

Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (the Act)

Part 1

[Information required in terms of section 51 (1) (a) of the Act]

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|------------------|---|
| Name of the Body | Syrex Intranets cc |
| Head of the Body | David John Herselman |
| Street Address | 27-7 th Avenue Parktown North Johannesburg 2193 |
| Postal Address | As per street address. |
| Telephone number | 0861179739 |
| Telefax number | 0861279739 |
| Website address | www.syrex.co.za |

Part 2

Information required in terms of section 51 (1) (b) of the Act]

In terms of section 10 of the Act, the South African Human Rights Commission is required to compile and publish a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. Government Notice R187 of 15 February 2002 details how the guide should be made available. The guide is available on the website of the South African Human Rights Commission, under the link that says "publication":



The South African Human Rights Commission can be contacted at –

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2014

Telephone +27 11 484 8300
Fax +27 11 484 0582/1360
Website www.sahrc.org.za
e-mail PAIA@sahrc.org.za

Part 3

Information required in terms of section 51 (1) (c) of the Act]

No notice in terms of this section has been published. Certain records are on the company website.

Part 4

Information required in terms of section 51 (1) (d) of the Act]

Records are kept/obtainable in accordance with the following legislation

Human Resources
Basic Conditions of Employment Act, 75 of 1997
Compensation for Occupational Injuries and Diseases Act, 130 of 1993
Labour Relations Act 68 of 1995
Unemployment Insurance Contribution Fund Act, 4 of 2000
Unemployment Insurance Fund Act, 63 of 2001
Skills Development Levy Act of 1999

Finance
Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act, 89 of 1991

Part 5

Information required in terms of section 51 (1) (e) of the Act]

Syrex Intranets cc holds the following information



Administration

Rental Agreement, Internal and External Correspondence, Minutes of Management and Staff Meetings, Strategy Documents.

Constitution

List of Members
Shareholder Agreements

Financial

Annual Financial Statements
Assets Register
Stock Records

Human Resources

Employment contracts
Employee code of conduct
Employment Equity plan
Personnel files
Remuneration records and policies
Disciplinary record
Declaration of secrecy
Sub-contractor contracts

Incorporation Documents

Founding Statement

Information Technology

Software Licence Agreements

Clients

General client records detailing sales and other matters pertaining to the work done for clients by Syrex Intranets cc

BBBEE

Company Policy and Implementation Strategy documents



It is recorded that any and all documents requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Syrex Intranets cc is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

The manual can be accessed on the website of Syrex Intranets cc. It should be noted that the manual accessible on the website or the SAHRC does not include request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website or the website of the Department of Justice and constitutional development (www.doj.gov.za) (under regulations).

Designated Information Officer

Barbara Ann Watson
bw@syrex.cc