



Welcome to Asyst International (S.A) (Pty) Ltd

(Registration No: 1998/001353/07)

The

"COMPANY"

MANUAL

in terms of

The Promotion of Access to Information Act 2 of 2000

(the "ACT")

Compiled by the Finance Department
November 2004

With acknowledgements to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development

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INTRODUCTION

ASYST International (SA) (Pty) Ltd is a provider of financial, business intelligence and integrated software solutions to medium and large corporations.

COMPANY CONTACT DETAILS

Mr Paul R Marketos, the Managing Director of the COMPANY, is the person to whom requests for access to information must be made in terms of the Act.

Physical Address : Liberty Gardens,
Cnr Marcia Street &
Broadway Extension
Bruma, 2198

Postal Address: P.O.BOX 1382
Kengray
2100

Telephone No's. : +27 11 622 0112
Fax Nos. : +27 11 622 0124
E-mail : dpm@asyst.co.za

THE GUIDE

Requesters are referred to the Guide to compiled by the South African Human Rights Commission ("SAHRC"). The contact details of the SAHRC are:

The South African Human Rights Commission: PAIA Unit: The Research and Documentation Department
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

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act 61 of 1973
All documents of incorporation of the COMPANY are lodged at the offices of the Registrar of Companies, and may be inspected at the Companies office. These documents include the memorandum and articles of association as well as the relevant company forms.
The register of members of the COMPANY is open for inspection by any person at the registered office of the COMPANY. Records kept in regard to a register of transfers (of members), pledges and bonds are also available for inspection at the registered office. Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection at the Companies office.
A register of the directors' and officials' interests in contracts entered into by the COMPANY is kept at the registered office, and is available for inspection
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act 55 of 1998
As a designated employer, the COMPANY has lodged a copy of its employment equity report at the Department of Labour
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Regional Services Councils Act No. 109 of 1985
8. Skills Development Levies Act No. 9 of 1999

9. Skills Development Act No. 97 of 1998
10. Stamp Duties Act No. 77 of 1968
11. Unemployment Contributions Act No. 4 of 2002
12. Unemployment Insurance Act No. 63 of 2001
13. Value Added Tax Act No. 89 of 1991

ASYST International does have some pamphlets that do not require procedures for access.

SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY

- a) *Administration* – Software Licences, Minutes of Management Meetings, Minutes of Staff Meetings, correspondence and customer files.
- b) *Human Resources* – Employee Handbook, Employment Contracts, Staff Files & Remuneration Records and policies.
- c) *Consultancy* – Timesheets, Project Documents and sign offs.
- d) *Accounts* – Financial Statements, Customer Invoices, Supplier Documents, Asset register, Stock Records and related financial records.

FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the COMPANY. This request must be made to the address, fax number or electronic mail address of the head of the COMPANY.

The requester must provide sufficient detail on the request form to enable the head of the COMPANY to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the COMPANY.

FEES

The head of the COMPANY must notify the requester (other than a personal requester) by notice, requiring the requester to pay the fee of R50 before further processing the request. A personal requester does not pay such fee.

The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

The head of the COMPANY will then make a decision on the request and notify the requester 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 had exceeded the prescribed hours to search and prepare the record for disclosure.

AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the COMPANY free of charge and on the web site, www.asyst.co.za.

PRESCRIBED FEES AND FORMS IN RESPECT OF PRIVATE BODIES

The prescribed forms and fees for requests to private bodies, are available on the website of the Department of Justice and Constitutional Development: www.doj.gov.za