2.7.2.7	For a copy of an audio record	R30,00
2.7.3	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.	
2.7.4	The access fees payable by a requester referred to in regulation 11(3) are as follows:	
	Item	Amount
2.7.4.1	For every photocopy of an A4-size page or part thereof	R1,10
2.7.4.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
2.7.4.3	For a copy in a computer-readable form on (i) stifty disc (ii) compact disc	R7,50 R70,00
2.7.4.4	For a transcription of visual images, for an A4-size page or part thereof	R40,00
2.7.4.5	For a copy of visual images	R60,00
2.7.4.6	For a transcription of an audio record, for an A4-size page or part thereof	R20,00
2.7.4.7	For a copy of an audio record	R30,00
2.7.5	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

2.7.6 For purposes of section 54(2) of the Act, the following applies:

2.7.6.1 Six hours as the hours to be exceeded before a deposit is payable;
and

2.7.6.2 one third of the access fee is payable as a deposit by the requester.

2.7.7 The actual postage is payable when a copy of a record must be posted to a requester.

2.8 PRESCRIBED FORMS

Please turn over...

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			<input type="checkbox"/> YES
			<input type="checkbox"/> NO
Postage is payable.			

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

.....
SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE