



Promotion of Access to Information Act
Section 51 Manual For
Adcomtec (Pty) Limited
Reg No: 2012/018362/07

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1. Introduction to Adcomtec (Pty) Limited.

Adcomtec is a Value Added Reseller of Optical Core Carrier Ethernet and Network Monitoring equipment and services. Adcomtec specialises in sales, design, installation, integration and support of advanced technology systems and products.

Adcomtec head office is at 1st Floor, Unit 9, Berkley Office Park, 8 Bauhinia Street, Highveld Techno Park, Centurion, South Africa, 0169.

2. Contact details [Section 51(1)(a)]

- i. Street Address: 1st Floor, Unit 9, Berkley Office Park, 8 Bauhinia Street, Highveld Techno Park, Centurion, South Africa, 0169
- ii. Postal Address: PO Box 11106, Erasmuskloof, 0048 South Africa
- iii. Phone number: +27 87 135 4917
- iv. Website: www.adcomtec.co.za
- v. E-mail: maris@adcomtec.co.za

3. The Act

- i. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- ii. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- iii. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- iv. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. Records available in terms of any other legislation [Section 51(1)(d)]

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act



5. Access to the records held by Adcomtec
[Sections 51(1)(c) and 51(1)(e)]

- i. The latest notice regarding the categories of records of Adcomtec, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)]*:

Information on the Adcomtec website.

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed *[Section 51(1)(e)]*:

Administration.

Licenses
Minutes of management meetings
Minutes of staff meetings

Human Resources.

Staff recruitment policies
Employment procedures
Remuneration records and policies

Operations:

Product information
Sales records
Production records
Quality Assurance records

Finances:

Financial statements
Asset inventory

6. Form of request:

- i. The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Adcomtec. This request must be made to the address, fax number or electronic mail address of the body concerned [*Section 53(1)*].
- ii. The requester must provide sufficient detail on the request form to enable the head of Adcomtec 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 [*Section 53(2)(a) and (b) and (c)*].
- iii. 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 [*Section 53(2)(d)*].
- iv. 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 [*Section 53(2)(f)*].

7. Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- i. The head of Adcomtec 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 [*Section 54(1)*].
- ii. The fee that the requester must pay to Adcomtec is R50. The requester may lodge an application to the court against the tender or payment of the request fee [*Section 54(3)(b)*].

Adcomtec (Pty) Limited

- iii. After the head of Adcomtec has made a decision on the request, the requester must be notified in the required form.
- iv. 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 to search and prepare the record for disclosure [Section 54(6)].

8. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

9. Availability of the manual [Section 51(3)]

This manual is also available for inspection at the offices of Adcomtec (Pty)Ltd free of charge; and copies are available with the SAHRC and in the Government Gazette.