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MANUAL

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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INTERVID LIMITED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51

OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

The main business of the Intervid Group is the provision of technology driven, automated, customised digital video management solutions, designed to enhance management capabilities, optimise productivity and minimise production risks for the production and security markets.

The information listed in this manual is available from the Company by means of a request as prescribed in Section 53 of the Act. Requests can be addressed to the Company Secretary or Information Officer at the address and/or contact details provided in paragraph 1. All request fees, if any, as prescribed in Section 54 of the Act, must be paid to the Company before any request is processed.

This Information Manual applies in respect of Intervid Limited and all its subsidiary companies in South Africa, detailed below

<u>NAME OF COMPANY</u>	<u>REGISTRATION NUMBER</u>
Intervid Technologies (Pty) Limited	1999/005560/07
Intervid Africa (Pty) Limited	2002/012578/07
Secprop 120 Investments (Pty) Limited	1997/05425/07
Intervid SA (Pty) Limited	1993/000273/07
Panacam (Pty) Limited	2000/006685/07
Smartcam (Pty) Limited	2000/001430/07
Bheka CCTV Technologies (Pty) Limited	1996/007835/07
Bitflow Investments 317 (Pty) Limited	2000/006109/07
Distco Technology SA	2001/019910/10

The Company reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act (Ss 62 – 70).

Whilst the Company endeavours to ensure that the published information is accurate, complete and updated on a regular basis, no representation is made regarding the fitness of such information.

1. SECTION 51(1)(a) – CONTACT DETAILS

Name of body : Intervid Limited

Registration Number: 1999/011483/06

Information Officer: Wayne Jaggard
Telephone : 031 – 764 9700
e-mail: wjaggard@intervid.com

Company Secretary: Sue Gager
Telephone: 031 – 764 9700
e-mail: sgager@intervid.com

Address: 6 Charles Way
Kloof 3610
KwaZulu-Natal

Postal Address: P O Box 1218
Kloof 3640
KwaZulu-Natal

Telephone: 031 – 764 9700
Fax: 031 – 764 3110

Website: www.intervid.com

2. SECTION 51(1)(b) – 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 queries to :

The South African Human Rights Commission
PAIA Unit – The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Tel: +27 – 11 – 484 8300
Fax: +27 – 11 – 484 0582
Website: www.sahrc.org.za
e-mail: paia@sahrc.org.za

3. SECTION 51(1)(c) – ACCESS TO RECORDS WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE ACT

The Company holds the following information, which is available without a person having to request access in terms of the Act.

- 2.1 Press releases
- 2.2 Interim Financial Statements
- 2.3 Annual Financial Statements
- 2.4 Intervid website

The Company's website is available to any person who has access to the Internet.

4. SECTION 51(1)(d) – RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The Company maintains records in accordance with the following legislation :

- 4.1 Companies Act
- 4.2 Income Tax Act
- 4.3 Value Added Tax Act
- 4.4 Labour Relations Act
- 4.5 Employment Equity Act
- 4.6 Unemployment Insurance Act
- 4.7 Occupational Health and Safety Act
- 4.8 Compensation for Occupational Injuries and Diseases Act
- 4.9 Skills Development Levies Act
- 4.10 JSE Listings Requirements

5. SECTION 51(1)(e) – RECORDS THAT MAY BE REQUESTED

The Company holds the following information :

5.1 Communications

- 5.1.1 Correspondence and Circulars to shareholders.
- 5.1.2 General correspondence regarding the management of the Company.

5.2 Operational Information

Operational information can be defined as information required for the day to day running of the Company. Examples of such information are internal telephone lists, address lists, company policies and procedures, directives and general company information.

5.3 Human Resources

- 5.3.1 List of employees.
- 5.3.1 Employment contracts/Conditions of employment.
- 5.3.2 Employee records.
- 5.3.3 Remuneration and benefits.
- 5.3.4 Employment Equity reports.
- 5.3.5 Training schedules and material.
- 5.3.6 Occupational Health and Safety records.

5.4 Financial and Management Information

- 5.4.1 Financial reports/records.
- 5.4.2 Management reports/records.
- 5.4.3 Tax records.
- 5.4.4 Legal records.

6. SECTION 51 (1) (e) – THE REQUEST PROCEDURES

- 6.1 The requester must use the prescribed form to make the request for access to a record (see Request for Access to Record of Private Body attached hereto). This request must be made to the Information Officer at the address, fax number or electronic mail address provided in 1 above.
- 6.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required, and specify a postal address or fax number of the requester in the Republic of South Africa.
- 6.3 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.
- 6.4 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 Information Officer.

7. SECTION 54 – 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:

- 7.1 The Information Officer must notify the requester (other than in the case of a request for personal information) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- 7.2 The fee that the requester must pay to the Company is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- 7.3 After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- 7.4 If the request is granted then a further access fee, as prescribed by the Act, 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.

8. SECTION 51 (3) – AVAILABILITY OF THE MANUAL

The Company's Manual is available for inspection at the offices of the Company free of charge, from the South African Human Rights Commission, in the Government Gazette and on the Company's website (address in 1 above).

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
 (Section 53(1) of the Promotion of Access to Information Act, 2000
 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

Name of body :	Intervid Limited
Information Officer:	Wayne Jaggard
Telephone :	031 – 764 9700
e-mail:	<u>wjaggard@intervid.com</u>
Company Secretary:	Sue Gager
Telephone:	031 – 764 9700
e-mail:	<u>sgager@intervid.com</u>
Address:	6 Charles Way Kloof 3610 KwaZulu-Natal
Postal Address:	P O Box 1218 Kloof 3640 KwaZulu-Natal
Telephone:	031 – 764 9700
Fax:	031 – 764 3110
Website:	<u>www.intervid.com</u>

B. Particulars of person requesting access to the record

- | | |
|-----|------------------------------------------------------------------------------------------------------------|
| (a) | <i>The particulars of the person who requests access to the record must be given below.</i> |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname.....

Identity number:.....

Postal address

Fax number:..... Telephone number:

E-mail address:.....

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:.....

Identity number:.....

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:.....

.....

2. Reference number, if available:.....

3. Any further particulars of record:.....

.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
 (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
 (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected:.....
.....
2. Explain why the record requested is required for the exercise or protection of the
aforementioned right:.....

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?.....

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

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