

Icape South Africa (Pty) Ltd

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, (“the Act”) requires that we as a private body have a manual giving information to the public about procedures to be followed when requesting information from us for the purpose of exercising or protecting rights.

Introduction

TraX offshore Manufacturing is a supplier of professional printed circuit boards.

As a private body, we have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

In these pages you will be able to view the categories of information in our possession. You will also find the procedure to follow for access to any of this information.

A copy of this manual is also available on our website www.trax.co.za.

Our Company Details

Name	: Icape South Africa (Pty) Ltd
Registration Number	: 1996/000465/07
Registered Address	: 1 Waterford Mews, Century Blvd, Century City 7441
Postal Address	: PO Box 180, Plumstead Cape Town 7801
Telephone Number	: +27 21 712 5011
Fax Number	: +27 21 712 5798
Managing Director	: D.L. Dock
Designated Information Officer	: D.L. Dock
Email Address of Information Officer	: Daniel.dock@icape-group.com
Website	: www.trax.co.za

Information Held in Terms of the Act

STATUTORY COMPANY INFORMATION

- (1) Certificate of Incorporation;
- (2) Memorandum and Articles of Association;
- (3) Certificate to Commence Business;
- (4) Minute Book, CM25 and CM26, as well as Resolutions passed at board meetings;
- (5) Register of Shareholders;
- (6) Register of Fixed Assets;
- (7) Register of Directors' Shareholdings;
- (8) Register of Directors and Certain Officers;
- (9) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Auditor's report;
- (10) Books of Account regarding information required by the Companies Act, 1973;
- (11) Supporting schedules to books of account and ancillary books of account;

ACCOUNTING RECORDS

- (1) Books of Account including journals and ledgers;
- (2) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

STATUTORY EMPLOYEE RECORDS

- (1) Employees' names and occupations;
- (2) Remuneration paid to each employee.
- (3) Date of birth of each employee;
- (4) Employment equity plan;

OTHER EMPLOYEE RECORDS

- (1) Employee contracts;

ENVIRONMENTAL HEALTH AND SAFETY

MOVABLE PROPERTY

- (1) Asset register;
- (2) Finance and Lease Agreements;

INTELLECTUAL PROPERTY

- (1) Customer Confidentiality

AGREEMENTS AND CONTRACTS

- (1) Agreements with shareholders, officers or directors;
- (2) Agreements with contractors and suppliers;
- (3) Agreements with customers;
- (4) Warranty terms;
- (5) Sale agreements;
- (6) Lease agreements.

TAXATION

- (1) Copies of Income Tax Returns and other tax returns and documents;

LEGAL

- (1) Material licences, permits and authorisations;

INSURANCE

- (1) Insurance policies;
- (2) Claim records;
- (3) Details of insurance cover, limits and insurers.

SALES AND MARKETING

- (1) Customer Information;
- (2) Sales Brochures, Newsletters and Advertising Materials;
- (3) Sales Records;

Information Available in Terms of other Legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Customs and Excise Act No 91 of 1964
- Debt Collectors Act No. 114 of 1998

- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Unemployment Insurance Act No. 63 of 2001
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Value-added Tax Act No. 89 of 1991

Procedure for Requesting Access to Information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information that you have requested, including copying charges.

It is important to note that access is not automatic - you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved

Information Automatically Available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

1. Newsletters.
2. Pamphlets / Brochures.
3. Other literature intended for public viewing.

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