

SMD Telecommunications CC



**Manual
Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

Effective Date: 31 August 2005

**Manual -
Promotion of Access
to Information**

1. **Part I: Particulars of the Private Body -**
(Information required under section 51(1)(a) of the Act):
- a. Name of the Body
SMD Telecommunications CC
 - b. Head of the Body (Information Officer)
Arend H. de Boer
 - c. Registration Number
CK 1985/010036/23
 - d. Postal Address
P.O.Box 82
Paarden Eiland
7420
 - e. Street Address
53 Paardeneiland Road
Paarden Eiland
7405
 - f. Telephone Number
021-511-0556
 - g. Fax Number
021-511-2886
 - h. Web address
<http://www.smd-marine.com>
 - i. Contact Details of Information Officer
 - i. e-mail: info@smd-marine.com
 - ii. Phone 021-511-0556
 - iii. Fax: 021-511-2886

**2. Part II - Description and Access to the Guide –
(Information required under section 51(1)(b) of the Act):**

The Guide

The Guide was compiled by the South African Human Rights Commission specifically to assist you to access records and exercise your right to information.

The Guide distribution centres

The Guide is available in each official language free of charge for public inspection during office hours at various places mentioned below. Any person may request to have a copy of the Guide. You have to pay only if you want to make copies. The fee payable is R0,60c per every photocopy of an A4 size page or part thereof.

Copies of the Guide are available at the following places:

- At the office of the head of the national department responsible for government communication: Government Communications and Information Services (GCIS);
- At the following places of legal deposit as defined in section 6 of the Legal Deposit Act of 1997 (Act No. 54 of 1997):
 1. Library of Parliament, Cape Town;
 2. The South African Library, Cape Town;
 3. Natal Society Library, Pietermaritzburg;
 4. The State Library in Pretoria;
 5. City Library Services, Bloemfontein;
 6. The National Film, Video and Sound Archives, Pretoria;
 7. Any other library or institution prescribed by the Minister of Justice and Constitutional Development for the purposes of certain prescribed categories of documents; and
 8. Every tertiary education institution established by or under any law.

Copies of the Guide are also available in all official languages at the following offices:

1. Office of information officers of public bodies;
2. All offices of public bodies;
3. All Magistrate's Offices;
4. All offices of the Department of Justice and Constitutional Development;
5. All post offices;
6. In the Government Gazette.

The Guide is also available at all offices and on the website of the South African Human Rights Commission, (www.sahrc.org.za).

**Manual -
Promotion of Access
to Information**

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Marketing, Advertising and promotional material.
- b. Conditions of Sale
- c. Newsletters and Press releases.
- d. Brochures.
- e. Permits and licenses.
- f. ISO9001 : 2000 Quality Manual
- g. Automatically available SMD Telecommunications CC Internet Website – www.smd-marine.com

4. Part IV - Records available in accordance with any other legislation –

(Information required under section 51(1)(d) of the Act):

Legislation (Acts applicable are ticked in the tick-boxes)	Tick
1. Administration of Estates Act, No. 66 of 1965	<input type="checkbox"/>
2. Arbitration Act No. 42 of 1965	<input type="checkbox"/>
3. Basic Conditions of Employment No. 75 of 1997	x <input type="checkbox"/>
4. Companies Act No. 61 of 1973	x <input type="checkbox"/>
5. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993	x <input type="checkbox"/>
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	x <input type="checkbox"/>
7. Copyright Act No. 98 of 1978	x <input type="checkbox"/>
8. Credit Agreements Act No. 75 of 1980	x <input type="checkbox"/>
9. Currency and Exchanges Act No. 9 of 1933	x <input type="checkbox"/>
10. Debtor Collectors Act No. 114 of 1998	x <input type="checkbox"/>
11. Employment Equity Act No. 55 of 1998	x <input type="checkbox"/>
12. Finance Act No. 35 of 2000	<input type="checkbox"/>
13. Financial Services Board Act No. 97 of 1990	<input type="checkbox"/>
14. Financial Relations Act No. 65 of 1976	<input type="checkbox"/>
15. Harmful Business Practices Act No. 23 of 1999	x <input type="checkbox"/>
16. Income Tax Act No. 95 of 1967	x <input type="checkbox"/>
17. Insolvency Act No. 24 of 1936	<input type="checkbox"/>
18. Insurance Act No 27 of 1943	x <input type="checkbox"/>
19. Intellectual Property Laws Amendments Act No. 38 of 1997	<input type="checkbox"/>
20. Labour Relations Act No. 66 of 1995	x <input type="checkbox"/>

**Manual -
Promotion of Access
to Information**

21. Long Term Insurance Act No. 52 of 1998	X	<input type="checkbox"/>
22. Medical Schemes Act No. 131 of 1998	X	<input type="checkbox"/>
23. Occupational Health & Safety Act No. 85 of 1993	X	<input type="checkbox"/>
24. Pension Funds Act No. 24 of 1956	X	<input type="checkbox"/>
25. Post Office Act No. 44 of 1958		<input type="checkbox"/>
26. Protection of Businesses Act No. 99 of 1978	X	<input type="checkbox"/>
27. Regional Services Councils Act No. 109 of 1985	X	<input type="checkbox"/>
28. SA Reserve Bank Act No. 90 of 1989	X	<input type="checkbox"/>
29. Short Term Insurance Act No. 53 of 1998	X	<input type="checkbox"/>
30. Skills Development Levies Act No. 9 of 1999	X	<input type="checkbox"/>
31. Skills Development Act No. 97 of 1998	X	<input type="checkbox"/>
32. Stamp Duties Act No. 77 of 1968	X	<input type="checkbox"/>
33. Stock Exchange Control Act No. 1 of 1985		<input type="checkbox"/>
34. Tax on Retirement Funds Act No. 38 of 1996	X	<input type="checkbox"/>
35. Trade Marks Act No. 194 of 1993	X	<input type="checkbox"/>
36. Unemployment Contributions Act No. 4 of 2002	X	<input type="checkbox"/>
37. Unemployment Insurance Act No. 63 of 2001	X	<input type="checkbox"/>
38. Usury Act No 73 of 1968		<input type="checkbox"/>
39. Value Added Tax Act No. 89 of 1991	X	<input type="checkbox"/>

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Copy available at SMD head office.
- b. Human Rights Commission
- c. SMD Telecommunications CC Internet Web-Page
www.smd-marine.com

**Manual -
Promotion of Access
to Information**

5.2 Requests to access to records

Requests should be made by submitting a Form C to the Information Officer by post, fax or e-mail.

Records will be made available against payment of prescribed fees.

In case there are grounds for Refusal of access to records, requester will be notified in writing.

5.3 Description of Records

1. Accounting Records

- a. Annual financial statements
- b. General Ledger
- c. Subsidiary ledgers
- d. Bank Statements, cheque books, cheques
- e. Customer and supplier statements and invoices
- f. Deposit slips
- g. Cash books and petty cash books
- h. Fixed asset register
- j. Tax returns and assessments
- k. VAT returns
- l. Lease or instalment sale agreements
- m. Budgets and business plans
- n. Insurance records
- o. Inventory records
- p. Systems documentation
- q. Management reviews
- r. Capital expenditure
- s. Credit agreements

2. Intellectual Property

- a. agreements relating to intellectual property

3. Statutory Business Records

- a. Certificate of Change of Name
- b. Certificate of Incorporation
- c. Index of Members
- d. Memorandum and Articles of Association
- e. Minutes
- f. Founding Statement and amendments
- g. Resolutions

**Manual -
Promotion of Access
to Information**

4. Personnel Records

- a. Arbitration awards
- b. Attendance register
- c. Disability Schemes
- d. Disciplinary Records
- e. Employee evaluation and performance records
- f. Employee information records
- g. Employee loans
- h. Employment applications
- i. Employment Contracts
- j. Expense accounts
- k. Funeral Insurance Scheme
- l. Group Life
- m. Group personal accident
- n. Health and safety records
- o. Industrial training records
- p. IRP 5 and IT 3 certificates
- q. Letters of appointment
- r. Leave applications
- s. Maternity leave policy
- t. Medical Aid records
- u. Organisational schedule
- v. Payroll
- w. Pension Fund Information
- x. Salary slips
- y. Tax returns of employees
- z. Time Records
- aa. Training and development
- ab. UIF, PAYE and SDL returns
- ac. Workmen's Compensation Documents

5. Fixed Property

- a. Building Plans
- b. Leases
- c. Mortgage bonds
- d. Title Deeds

6. Insurance

- a. Claim Records
- b. Details of coverage, limits and insurers
- c. Insurance policies
- d. Environment, Health and Safety

**Manual -
Promotion of Access
to Information**

7. Information Technology

- a. Hardware
- b. Internet
- c. Licenses
- d. LAN Installations
- e. Operating Systems
- f. Software Packages
- g. Telephone exchange equipment
- h. Telephone lines
- i. Web pages

8. Legal, Agreements and Contracts

- a. Acquisition or disposal documentation
- b. Agreements with contractors, suppliers and clients
- c. Agreements with customers
- d. Agreements with governmental agencies
- e. Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation.
- f. Contracts, including lease agreements and finance agreements
- g. Distributor, dealer or agency agreements
- h. Warranty agreements

9. Sales and Marketing

- a. Brochures and marketing material
- b. Conditions of Sale
- c. Press releases
- d. Domestic and export orders
- e. Products

10. Quality records

- a. ISO 9001 : 2000 Quality Manual
- b. Quality Audits
- c. Calibration certificates

6. Part VI - 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.