

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

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

Section 51 Manual of EPIXCOMM TECH (PTY) LTD. Reg. No. 1993/002876/07

1. Contact particulars

Head of business:	A.K. Chakraborty	Information officer:	K.L. Fairfield
Postal address:	P O Box 71706 Bryanston 2021	Physical address:	Block E St Andrews Office Park Meadow Block Lane Epson Downs, Sandton Gauteng
Telephone number:	011 707 3000	Fax number:	011 707 3002
E-mail address:	Wendy.worth@epixcomm.com	Website:	www.epixcomm.com

2. Introduction

Provision of software, services and ancillary matters within customer care and billing system market place.

3. 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, Tel (011) 484-8300, Fax (011) 484-7149.

4. 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 Eppixcomm Tech (Pty) Ltd.

5. Information available in terms of other legislation

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

- Basic Conditions of Employment Act
- Companies Act
- Compensation for Occupational Injuries & Diseases Act
- Consumer Protection Act
- Income Tax Act
- Labour Relations Act
- Occupational Health & Safety Act
- Skills Development Act
- Skills Development Levies Act
- Unemployment Insurance Act
- Value Added Tax Act

6. Information automatically available

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

Marketing and promotional material
Website

7. 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.

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Accounting records

Annual financial statements
General Ledger
Subsidiary ledgers (receivables, payments, etc)
Bank statements, cheque books, cheques
Customer and supplier statements and invoices
Cash books and petty cash books
Fixed asset register
Tax returns and assessments
VAT returns
Auditor's reports
Deposit slips
Inventory records

Statutory information

Founding statement and amendments
Certificate of change of name
Certificate of incorporation
Certificate to commence business
Resolutions and minute books
Memorandum and articles of association
Register of Allotments
Share certificates

Personnel Records

Attendance registers
Disciplinary records
Employee evaluation and performance records
Employee information records
Employment applications
Employment contracts
Employment equity plan
Letters of appointment
Leave applications
Maternity leave policy
Medical aid records
Payroll
Personnel file
Policies and procedures
Provident fund information
Recruitment and appointments
Salary slips and wage records
Staff records after employment
Training and development
UIF returns
PAYE returns
SDL returns
Workmen's Compensation documents

Information technology- what do you use in your business

Hardware
Internet
Intranet
Licences
Software Packages
Telephone Lines

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Eppixcomm Tech (Pty) Ltd., or can be accessed on 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.

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9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Eppixcomm Tech (Pty) Ltd., or from the South African Human Rights Commission, from the Government Printer and at www.eppixcomm.com

K. Fairfield