

PSD CONSULTING ENGINEERING (PTY) LTD

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000 ("the Act")

1. CONTACT DETAILS OF ENTERPRISE

- Registered name: PSD CONSULTING ENGINEERING (PTY) LTD
- Registration number: 2000/001669/07
- Legal status: PRIVATE COMPANY
- Nature of operations: ELECTRICAL ENGINEERING CONSULTANTS
- Location of branches: NONE
- Managing director: MR S. BOSHOFF
- Physical address: 13 SUMMER STREET, RIVONIA, 2191
- Postal address: P.O. BOX 2215, RIVONIA, 2128
- Telephone number: (011) 807 1598
- Fax number: (011) 807 0462
- Website address: www.powersystemdynamics.com
- Contact person name: MR S. BOSHOFF
- Contact person telephone number: (011) 807 1598
- Contact person fax number: (011) 807 0462
- Contact person e-mail address:
Sep@PowerSystemDynamics.com
- Independent Reviewer: M.T. ROTH



2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Guide will be available from the South African Human Rights Commission by August 2004. Please direct any queries to: -

The South Africa Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 7146

Website: www.sahrc.org.za

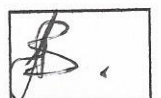
E-mail: PAIA@sahrc.org.za



3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

The enterprise is obliged to keep or submit records in terms of the following legislation: -

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Regional Services Councils Act No. 109 of 1985
- 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 RECORDS

SUBJECTS AND CATEGORIES OF RECORDS HELD BY PSD CONSULTING ENGINEERING (PTY) LTD:

SECTION 51(1)(e)

COMPANIES ACT RECORDS

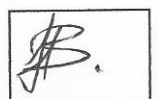
- Documents of incorporation
- Memorandum of Incorporation
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/
Independent Reviewer/ Public Officer and other officers
- Share Register and other statutory registers

FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances
 - VAT
 - Regional Services Levies



- Skills Development Levies
- UIF
- Workmen's Compensation

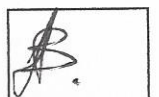
PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

REQUEST PROCEDURES

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

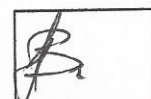


making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

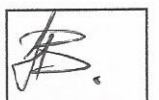
A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 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 MANUAL**

A copy of this manual is available at: -

- The South African Human Rights Commission
- For inspection, at the physical address of the enterprise, during office hours and upon request



SEPTIMUS BOSHOFF

(MANAGING DIRECTOR)