



SECTION 51 MANUAL FOR INSPIRED INTERFACES LIMITED

Introduction to Inspired Interfaces Limited

Based in Durban, South Africa, Inspired Interfaces was established in the last quarter of 1996 and focuses on the development of electrical engineering analysis software. The firm is owned and managed by Francois Nortjé and Cobus Roux who are both qualified engineers (BSc Engineering) and who play an integral part in the formulation of prototypes for various projects and the development of programs.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Telephone: + 27 31 765 6650
Fax: + 27 31 765 6649
Email: info@interfaces.co.za
Website: www.reticmaster.com

Postal Address: PO Box 967
Hillcrest
3650

Physical Address: 1 Highland Road
Hillcrest
3610

Contact person/s: Francois Nortje
Cobus Roux

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2005. 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: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

Basic Conditions of Employment No. 75 of 1997
Closed Corporations Act No. 69 of 1984
Companies Act No. 61 of 1973
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Trade Marks Act No. 194 of 1993
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)** [Section 51(1)(c)]

Not Applicable

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed** [Section 51(1)(e)]

Human Resources:

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies

Operations:

- Sales records
- Production records
- Name specific types of work done by the private body and records related to it.
- Clients registry

Finances:

- Financial statements
- Annual financial statements
- Assets inventory

iii. **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 [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].
- If a request is made on behalf of a 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 [s 53(2)(f)].

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 required request fee:

- 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 [s 54(1)].
- 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 [s 54(3)(b)].
- 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, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

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

6. Availability of the manual [Section 51(3)]

This Section 51 manual will be available at the following locations:

- The South African Human Rights Commission

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

- The Government Gazette
- The offices of Inspired Interfaces Limited

Telephone: + 27 31 765 6650
Fax: + 27 31 765 6649
Email: info@interfaces.co.za

- The Inspired Interfaces website at www.reticmaster.com