

Manual in Terms of Section 51 Promotion of Access to Information Act 2 of 2000

C²I² Systems Document No.	CCII/QUALITY/421/007
Document Issue	0.3
Issue Date	2003-03-04
Print Date	2003-03-07
File Name	Q:\ISOREQS\421\CQ421007.WPD
Distribution List No.	

© C²I² Systems.

The copyright of this document is the property of C²I² Systems. The document is issued for the sole purpose for which it is supplied, on the express terms that it may not be copied in whole or part, used by or disclosed to others except as authorised in writing by C²I² Systems.

Signature Sheet

Name	Signature	Date
Completed by		
	Legal Officer C ² I ² Systems	
Accepted by		
	Quality Assurance Representative C ² I ² Systems	
Accepted by		
	Managing Director C ² I ² Systems	
Accepted by		
Accepted by		
Accepted by		

Amendment History

Issue	Description	Date	ECP No.
0.1	Initial issue	2003-02-28	-
0.2	Updated to latest company template and directives.	2003-03-03	-
0.3	Updated to incorporate miscellaneous corrections.	2003-03-04	-

Contents

1.	Introduction	1
2.	Section 51(1)(a) : Details of Private Body	1
2.1	Company Details	1
2.1.1	Company Name	1
2.1.2	Company Registration Number	1
2.1.3	Company Address	1
2.2	Name of Head / Managing Director	1
2.3	Company Contact Details	1
2.4	Company Information Officers	1
2.4.1	Information Officer	1
2.4.2	Deputy Information Officer	1
3.	Section 51(1)(b) : The South African Human Rights Commission Guide	2
4.	Section 51(1)(c) : Records Available in Terms of any Other Legislation	2
5.	Section 51(1)(e) : Access to the Records Held by the Private Body in Question	2
5.1	Categories of Information Freely Available	2
5.1.1	Information Posted on the Company Website	2
5.1.2	Information Contained in Marketing Brochure Packs for Exhibition Purposes	3
5.1.3	Price List of Items	3
5.2	Records That May be Requested	3
5.2.1	Administration	3
5.2.2	Human Resources	3
5.2.3	Finance	3
5.2.4	Engineering	3
5.2.5	Marketing	4
5.2.6	Legal	4
5.2.7	Support Services	4
5.3	The Request Procedures	4
5.3.1	Form of Request	4
5.3.2	Request Fees	4
6.	Decision	4
7.	Appeal	4
8.	Availability of Manual	4
8.1	Public Inspection	4
8.2	Copies	5

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page iv of iv

1. **Introduction**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("the Act") and will, in terms of Section 51(2) of Act, be updated as and when the need arises.

2. **Section 51(1)(a) : Details of Private Body**

2.1 Company Details

2.1.1 Company Name

CCII Systems (Pty) Ltd, also trading as C²I² Systems.

2.1.2 Company Registration Number

1990/005058/07

2.1.3 Company Address

Postal : CCII Systems (Pty) Ltd
P.O. Box 171
Rondebosch
7701

Physical : CCII Systems (Pty) Ltd
Unit 3 Rosmead Place
67 Rosmead Avenue
Kenilworth
7708

2.2 Name of Head / Managing Director

Dr Richard Young

2.3 Company Contact Details

Telephone : (+27) (0)21 683 5490

Facsimile : (+27) (0)21 683 6365, 683 5435

Email : rmyoung@ccii.co.za (Managing Director)
info@ccii.co.za (General)

Web Address : <http://www.ccii.co.za/>

2.4 Company Information Officers

2.4.1 Information Officer

Dr Richard Young (Managing Director)

2.4.2 Deputy Information Officer

Ms Marlene Abreu (Legal Officer)

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page 1 of 5

3. **Section 51(1)(b) : The South African Human Rights Commission Guide**

Section 10 of the Act stipulates that the South African Human Rights Commission must compile a guide in each official language that contains information which may be reasonably required by a person who wishes to exercise any right contemplated in the Act.

This Guide will be available from the South African Human Rights Commission by no later than August 2003.

Any queries in this regard may be directed as follows to the South African Human Rights Commission :

Human Rights Advice Line : 0860 120 120
Email : PAIA@sahrc.org.za
Website : www.sahrc.org.za.

4. **Section 51(1)(c) : Records Available in Terms of any Other Legislation**

- Armaments Development and Production Act No. 57 of 1968, as amended
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973, as amended
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Electronics Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Protection of Business Act No 99 of 1982, as amended
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Unemployed Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

5. **Section 51(1)(e) : Access to the Records Held by the Private Body in Question**

Please note that the Act provides that a person may only request information in terms of the Act if the information is required for the protection of a right.

Information will not be furnished by C²I² Systems if the requested information may be refused in terms of the Act and if the requester is unable to provide an explanation as to why the requested information is required for the protection of a right.

5.1 Categories of Information Freely Available

5.1.1 Information Posted on the Company Website

The following information is available on the company website at <http://www.cci.co.za/> :

- About the Company
- Our Products
- Partners
- Agencies
- Price List
- Software Drivers
- C²I² Systems Support
- Research and Development
- Contact Details

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page 2 of 5

5.1.2 Information Contained in Marketing Brochure Packs for Exhibition Purposes

Marketing brochures are available on products in the following categories :

- Board-Level Products :
 - ▶ Network PMC Adapters
 - ▶ Serial I/O PMC Adapters
 - ▶ Special I/O PMC Adapters
- Systems
- Applications
- Software

All brochures are published on our website at : <http://www.cci.co.za/products.html>

5.1.3 Price List of Items

A published price list for Board-Level Products is updated quarterly and available on special request.

The price list is also published on our website and is available to customers under password protection.

5.2 Records That May be Requested

The information is classified and grouped according to records relating to the following subjects and categories :

5.2.1 Administration

- Minutes
- Internal and External Correspondence
- Contracts and Agreements
- Statutory Records
- Contractor/Supplier Records

5.2.2 Human Resources

- Personnel Records
- Staff Recruitment Policies
- Employment Contracts
- Statutory Records
- Agreements

5.2.3 Finance

- Statutory Records
- Financial Statements
- Accounting Records
- Supplier Records

5.2.4 Engineering

- Technical Documents
- Project Documentation
- Reports
- Research material
- Proposals
- Quotations
- Offers

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page 3 of 5

5.2.5 Marketing

- Marketing Literature and brochures
- Presentations

5.2.6 Legal

- Litigation

5.2.7 Support Services

- ISO Documentation and Quality Records

5.3 The Request Procedures

5.3.1 Form of Request

The requester must use the prescribed form ("Form C") to make the request for access to a record.

C²I² Systems will make Form C available on request. Form C may also be downloaded from our website.

Form C must be completed in full and returned to C²I² Systems together with payment of the request fee. A request which does not comply with the formalities required by the Act will be forwarded back to the requester with advice on the necessary steps for compliance.

5.3.2 Request 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 of R50,00.

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

After the head of the private body has made a decision on the request, the requester must be notified 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 has exceeded the prescribed hours to search and prepare the record for disclosure.

6. **Decision**

C²I² Systems will, within 30 days of receipt of the request, decide whether to grant or decline the request. The 30 day period may be extended for a further period of 30 days if C²I² Systems requires additional time to gather the requested information. The requester will be given notice if an extension is needed.

C²I² Systems will notify the requester in writing in respect of the decision that is made.

7. **Appeal**

The Act makes no provision for an internal appeal structure in respect of private bodies. A requester must therefore approach a court of law within the prescribed period.

8. **Availability of Manual**

8.1 Public Inspection

The manual is available on request for public inspection free of charge at our physical premises during office hours.

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page 4 of 5

8.2 Copies

Copies are also available from our website and from the South African Human Rights Commission.

CCII/QUALITY/421/007	2003-03-04	Issue 0.3
Q:\ISOREQS\421\CQ421007.WPD		Page 5 of 5