

Promotion of Access to Information Act

Section 51 Manual



Last Updated: 6 December 2011

The electronic version of this manual can be found at the following website: www.igniteassist.co.za

Ignite Reporting Systems (Pty) Ltd

This manual is prepared in accordance with section 51 of the Promotion of Access to Information Act, No.2 of 2000 ("the PAIA")

Information required in terms of section 51 (1) (a)

Name of the company:	Ignite Reporting Systems (Pty) Ltd
Registration Number:	2006/035434/07
Name and position of head of company:	Robert Klein Chief Executive Officer (CEO)
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Website address:	www.igniteassist.co.za

Information required in terms of section 51 (1) (b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www. sahrc.org.za](http://www.sahrc.org.za).

Further queries may be directed to:

The South African Human rights Commission

PAIA Unit

Postal Address: Private Bag 2700
Houghton, 2041

Phone number: +27 (11) 484 8300

Fax number: +27 (11) 484 0582

Website: <http://www.sahrc.org.za>

E-mail: PAIA@sahrc.org.za

Information in terms of section 51(1)(d)

A description of the records which are held in accordance with any other legislation:-

- Basic conditions of Employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 Of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of South Africa Act 108 of 1996
- Copyright Act 98 of 1987
- Electronic Communications and Transactions Act 2 of 2000
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 31 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 68 Of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Patents Act 57 of 1987
- Skills Development Act 97 of 1997
- Skills Development Levy Act 9 of 1999
- Trade Marks Act 194 of 1993
- Unemployment Insurance Contribution Fund Act 4 of 2000
- Unemployment Insurance fund Act 63 of 2001
- Value Added Tax Act 89 of 1991

Information in terms of section 51(1)(e)

Ignite Reporting Systems (Pty) Ltd provides many services which can be viewed on the www.igniteassist.co.za website. The records that are kept include:

1. COMPANIES ACT RECORDS

- + Documents of incorporation;
- + Memorandum and Articles of Association;
- + Minutes of Board of Directors meetings;
- + Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers;
- + Share Register and other statutory registers.

2. FINANCIAL RECORDS

- + Annual Financial Statements;
- + Tax Returns;
- + Accounting Records;
- + Banking Records:
 - o Bank Statements;
 - o Paid Cheques;
 - o Electronic banking records;
- + Asset Register;
- + Invoices.

3. INCOME TAX RECORDS

- + PAYE Records;
- + Documents issued to employees for income tax purposes;
- + Records of payments made to SARS on behalf of employees;
- + All other statutory compliances:
 - o VAT;
 - o Regional Services Levies;
 - o Skills Development Levies;
 - o UIF;
 - o Workmen's Compensation.

4. PERSONNEL DOCUMENTS AND RECORDS

- + Employment contracts;
- + Medical Aid records;
- + Disciplinary records;
- + Salary records;
- + Disciplinary code;
- + Leave records;
- + Training records;
- + Training Manuals

Requests for information

If you wish to request information please use the prescribed Form C which can be found at the following website: www.sahrc.org.co.za, or in terms of the regulations to be found at www.doj.gov.za. Your request for information must comply with the following requirements:

You must:-

1. Provide sufficient particulars to enable us to identify the record(s) requested as well as the identity of the requester;
2. Indicate the form of access required;
3. Specify a postal address of fax number in South Africa, or and e-mail address;
4. Identify the right you seek to exercise / protect, and explain why the record is required for this purpose;
5. Indicate the form of reply to you request, other than a written reply, which you prefer, with the relevant particulars; and
6. Give proof of your capacity to act, if requesting access on behalf of another.

Your request should also describe the particular record(s) concerned, as well as the location thereof, if known to you.

Please note: access to certain information may be denied to applicants on the ground as set out in the PAIA.

Once you have completed the request form, kindly transmit it to us via post, fax or e-mail.

A copy of this manual is available for inspection at the registered offices of Ignite Reporting Systems (Pty) Ltd. and copies can be made at the prescribed fee of R1.10 (One Rand Ten Cents) per page. Copies are also available from the Government Printers and our website (as above).

Requests for records must be submitted in the prescribed form and accompanied by the prescribed fee (see Government Gazette No. 23119 under Notice no. R187 of 15 February 2001).