

# **SustainableIT (Pty) Ltd**

(Registration number: 2008/003263/07)

Manual in terms of section 51 of the  
Promotion of Access to Information Act, 2 of 2000

**Section 51 Manual of SustainableIT (Pty) Ltd (Registration number: 2008/003263/07)**

**1. Contact particulars**

Head of business:	Tim James	Information officer:	Tim James
Postal address:	Suite 153, Private Bag X 18 Rondebosch 7700	Physical address:	33 Grotto Road Rondebosch 7700
Telephone number:	021 686 6085	Fax number:	086 503 1845
E-mail address:	tim@sustainableit.co.za		
Website:	<a href="http://www.sustainableit.co.za">www.sustainableit.co.za</a>		

**2. Guide in terms of section 10 of The Act**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.za).

**3. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from SustainableIT (Pty) Ltd.

**4. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 BBBEE Act 53 of 2003
- 4.3 Companies Act 61 of 1973
- 4.4 Companies Act 71 of 2008
- 4.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.6 Competition Act 89 of 1998
- 4.7 Consumer Protection Act 68 of 2008
- 4.8 Criminal Procedures Act 51 of 1977
- 4.9 Currency and Exchanges Act 9 of 1933
- 4.10 Debt Collectors Act 114 of 1998
- 4.11 Electronic Communications and Transactions Act 25 of 2002
- 4.12 Employment Equity Act 55 of 1998
- 4.13 Income Tax Act 58 of 1962
- 4.14 Labour Relations Act 66 of 1995
- 4.15 Occupational Health and Safety Act 85 of 1993
- 4.16 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 4.17 Prevention of Organised Crime Act 121 of 1998
- 4.18 Protection of Information Act 84 of 1982
- 4.19 Promotion of Access to Information Act 2 of 2000
- 4.20 Skills Development Levies Act 9 of 1999
- 4.21 Skills Development Act 97 of 1998
- 4.22 Unemployment Contributions Act 4 of 2002
- 4.23 Unemployment Insurance Act 63 of 2001
- 4.24 Value Added Tax Act 89 of 1991

**5. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pricelists
- 5.2 [www.sustainableit.co.za](http://www.sustainableit.co.za)

## **6. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

### **6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Bank statements, cheque books, cheques
- 6.1.4 Customer and supplier statements and invoices
- 6.1.5 Deposit slips
- 6.1.6 Cash books and petty cash books
- 6.1.7 Fixed asset register
- 6.1.8 Tax returns and assessments
- 6.1.9 VAT returns
- 6.1.10 Lease or instalment sale agreements
- 6.1.11 Auditor's reports
- 6.1.12 Inventory records (including stock take)
- 6.1.13 Record of assets
- 6.1.14 Record of liabilities
- 6.1.15 Record of loans to related parties
- 6.1.16 Record of revenue
- 6.1.17 Record of expenses

### **6.2 Information Technology**

- 6.2.1 Client database
- 6.2.2 Hardware
- 6.2.3 Internet
- 6.2.4 Licenses
- 6.2.5 Operating systems
- 6.2.6 Software packages
- 6.2.7 Telephone lines, leased lines and data lines

### **6.3 Insurance**

- 6.3.1 Insurance policies

### **6.4 Personnel Records**

- 6.4.1 Employee information records
- 6.4.2 Employee remuneration
- 6.4.3 IRP 5 and IT 3 certificates
- 6.4.4 Payroll
- 6.4.5 UIF, PAYE and SDL returns
- 6.4.6 Workmen's Compensation documents

### **6.5 Sales and Marketing**

- 6.5.1 Customers
- 6.5.2 Products
- 6.5.3 Service and product information

**6.6 Statutory Company Records**

- 6.6.1 Certificate of Incorporation
- 6.6.2 Certificate to Commence Business
- 6.6.3 Index of Members
- 6.6.4 Memorandum and Articles of Association
- 6.6.5 Notice and minutes of shareholders' meetings
- 6.6.6 Minutes of directors' meetings
- 6.6.7 Register of Allotments
- 6.6.8 Register of directors and officers
- 6.6.9 Resolutions

**6.7 Tax**

- 6.7.1 Income tax returns
- 6.7.2 Provisional tax returns
- 6.7.3 Tax assessments
- 6.7.4 VAT documents

**7. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of SustainableIT (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

**8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of SustainableIT (Pty) Ltd, from the South African Human Rights Commission and at [www.sustainableit.co.za](http://www.sustainableit.co.za).

**9. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
<b>Name of Information Officer:</b>	Tim James _____
<b>Signature:</b>	_____ _____
<b>Date:</b>	_____