



LANDYNAMIX CC

Registration no : 2006/140439/23

MANUAL

In terms of

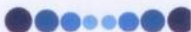
Section 51 of

The Promotion of Access to Information Act

No. 2 of 2000

(The/this "ACT")

Compiled on 09th December 2015



• LanDynamix cc •

Company Registration No: 2006/140439/23

VAT No: 4350230738

Tel: 0861 22 555 3 or 0861 Call LD • Fax: 011 656 8011 • Email: info@landynamix.co.za

Unit B1, The Braides, 113 Bowling Avenue, Gallo Manor, 2052

Web: www.landynamix.co.za





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1. INTRODUCTION

LanDynamix specializes in providing tailor-made ICT & IT solutions and services to all businesses nationwide nationally & internationally that require complete turn-key IT & ICT services.

2. COMPANY CONTACT DETAILS

Members: Mr Peter James Clarke

Head of Organisation/CEO: Mr Peter James Clarke

Postal Address: P O Box 1335, Gallo Manor 2052

Street Address: Unit BC, The Braides Office Park, 113 Bowling Avenue, Gallo Manor 2052

Telephone Number: 086 122 5553

Fax Number: 011 656 8011

Email: info@landynamix.co.za

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3. THE ACT AND SECTION 10 GUIDE

3.1 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.

3.2 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.

3.3 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. 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. APPLICABLE LEGISLATION

No	Ref	Act
1	Act 66 of 1995	Labour Relations Act
2	Act 55 of 1998	Employment Equity Act
3	Act 75 of 1997	Basic Conditions of Employment Act
4	Act 130 of 1993	Compensation for Occupational Injuries & Disease Act
5	Act 61 of 1973	Companies Act
6	Act 63 of 2001	Unemployment Insurance Act
7	Act 89 of 1991	Value Added Tax
8	Act 58 of 1962	Income Tax Act
9	Act 9 of 1999	Skills Development Act
10	Act 25 of 2002	Electronic Communications & Transaction Act





5. SCHEDULE OF RECORDS AVAILABLE HELD BY LANDYNAMIX CC

1. COMPANIES ACT RECORDS (Not Applicable)

- Documents of Incorporation Founding Statement (CK1)
- Memorandum & Articles of Association Amended Founding Statement (CK2 & 2A)

2. FINANCIAL RECORDS (Request in terms of PAIA)

- Annual Financial Statements
- Tax Returns
- Management Reports
- Banking Records – Bank Statements / Electronic Banking Records /Cheques Paid
- Asset Register
- Invoices

3. INCOME TAX RECORDS (Request in terms of PAIA)

- PAYE / UIF / SDL Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances – VAT / Workman's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS (Request in terms of PAIA)

- Employment Contracts
- Employment Equity Plan
- Medical Aid Records
- Disciplinary Records
- Salary Records
- SETA Records
- Leave Records
- Training Records
- Training Manuals

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6. THE REQUEST PROCESS

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (Peter James Clarke)
- 6.3** Provide sufficient details to enable LanDynamix cc to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. GROUND FOR REFUSAL OF ACCESS OF RECORDS

- 7.1** Mandatory protection of the privacy of a third person who is a natural person, which would involve the unreasonable disclosure of personal information of the natural persons
- 7.2** Mandatory protection of the commercial information of a third party, if the record contains:
 - 7.2.1 Trade secrets of that third party
 - 7.2.2 Financial, commercial, scientific or technical information of which disclosure could likely cause harm to the financial or commercial interests of the third party
 - 7.2.3 Information disclosed in confidence by the third party to a private body, if the disclosure could put the third party at a disadvantage in negotiations or commercial competition
 - 7.2.4 Mandatory protection of the commercial information of third parties if it is protected in terms of an agreement
 - 7.2.5 Mandatory protection of the safety of individuals and the protection of property
 - 7.2.6 Mandatory protection of records, which will be regarded as privileged in legal proceedings

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7.2.7 The commercial activities of the private body, which may include:

- a) Trade secrets of the private body
- b) Financial, commercial, scientific or technical information of which disclosure could likely cause harm to the financial or commercial interests of the third party
- c) Information which, if disclosed could put the private body at a disadvantage in negotiations or commercial competition.
- d) A computer program which is owned by the private body and which is protected by copyright

7.2.5 The research information of the private body of a third party, if its disclosure would disclose the identity of the private body, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

7.2.6 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused

8. REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

8.1 Internal Remedies

The private body does not have an internal appeal procedure. As such, the decision made by the Director is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the director.

8.2 External Remedies

A requestor that is dissatisfied with directors refusal to disclose information, may within 30 days of notification of the decision, apply to the relevant court for relief
Likewise, a third party dissatisfied with the directors decision to grant a request for information, may within 30 days of notification of the decision, apply to a court for relief. For purposes of the Act, the courts that have jurisdiction over these applications are the constitutional court, the high court or another court of similar status





9. PRESCRIBED FEES

The following applies to requests:

- 9.1** The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R50.00
- 9.2** The actual postal fee is payable when a copy of a record must be posted to a requester. For purposes of section 54(2) of the Act the following applies:
 - (a)** Six hours as the hours to be exceeded before a deposit is payable; and
 - (b)** one third of the access fee is payable as a deposit by the requester
- 9.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 9.4** Records may be withheld until the fees have been paid.
- 9.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 9.6** The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4 size page or part thereof.
- 9.7** The fee for reproduction referred to in section 52(3) of the Act, is as follows:
 - (a)** For every photocopy of an A4-size page or part thereof R1,10
 - (b)** For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
 - (c)** For a copy in a computer-readable form on -
 - (i) stiffer disc R7,50
 - (ii) compact disc R70,00
 - (d)** (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
 - (ii) For a copy of visual images R60,00
 - (e)** (i) For transcription of an audio record, for an A4-size page or part thereof R20,00
 - (ii) For a copy of an audio record R30,00
 - (f)** To search for the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search.

Signed:

Peter James Clarke
Member
LanDynamix