

**INNOVUS TEGNOLOGIE OORDRAG PROPRIETARY LIMITED**

Registration Number 1998/021073/07

**INFORMATION MANUAL**

in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000

## 1. INTRODUCTION

- 1.1. Innovus Tegnologie Oordrag Proprietary Limited (hereinafter "**Innovus**") is a private company conducting business as a provider of value added technical services.
- 1.2. This manual (hereinafter "**Manual**") has been compiled in compliance with section 51 of the Promotion of Access to Information Act 2 of 2000 (hereinafter "**PAIA**").
- 1.3. This Manual is available at Innovus's registered office and on the company's corporate website.

## 2. COMPANY CONTACT DETAILS

- 2.1. Persons designated/duly authorised persons for purposes of PAIA:

Information officer	Mrs Anita Nel
Postal address	15 De Beer Street, Stellenbosch, 7600, South Africa
Street address	15 De Beer Street, Stellenbosch, 7600, South Africa
Telephone number	+27 (0) 21 808 3826
Facsimile number	+27 (0) 21 808 3913
Email	<a href="mailto:ajnel@sun.ac.za">ajnel@sun.ac.za</a>

## 3. REQUEST FOR ACCESS IN TERMS OF PAIA

- 3.1. Requests in terms of the Act shall be made by completing the attached request form and against payment at the rates set out in paragraph 8 below, where applicable.
- 3.2. Requesters are referred to the guide which has been compiled by the South African Human Rights Commission in terms of Section 10 of PAIA, which contains information for the purposes of exercising constitutional rights. The contact details of the South African Human Rights Commission are:

Postal address	Private Bag 2700, Houghton, 2041
Telephone number	+27-11-877 3600
Fax number	+27-11-403 0625
Website	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

## 4. CATEGORIES OF INFORMATION FREELY AVAILABLE

- 4.1. No categories of information available from the company without making a request in terms of PAIA have been published.

## 5. RECORDS HELD IN TERMS OF OTHER LEGISLATION

- 5.1. Records are held in terms of the following legislation:
  - 5.1.1. Basic Conditions of Employment No. 75 of 1997
  - 5.1.2. Companies Act No. 61 of 1973
  - 5.1.3. Currency and Exchanges Act No. 9 of 1933
  - 5.1.4. Financial Intelligence Centre Act No.38 of 2001
  - 5.1.5. Income Tax Act No. 95 of 1967
  - 5.1.6. Labour Relations Act No. 66 of 1995

- 5.1.7. SA Reserve Bank Act No. 90 of 1989
- 5.1.8. Skills Development Levies Act No. 9 of 1999
- 5.1.9. Skills Development Act No. 97 of 1998
- 5.1.10. Unemployment Contributions Act No. 4 of 2002
- 5.1.11. Unemployment Insurance Act No. 63 of 2001
- 5.1.12. Value Added Tax Act No. 89 of 1991

**6. SUBJECTS AND CATEGORIES OF RECORDS HELD**

Public Affairs	Public product information Public corporate records Media releases
Financial	Financial and tax records (company & employees) Asset register
Marketing	Market information Product sales records

**7. FORM OF REQUEST**

- 7.1. To facilitate the processing of your request for information, kindly:
  - 7.1.1. Address your request to the Information Officer; and
  - 7.1.2. Use the prescribed form, attached hereto, to provide sufficient details to enable the company to attend to the request for information.

**8. PRESCRIBED FEES**

- 8.1. 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 must pay the required request fee. The following applies to requests other than personal requests:
  - 8.1.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
  - 8.1.2. 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. 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).
  - 8.1.3. The following fees are payable:

Copy per A4 page	R1.10
Printing per A4 page	75c
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R20

Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
Postage	Actual postage fee

- 8.1.4. Records may be withheld until the fees have been paid.
- 8.1.5. If a requester earns less than R14,712.00 per annum (single person) or R27,192.00 per annum (married or life partners), such requester is exempt from paying the request fees.

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

In terms of Section 53(1) of the Promotion of Access to Information Act 2 of 2000

**1. PARTICULARS OF PRIVATE BODY**

Name of company: Innovus Tegnologie Oordrag Proprietary Limited  
Information Officer Mrs Anita Nel

**2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- 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: \_\_\_\_\_

**3. 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: \_\_\_\_\_

**4. PARTICULARS OF RECORD**

- 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.
- 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.

Description of record or relevant part of the record: \_\_\_\_\_  
Reference number, if available: \_\_\_\_\_  
Any further particulars of record: \_\_\_\_\_

**5. FEES**

- 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.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_

**6. 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 hereunder, state your disability and indicate in which form the record is required.

Disability and indicate in which form the record is required \_\_\_\_\_

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

**If the record is in written or printed form:** copy of record/inspection of record?

**If record consists of visual images** (this includes photographs, slides, video recordings, computer-generated images, sketches): view the images/copy of the images/transcription of the images?

**If record consists of recorded words or information which can be reproduced in sound:** listen to the soundtrack or audio cassette/transcription of soundtrack?

**If record is held on computer or in an electronic or machine-readable form:** copy of record/printed copy of information derived from the record/copy in computer readable form (removable media 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: Yes/No?

**7. 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.

Indicate which right is to be exercised or protected:

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Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**8. 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