

## **SECTION 51 MANUAL FOR Concilium Technologies (Pty) Ltd.**

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## **Introduction to Concilium Technologies (Pty) Ltd**

Concilium Technologies provides sales of products and services to the Electronics, Telecommunications and Broadcast markets in Southern Africa. We are an ISO 9002 registered company and provide full after sales support services such as repair, calibration, user training and consulting on all of the solutions we provide.

## **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

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

Postal Address:  
Concilium Technologies (Pty) Ltd  
P.O Box 67611  
Highveld  
0169

Street Address:  
Concilium Technologies (Pty) Ltd  
Building 3, Highgrove Office Park  
50 Tegel Avenue  
Highveld Technopark  
Centurion  
0157

Telephone: +27 12 678 9200  
FAX: +27 12 665 4160  
Email: [info@concilium.co.za](mailto:info@concilium.co.za)

### **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 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit  
The Research and Documentation Department**

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Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto: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  
Companies Act No. 61 of 1973  
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993  
Currency and Exchanges Act No. 9 of 1933  
Employment Equity Act No. 55 of 1998  
Income Tax Act No. 95 of 1967  
Labour Relations Act No. 66 of 1995  
Medical Schemes Act No. 131 of 1998  
Occupational Health & Safety Act No. 85 of 1993  
Pension Funds Act No. 24 of 1956  
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  
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)]**

**Administration**

Minutes of Meetings  
Correspondence  
Distribution agreements  
Company quality manual

**Human Resources**

Staff recruitment policies  
Employment contracts  
Remuneration records and policies  
Leave records and policies  
Standards of business conduct  
Employment equity records

**Operations**

Sales records  
Order records  
Job records  
Client lists  
Warranty records  
Support contract records

**Finances**

Financial statements  
Auditors reports  
Inventory records  
Asset records

**iii. The request procedures are:**

**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)]**

The manual is available for inspection by appointment at the Company's premises, or on the Company website [www.concilium.co.za](http://www.concilium.co.za), and copies are available from the SAHRC or in the Government Gazette.