

INHEP ELECTRONICS HOLDINGS (PTY) LTD

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT



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A. INTRODUCTION

INHEP ELECTRONICS HOLDINGS is a security products manufacturer and distributor.

B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details

Chief Executive Officer : B Watson

Registration Number : 2007/002578/07

Postal Address : P.O. Box 738
New Germany
3620

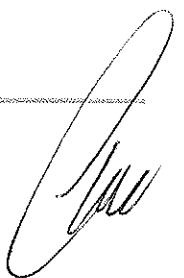
Street Address : 91 Escom Road
New Germany
3610

Registered Address : 91 Escom Road
New Germany
3620

Telephone number : 031 705 1373

Fax number : 031 705 4445

E Mail Address : info@idsprotect.com



Information Officer : Chris Wilson

Postal Address : P.O. Box 2275
Cape Town
8000

Street Address : 6th Floor Grant Thornton House
119 Hertzog Boulevard
Foreshore
Cape Town
8001

Telephone number : +27 21 417 8734

Fax number : +27 986 564 1660

E Mail Address : chris.wilson@kilgetty.co.za / paia@kilgetty.co.za

Website : <http://www.kilgetty.co.za>

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African 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 Categories of information held

(a) STATUTORY COMPANY INFORMATION HELD WITH KILGETTY STATUTORY SERVICES (PTY) LTD

- (1) Certificate Of Incorporation;
- (2) Certificate to Commence Business;
- (3) Minute Book, CM25 and CM26, as well as Resolutions passed at board meetings;
- (4) Register of Shareholders;
- (5) Register of Director's Shareholdings;
- (6) Register of Directors and Certain Officers;

**(b) STATUTORY COMPANY INFORMATION HELD WITH
INHEP ELECTRONICS HOLDINGS (PTY) LTD**



- (1) Fixed Assets
- (2) Annual Financial Statements including :
 - a. Annual Accounts;
 - b. Auditor's report;
 - c. Books of Accounts regarding information required by the Companies Act, 2003;
 - d. Supporting schedules to books of account and ancillary books of account;

(c) ACCOUNTING RECORDS

- (1) Books of Account including journals and ledgers;
- (2) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(d) IMMOVABLE PROPERTY

- (1) Asset Register
- (2) Finance and Lease Agreements

(e) AGREEMENTS AND CONTRACTS

- (1) Material agreements concerning provision of services or materials;
- (2) Agreements with shareholders, officers or directors;
- (3) Lease agreements.

(f) TAXATION

- (1) Copies of Income Tax Returns and other tax returns and documents;

(g) INSURANCE

- (1) Insurance policies
- (2) Claim records
- (3) Details of insurance cover, limits and insurers.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a cursive name.

4. Access to the records held by Kilgetty Statutory Services (Pty) Ltd, 2nd Floor, 4 Pencarrow Crescent, Pencarrow Park Estate. La Lucia Ridge Estate, 4019.
Tel No. 031 576 5514 / Fax No. 086 564 1660

- i. Information readily available
None
- ii Records that may be requested :
Refer to 3(a)
- iii The request procedures :

Form of request :

- The requester must make 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.
- The requester must provide sufficient details upon the request 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.
- 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.
- 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 head of the private body.



Fees

- A requester who seeks access to record containing personal information about that requester is not required to pay the requested 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.
- The fee that the requester must pay to a Kilgetty Statutory Services (Pty) is R50, excl VAT. The requester may lodge an application to the court against the tender or payment of the request fee.
- 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 of search and prepare the records 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 is also available for inspection during office hours at the offices of free of charge. Copies are available from the SAHRC

FORM C

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

The Head:

B. Particulars of person requesting access to the record

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

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 <i>ONLY</i> 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 for 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:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record"	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.			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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

