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Februarie

No. 24398

M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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Axs-One African Solutions (Pty) Ltd	24398	18-2-2003	3

INTRODUCTION TO AXS-ONE AFRICAN SOLUTIONS (PTY) LTD

AXS-ONE AFRICAN SOLUTIONS (PTY) LTD IS AN ITC COMPANY WHICH WAS INCORPORATED IN 2000 AND STARTED OPERATIONS IN 2001. THE MAIN BUSINESS OF THE COMPANY IS THE SUPPLY AND SUPPORT OF COMPUTER SOFTWARE WITH RELATED CONSULTING SERVICES. IN OCTOBER 2002 AXS-ONE AFRICAN SOLUTIONS (PTY) LTD WAS AWARDED THE AFRICAN ICT ACHIEVERS AWARD FOR MOST PROGRESSIVE ICT COMPANY.

B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1 A CONTACT DETAILS

PHYSICAL ADDRESS : 2ND FLOOR BUILDING 27
THE WOODLANDS OFFICE PARK
WESTERN SERVICE ROAD
WOODMEAD

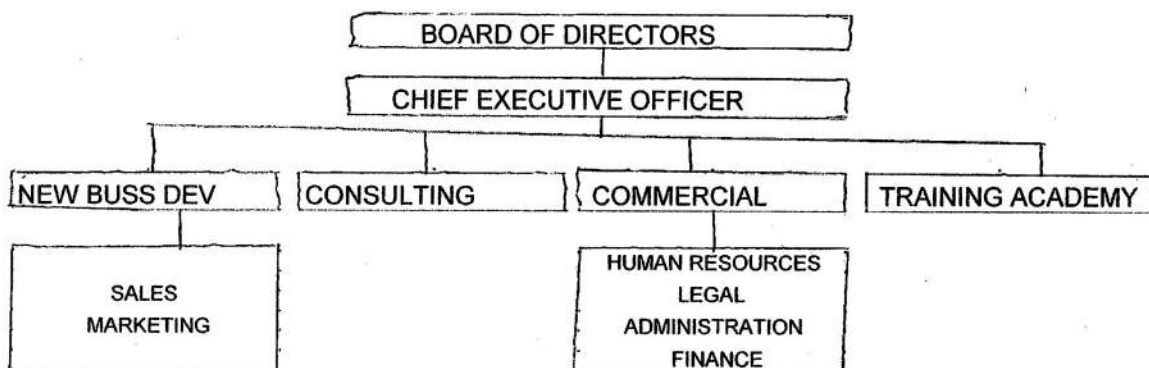
POSTAL ADDRESS: P.O. BOX 3660
RIVONIA

TELEPHONE: +27 11 802 - 4998
FAX: +27 11 802 - 5161
E-MAIL ADDRESS: dhorak@axsone.com
INTERNET ADDRESS: www.AXS-ONE.com

B DIRECTORS:

CHAIRMAN: M.E. TSHIVASE
CEO: A J CLEGG
D. HORAK (INFORMATION OFFICER)
N.M. MAREDI
TELEPHONE: +27 11 802 - 4998
FAX: +27 11 804 - 1733
E-MAIL ADDRESS: dhorak@axsone.com
INTERNET ADDRESS: www.AXS-ONE.com

C BUSINESS STRUCTURE



- 2 THE SECTION 10 GUIDE ON HOW TO USE THE ACT
THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 - 8300.

- 3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION.
 - 1 INCOME TAX ACT NO 95 OF 1967
 - 2 COMPANIES ACT NO 61 OF 1973
 - 3 VALUE ADDED TAX ACT NO. 89 OF 1991
 - 4 REGIONAL SERVICES COUNCIL ACT NO. 109 OF 1985
 - 5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT NO. 130 OF 1993
 - 6 UNEMPLOYMENT EQUITY ACT NO 55 OF 1998
 - 7 UNEMPLOYMENT CONTRIBUTIONS ACT NO 4 OF 2002
 - 8 UNEMPLOYMENT INSURANCE ACT NO 63 OF 2001
 - 9 EMPLOYMENT EQUITY ACT NO NO. 55 OF 1998
 - 10 BASIC CONDITIONS OF EMPLOYMENT ACT NO. 75 OF 1997
 - 11 SKILLS DEVELOPMENT LEVIES ACT NO. 9 OF 1999
 - 12 SKILLS DEVELOPMENT ACT NO. 97 OF 1998
 - 13 ACCESS TO INFORMATION ACT NO 2 OF 2000
- 4 A ACCESS TO INFORMATION HELD BY AXS-ONE AFRICAN SOLUTIONS (PTY) LTD
THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT.
 - 1 ANY BROCHURES OR ADVERTISING MATERIAL
 - 2 INFORMATION REGARDING THE TRAINING ACADEMYB RECORDS THAT MAY BE REQUESTED
THE FOLLOWING RECORDS CAN BE REQUESTED FOLLOWING THE PROCEDURE AS SET OUT IN POINT C.
 - 1 **HUMAN RESOURCES**
EMPLOYMENT RECORDS AND OTHER RELATED POLICIES
POLICIES ON STAFF RECRUITMENT AND OTHER STAFF RELATED POLICIES
 - 2 **ADMINISTRATION RECORDS**
REGISTERS AND REGISTRATION FORMS IN TERMS OF THE RELEVANT ACTS
MINUTES OF MEETINGS
 - 3 **LEGAL**
CONTRACTS, AGREEMENTS, AND ANY OTHER LEGAL DOCUMENTS
 - 4 **ACCOUNTING RECORDS**
FINANCIAL STATEMENTS, CLIENTS - AND SUPPLIERS INVOICES AND STATEMENTS
BANK STATEMENTS, JOURNALS, LEDGERS
CLIENTS AND SUPPLIERS INFORMATION
REGISTERS OF DIRECTORS AND COMPANY OFFICERS
FIXED ASSETS REGISTER
 - 5 **SALES AND MARKETING**
SALES AND MARKETING STRATEGIES
MINUTES OF MEETINGS
 - 6 **CONSULTING**
WORKSHEETS/JOBCARDS
 - 7 **MANUAL IN TERMS OF THE ACCESS TO INFORMATION ACT NO 2 OF 2000**C THE REQUEST PROCEDURE
 - 1 THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS REQUEST MUST BE MADE TO THE DIRECTOR OF AXS-ONE AFRICAN SOLUTIONS (PTY) LTD AT THE ADDRESS OF AXS-ONE AFRICAN SOLUTIONS (PTY) LTD.
 - 2 THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE DIRECTOR 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.

3 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.

4 IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON, THE REQUESTER MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST TO THE SATISFACTION OF THE DIRECTOR OF AXS-ONE AFRICAN SOLUTIONS (PTY) LTD.

D 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 REQUESTED FEE:

- a THE DIRECTOR WILL NOTIFY THE REQUESTER, REQUIRING THE REQUESTER TO PAY THE PRESCRIBED FEE (IF ANY) BEFORE FURTHER PROCESSING THE REQUEST.
- b THE FEE THAT THE REQUESTER MUST PAY IS R57. THE REQUESTER MAY LODGE AN APPLICATION TO THE COURT AGAINST THE PAYMENT OF THE REQUEST FEE.
- c AFTER THE DIRECTOR HAS MADE A DECISION ON THE REQUEST, THE REQUESTER WILL BE NOTIFIED IN THE REQUIRED FORM.
- d IF THE REQUEST IS GRANTED 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.

5 OTHER INFORMATION AS MAY BE PRESCRIBED
THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6 AVAILABILITY OF THE MANUAL
THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF AXS-ONE AFRICAN SOLUTIONS (PTY) LTD, FREE OF CHARGE.
COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

7	PRESCRIBED FEES	AMOUNT	VAT	TOTAL
A	REQUEST FEE	50.00	7.00	57.00
B	REPRODUCTION FEES			
a	PHOTOCOPIES PER A4 OR PART THEREOF	1.10	0.15	1.25
b	PRINTED COPIES @ A4 OR PART ON COMPUTER	0.75	0.11	0.86
c	COPY IN COMPUTER READABLE FORM			
	1) STIFFY DISC	7.50	1.05	8.55
	2) COMPACT DISC	70.00	9.80	79.80
C	ACCESS FEES			
a	PHOTOCOPIES PER A4 OR PART THEREOF	1.10	0.15	1.25
b	PRINTED COPIES @ A4 OR PART ON COMPUTER	0.75	0.11	0.86
c	COPY IN COMPUTER READABLE FORM			
	1) STIFFY DISC	7.50	1.05	8.55
	2) COMPACT DISC	70.00	9.80	79.80
D	TO SEARCH AND PREPARE THE RECORD FOR DISCLOSURE, FOR EACH HOUR OR PART OF AN HOUR REASONABLY REQUIRED FOR SUCH SEARCH AND PREPARATION	30.00	4.20	34.20
	IF ANY OTHER FORM OF ACCESS IS REQUIRED, THE FEES AS PRESCRIBED BY THE SAHRC WILL APPLY.			
E	POSTAGE			
	THE ACTUAL COST OF THE POSTAGE WILL BE PAYABLE BY THE REQUESTER IF A COPY OF THE RECORD IS TO BE POSTED.			

F LINKS FOR FEES

THE FOLLOWING WEBSITES CAN BE ACCESSED TO OBTAIN OR CONFIRM THE FEES:

- 1 www.sahrc.org.za SOUTH AFRICAN HUMAN RIGHTS COMMISSION WEBSITE
- 2 www.doj.gov.za DEPT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

8 PRESCRIBED FORMS

COPIES OF THE FORMS ARE ATTACHED AS AN ADDENDUM TO THE MANUAL.
COPIES OF THE FORMS ARE AVAILABLE AT THE PREMISES OF AXS-ONE AFRICAN
SOLUTIONS (PTY) LTD.

9 GUIDELINES

THE GUIDELINES AS LAID OUT BY THE SAHRC FOR THE COMPILATION OF THE
MANUAL, WAS USED IN THE PREPARATION OF THE MANUAL.

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