

KINGDOM ELECTRONICS

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 MANUAL

INTRODUCTION

Our focus is the security industry with products and services for domestic and industrial applications. The product range supplements mainly alarm and access control systems.

PARTICULARS

1. Contact Details:

Information Officer: A. Zoutendyk
Designation: Managing Member

Offices:

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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 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 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of the following legislation:

1. Administration of Estates Act, No. 66 of 1965
2. Arbitration Act No. 42 of 1965
3. Basic Conditions of Employment No. 75 of 1997
4. Closed Corporations Act No. 69 of 1984
5. Companies Act No. 61 of 1973
6. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
7. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
8. Copyright Act No. 98 of 1978
9. Credit Agreements Act No. 75 of 1980
10. Currency and Exchanges Act No. 9 of 1933
11. Debtor Collectors Act No. 114 of 1998
12. Employment Equity Act No. 55 of 1998
13. Finance Act No. 35 of 2000
14. Financial Services Board Act No. 97 of 1990
15. Financial Relations Act No. 65 of 1976
16. Harmful Business Practices Act No. 23 of 1999
17. Income Tax Act No. 95 of 1967
18. Insolvency Act No. 24 of 1936
19. Insurance Act No 27 of 1943
20. Intellectual Property Laws Amendments Act No. 38 of 1997

21. Labour Relations Act No. 66 of 1995
22. Long Term Insurance Act No. 52 of 1998
23. Medical Schemes Act No. 131 of 1998
24. Occupational Health & Safety Act No. 85 of 1993
25. Pension Funds Act No. 24 of 1956
26. Post Office Act No. 44 of 1958
27. Regional Services Councils Act No. 109 of 1985
28. SA Reserve Bank Act No. 90 of 1989
29. Short Term Insurance Act No. 53 of 1998
30. Skills Development Levies Act No. 9 of 1999
31. Skills Development Act No. 97 of 1998
32. Stamp Duties Act No. 77 of 1968
33. Stock Exchange Control Act No. 1 of 1985
34. Tax on Retirement Funds Act No. 38 of 1996
35. Trade Marks Act No. 194 of 1993
36. Unemployment Contributions Act No. 4 of 2002
37. Unemployment Insurance Act No. 63 of 2001
38. Usury Act No 73 of 1968
39. Value Added Tax Act No. 89 of 1991

4. Records available in terms of any other legislation

4.i Documentation / material available without following the request procedure as contained in the Act:

Website photographs
Product specifications

4.ii Records kept by Kingdom Electronics:

Documentation / material available by following the request procedure as prescribed by the Act.

Administration

- Minutes of meetings
- Correspondence – mainly electronic
- Financial documentation
- Insurance documentation

Human Resources

- Appointment letters
- Employment contracts
- Payroll
- Salary information

Operations

- Electronic designs
- Manufacturing documentation

Finances

- Financial Statements
- Annual Financial statements
- Invoices
- Orders
- Creditor information
- Debtors statements
- Tax documentation

4.iii Request Procedures and Fees for a copy of the Manual

4.iv (a) Fees for a copy of the manual:

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prep are the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

4.ii (b) Prescribed form to be used to lodge a request.

REQUEST FOR ACCESS TO RECORDS
Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

A. Particulars of private body
The Head: Dr Irene Coetzee

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 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
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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		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer – generated images, sketches etc.)					
<input type="checkbox"/>	view of 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 the 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 or record*	<input type="checkbox"/>	Printed copy or 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" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">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**

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 available for inspection on our premises mentioned above free of charge, and copies are available with the SAHRC, in the Government Gazette and only abovementioned premises.