



(REGISTRATION NUMBER: 2000/027350/07)

MANUAL IN TERMS OF SECTION 51

OF THE

PROMOTION OF ACCESS TO INFORMATION

ACT, 2 OF 2000 (AS AMENDED)



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REVISION HISTORY

| Revision | Author | Approved by | Reason for change | Date issued | Next revision due date |
|-----------|------------|-------------|-------------------|--------------|------------------------|
| Version 2 | T Shadiack | | Updated | 29 June 2023 | 29 June 2024 |



1. CONTACT PARTICULARS

Head of Business: Pedro Maia
Information Officer: Tanille Shadiack

Postal Address: PO BOX 50722
Halfway House
Midrand
1685

Physical Address: International Business
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Cnr 6th & New Road
Midrand
1685

Telephone Number: 011 082 2700

Email: compliance@intdev.co.za



2. INTRODUCTION

The company carries on the business of distribution of information technology-related products and services.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Information Regulator, from the Information Regulator, at <https://info regulator.org.za/knowledge-base/section-10/> or contact them on 010 023 5200.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available, as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Centravoice Pty Ltd.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997

5.2 BBBEE ACT 53 OF 2003

5.3 COMPANIES ACT 61 OF 1973

5.4 COMPANIES ACT 71 OF 2008

5.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993



- 5.6 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.7 INCOME TAX ACT 58 OF 1962
- 5.8 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.9 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.10 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.11 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.12 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.13 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2000
- 5.14 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying, if applicable:

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS
- 6.4 PRICELISTS
- 6.5 REPORTS
- 6.6 MARKETING AND PROMOTIONAL MATERIAL

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories of each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with sections 62 to 69 of The Act, if applicable:

7.1 ACCOUNTING RECORDS

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance record
- Investment records
- Auditor's reports
- Inventory records (including stock take
- Systems documentation
- Management review
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees

7.3 PERSONNEL RECORDS

- Attendance register
- Employee information records
- Employee loans
- Employee remuneration

- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.4 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of Allotments
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Resolutions
- Shareholders' agreements

7.5 TAX

- Income tax returns
- Provisional tax returns



- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Records of importation goods and documents
- Vendors information

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Intdev Internet Solutions (Pty) Ltd, or can be accessed on inforegulator.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Intdev Internet Technologies Pty Ltd, from the South African Information Regulator and at www.intdev.co.za.

10. SIGNATORY

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Tanille Shadiack

Information officer

29 June 2023

Date

Signature of Information officer