



# **XPERTEK GROUP**

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## **SECTION 51 MANUAL**

### **PROMOTION OF ACCESS TO INFORMATION ACT**

**VERSION: 2**

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## SECTION 51 MANUAL – PROMOTION OF ACCESS TO INFORMATION ACT

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## A. INTRODUCTION

### Main business

Xpertek is a software and services company specialising in the provision of business and financial services solutions. We take pride in providing world-class solutions to clients in the banking, loan finance, the employee benefits industry and any business environment requiring a product to support and enhance the efficiency of business operations.

## B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

### 1. Contact Details

Head of the body:	Barry Leonard
Postal address:	PO Box 2630, Rivonia 2128
Street address:	7 Stirrup Lane Woodmead Office Park Van Reenens Avenue 2021
Telephone number:	+27 011 519 3000
Fax number:	+27 011 519 3100
Email address:	info@xpertek.co.za

### 2. The Section 10 Guide - How to use the Act

In accordance with the South African Human Rights Commission (SAHRC) requirements, the guide will be available for inspection at their offices. Please direct any queries to:

**The South African Human Rights Commission:  
PAIA Unit  
The Research and Documentation Department**

Postal address:	Private Bag 2700  Houghton  2041
Telephone number:	+27 011 484 8300
Fax number:	+27 011 484 7146
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
Email address:	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

### 3. Records available in terms of any other legislation:

1. Basic Conditions of Employment Act No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Income Tax Act No. 95 of 1967
4. Labour Relations Act No. 66 of 1995
5. Skills Development Levies Act No. 9 of 1999
6. Skills Development Act No. 97 of 1998
7. Unemployment Contributions Act No. 4 of 2002
8. Unemployment Insurance Act No. 63 of 2001
9. Value Added Tax Act No. 89 of 1991

### 4. Access to the records held by Xpertek Group

#### I. Information readily available

- ✓ Product Brochure – SFI
- ✓ Product Brochure – ACQUIRE

#### 2. Information that may be requested

##### Administration

- Correspondence

##### Constitution

- List of directors
- Shareholders' agreements

##### Finance

- Annual financial statements
- Assets register
- Banking details
- Bank statements

##### Human Resources

- Employee Code of Conduct
- Employment contracts
- Personnel files
- Remuneration records and policies

##### Incorporation documents

- Incorporation forms
- Memorandum and Articles of Association

##### Information Technology

- Computer Software Support and Maintenance Agreements
- Software Licence Agreements
- Agreements with Internet service providers

##### Operations

- Register of clients
- Sales records
- Specific types of work done and records related to it.

Other: Contracts

Other: Employee Handbook

### 3. The request procedures:

#### Form of Request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number, or electronic mail address of the body concerned.
- The requester must provide sufficient details on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If the request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

#### Fees

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 request fee.

- The head of the private body must notify the requester (other than a personal requester) by return, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction and preparation; and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

### 5. Other information as may be prescribed

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

### 6. Availability of the manual

The manual is also available for inspection during office hours at the offices of **Xpertek Group** free of charge. Copies are available from the SAHRC.