

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL  
PUBLISHED IN TERMS OF SECTION 51  
OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT,  
NO 2 OF 2000  
FOR

**SYREX (PROPRIETARY) LIMITED**

**(Registration number: 2013/076869/07)**

**("SYREX")**

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## 1. INTRODUCTION

- 1.1. The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from SYREX as contemplated in terms of the Act.
- 1.2. The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.
- 1.3. Any requestor is advised to contact Busisiwe Vilakazi should he/she require assistance in respect of the utilisation of this manual and/or the requesting of documents/information from SYREX.
- 1.4. The following words will bear the following meaning in this manual:-
  - 1.4.1. "the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published from time to time;
  - 1.4.2. "the/this manual" shall mean this manual together with all annexures thereto as available at the offices of SYREX from time to time;
  - 1.4.3. "SAHRC" shall mean the South African Human Rights Commission;
  - 1.4.4. "Website" shall mean [www.syrex.com](http://www.syrex.com)

## 2. CONTACT DETAILS OF APPOINTED INFORMATION OFFICER

NAME OF MANAGING PERSON: BUSISIWE VILAKAZI

POSTAL ADDRESS: SUITE 176,  
PRIVATE BAG X51  
BRYANSTON  
JOHANNESBURG  
2021

PHYSICAL ADDRESS: CURZON PLACE  
TURNBERRY OFFICE PARK  
48 GROSVENOR ROAD  
BRYANSTON  
JOHANNESBURG  
2021

TELEPHONE: 0861 179 739

E-MAIL: [accounts@syrex.com](mailto:accounts@syrex.com)

WEBSITE: [www.syrex.com](http://www.syrex.com)

## 3. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(B)

- 3.1. The SAHRC has, in terms of section 10 of the Act, compiled a guide which may be used by any person who wishes to exercise any right contemplated in the Act. This guide is available from the SAHRC.

- 3.2. The guide will be available from the SAHRC by not later than 1 June 2017. Please direct any queries to:

**SAHRC - PAIA Unit, The Research and Documentation Department:**  
Postal Address: Private Bag 2700  
Houghton  
2041  
Telephone: 011 484 8300  
Facsimile: 011 484 0582  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### **4. NOTICES IN TERMS OF SECTION 52(2) OF THE ACT**

- 4.1. According to section 52(2) of the Act, the Minister must publish a description of the categories of records of the Private Body that are automatically available without a person having to request access in terms of the Act. To date, no notice has yet been published by the Minister.

#### **5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (SECTION 51(1)(D))**

- 5.1. SYREX keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-
- 5.1.1. Basic Conditions of Employment Act No. 75 of 1997
  - 5.1.2. Electronic Communications Transactions Act No. 25 of 2002
  - 5.1.3. Employment Equity Act No. 55 of 1998
  - 5.1.4. Labour Relations Act No. 66 of 1995
  - 5.1.5. Compensation for Occupation Injuries and Disease Act No. 130 of 1993
  - 5.1.6. Occupational Health and Safety Act No. 85 of 1993
  - 5.1.7. Unemployment Insurance Act No. 63 of 2001
  - 5.1.8. Unemployment Insurance Contributions Act No. 4 of 2002
  - 5.1.9. Companies Act No. 61 of 1973
  - 5.1.10. Income Tax Act No. 89 of 1991 and Amendments
  - 5.1.11. Value-Added Tax Act No. 89 of 1991
  - 5.1.12. Copyright Act No. 98 of 1978
  - 5.1.13. Skills Development Act No. 9 of 1999 and Amendments
  - 5.1.14. Skills Development Levies Act No. 9 of 1999
  - 5.1.15. Promotion of Access of Information No. 2 of 2000

#### **6. ACCESS TO THE RECORDS HELD BY SYREX IN TERMS OF SECTIONS 51(1) (C) AND 51(1)(E)**

- 6.1. Records 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):
- 6.1.1. **INFORMATION THAT IS FREELY AVAILABLE:**
    - All documents and Information found on the Website
  - 6.1.2. **A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED:**

The documents / information listed herein below pertain to the day-to-day management of the business of SYREX. It is recorded that access to these documents may be protected by privacy or the grounds of refusal set out in the Act. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and other applicable legislation:-

**Company Secretary:**

- Compliance with Corporate Governance
- Memorandum and Articles of Association
- Company Register
- Shareholders Agreements
- Board Meetings Minutes
- Share Certificates
- General correspondence

**Finance:**

- Invoices
- Credit/Debit Notes
- Journals, Ledgers & Balance Sheets
- Income Statements
- Trial Balance Statements
- Cash Flow Statements
- Tax invoices
- Debtors and Creditors
- Salary information
- Auditors Report
- Asset Register
- General correspondence

**Personnel Documents and Records:**

- Employment Contracts
- Provident Fund Records
- Salary Records
- Disciplinary records
- Policy Manual
- Leave Records
- Training Records
- General Correspondences

**Legal**

- Contracts/Agreements
- Litigation Records
- Insurance and Company Policies
- General Correspondence
- Clients

**Marketing**



- Development of new products
- Advertising
- General Correspondence

## 7. THE REQUEST PROCEDURES

- 7.1. A request for access to information to SYREX in terms of section 50 of the Act must be made in terms of Form C contained in Regulation 187 of 15 February 2002, published in terms of the Act, and attached hereto as Annexure "A".
- 7.2. The request must be made by the Requester to the Directors of SYREX at the contact details referred to in Part 2. In his/her request, the Requester must at least provide:
- 7.2.1. Sufficient particulars to enable the Directors of SYREX to identify:
- The record or records requested; and
  - The Requester;
- 7.2.2. An indication of the form of access required;
- Particulars of the postal address or telefax number of the Requester in the Republic of South Africa;
  - Details of the right the Requester is seeking to exercise or protect and an explanation of why the requester record is required for the exercise or protection of that right;
  - If, in addition to a written reply, the Requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
  - If the request is made on behalf of a person, to submit proof of the capacity in which the Requester is making the request, to the reasonable satisfaction of the Directors of **SYREX**.

## 8. APPLICANLE FEES

- 8.1. 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:
- 8.1.1. 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.
- 8.1.2. The fee that the requester must pay to a private body is R150. The requester may lodge an application to the court against the tender or payment of the request fee.
- 8.2. After the head of the private body has made a decision on the request, the payment must be notified in the required form.
- 8.3. 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.

## 9. PRESCRIBED FEES:

9.1. The following prescribed fees to access information of private bodies are applicable:

	<b>The fees for preparation of records referred to in regulation 54(2)(b) are as follows:</b>			<b>RAND</b>
1	(a)		For every photocopy of an A4-size page or part thereof	R1,10
	(b)		For every printed copy of an A4-size page or part thereof held on a computer or electronic or machine-readable	R0,75
	(c)		For a copy in a computer-readable form on:	
		(i)	Electronic media, i.e. diskette	R7,50
		(ii)	Compact disc	R70,00
		(iii)	For a transcription of visual images, for an A4-size page or part thereof	R40,00
	(d)	(i)	For a copy of visual images	R60,00
		(ii)	For a transcription of an audio record, for an A4-size page or part thereof	R20,00
	<b>The request fee payable by a requester, other than a personal requester, referred to in regulation</b>			R50,00
	<b>The access fees payable by a requester referred to in regulation 54(6) are as follows:</b>			
2	(a)		For every photocopy of an A4-size page or part thereof	R1,10
	(b)		For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
	(c)		For a copy in a computer-readable form on-	
		(i)	Electronic media, i.e. diskette	R7,50
		(ii)	Compact disc	R70,00
	(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	R40,00
		(ii)	For a copy of visual images	R60,00
	(e)		For a transcription of an audio record, for an A4-size page or part thereof	R20,00
(f)		To search for and prepare the record for disclosure for each hour or part of an hour reasonably required for such	R30,00	
	<b>For purposes of section 54(2) of the Act, the following applies:</b>			
3	(a)		Six hours as the hours to be exceeded before a deposit is payable; and	
	(b)		One third of the access fee is payable as a deposit by the requester.	
4			The actual postage is payable when a copy of a record must be posted to a requester.	

## **10. OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51(1)(F)]**

- 10.1.** The Minister of justice and Constitutional Development has not made any regulations in this regard.

## **11. AVAILABILITY OF THE MANUAL [SECTION 51(3)]**

- 11.1.** This manual is available for inspection at the offices of SYREX, free of charge.
- 11.2.** Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SYREX.
- 11.3.** The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and on the company's Website.

*\*A signed version of this Section 51 Manual is available on request at [accounts@syrex.com](mailto:accounts@syrex.com)*

