

OPSI SYSTEMS (Pty) Ltd

**ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. Purpose of the manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from OPSI Systems as required in terms of the Act, and to provide a reference to the records held and procedures to be followed when requesting access to such information.

2. Background

OPSI Systems is a software development and consulting house specialising in the supply chain, with a specific focus on vehicle and rail logistics.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

4. Contact person and address details – Section 51(1)(a)

As required by Section 51(1)(a), in the event that a person or entity requires access to information as contemplated in the Act, the requester must contact:

Name: David Lubinsky

Physical Address: Craddock Square, 169 Oxford Road, Rosebank, 2196

Postal Address: PO Box 1107, Parklands, 2121

Telephone: 011 880 7951

Fax: 011 880 2424

Email: david.lubinsky@opsi.co.za

Website: www.opsisystems.com

Documentation should be made attention of: Head of Information

5. Description of guide – Section 51(1)(b)

As required by Section 51(1)(b), as read with Section 10, a guide has been compiled by the Human Rights Commission, containing information required by a person wishing to exercise

any right contemplated by the PAIA. The guide is available on the website of the South African Rights Commission at www.sahrc.org.za, or a hard copy can be obtained directly from the South African Human Rights Commission.

South African Human Rights Commission contact details are as follows:

Physical Address: 29 Princess of Wales Terrace
 cnr York and St. Andrews Street
 Parktown, 2193

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

6. Records available in terms of Section 51(1)(c)

The following records are automatically available on request without a person having to submit a request in terms of the PAIA act:

- Memorandum of association
- Certificate of incorporation
- Certificate to commence business
- Register of directors
- Declarations of Directors' interests

Additional material, including marketing, newsletters and annual reviews are publically available on the company website: www.opsisystems.com

7. Records available in terms of Section 51(1)(d)

The following records are available, where applicable, in accordance with current South African legislation, and to the extent that the relevant Act makes the disclosure compulsory.

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993

- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

8. Records available in terms of Section 51(1)(e)

The following categories of records on the subject matters below are in OPSI Systems possession. These records are of a confidential nature and only accessible to authorized people. Any request for access to these records should be submitted as per the request procedure outlined in section 9 of this document.

Management

- Policy documents
- Strategy documents
- Financial reports
- Minutes of Board of Directors meetings
- Development roadmaps

Administration

- Minutes of staff meetings
- Statutory records
- General administration records
- Product licenses
- IT fair use policy
- Client registry

Accounting

- Annual financial statements
- Audit reports
- Asset register
- Tax returns
- Invoices
- Accounting records

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Statutory compliance records

Human Resources

- Employee records
- General HR policies and procedures
- Training records
- Bursary and study records
- Salary records
- Disciplinary records
- Leave records
- Statutory compliance records

Development

- Project schedules
- Product software
- Minutes of design meetings
- Development licenses
- Design documentation
- Bug lists

Client Management

- Feature requests
- Project schedules
- Service agreements
- Maintenance records
- Test databases
- General correspondence
- Minutes of client meetings
- Client support records
- Client training records

9. Access request procedure and prescribed fees

A person who wants access to the records must complete the necessary request form, as set out in Form C, and the completed form must be sent to the address or fax number provided in this manual.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of why the requested record is required for the exercise or protection of that right.

9.1 Availability of the Manual

9.1.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices at Craddock Square, 169 Oxford Road, Rosebank. Copies of the manual may be made available subject to the prescribed fees.

9.1.2 Copies may also be requested from the South African Human Rights Commission at the address indicated in section 5 of this manual.

9.2 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

9.2.1 A fee will be required by the head before further processing of the request in terms of section 54 of the Act

9.2.2 A requester fee of R50 should be paid; this amount will be refunded should the request for access be refused

9.2.3 A portion of the access fee (not more than one third) may be required before the request is considered

9.2.4 The requester may lodge an application with a court against the payment of the request fee in terms of section 54(3)(b) of the Act

9.2.5 The head may withhold a record until the requester has paid the applicable fees

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | 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:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
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Full names and surname:

Identity number:

Particulars of record

- | | |
|-----|--|
| (a) | 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. |
| (b) | 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. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

F. Form of access to record

<p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p>
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Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) 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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy 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? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G 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.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

10. H. 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 of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE