



SECTION 51 MANUAL FOR IDX ONLINE CC

LAST REVISED: 25 August 2005

Introduction to IDX ONLINE CC

IDX Online CC is an industrial IT company providing professional, technical and consulting services and specialises in industrial communications. The integration of disparate and legacy systems is a core competence.

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PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

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|--------------------------|--|
| Company Name: | IDX ONLINE CC |
| POSTAL ADDRESS: | P.O BOX 688 FOURWAYS 2055 |
| PHYSICAL ADDRESS: | 1 WEAVER STREET, FOURWAYS |
| TELEPHONE: | 011-465-7916 |
| FAX: | 011-465-8890 |
| WEBSITE: | www.idxonline.com |
| EMAIL: | info@idxonline.com |

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|-------------------------|--|
| MANAGING MEMBER: | David Paul Anthony Bean daveb@idxonline.com |
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| INFORMATION OFFICER: | David Paul Anthony Bean |
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2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: 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.

Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

5. SUBJECTS AND CATEGORIES OF RECORDS HELD: SECTION 51(1)(e)

The following documentation is available at the offices of IDX Online CC.

5.1 Statutory Close Corporation Information

These include the following:

- i. Founding Statement
- ii. Amended Founding Statement
- iii. Minute Book
- iv. Annual Financial Statements

5.2 Accounting Records

The company books are maintained in Pastel Express and all written records (invoices, sales slips, and other documents) are kept in hardcopy on file. These include the following:



- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

5.3 Income Tax Records

These include:

- 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

5.4 Trademarks

The company owns a single local trademark for the IDX logo in classes 9 and 42

5.5 Information Technology

Licenses and Agreements governing our use of 3rd party software and conditions for using our own software by ourselves and others

5.6 Legal

The company has employed the services of Deneys Reitz (82 Maude Street, Sandton 2196) to handle a legal dispute but does not retain permanent legal council

5.7 Personnel Records

The following information is kept on file:

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

**6. ACCESS TO THE RECORDS HELD BY THE CC [SECTIONS 51(1)(C) AND 51(1)(E)]**

- i. **The latest notice regarding the categories of records of the body, 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)]**
- 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)]**
- iii. **The request procedures** * copy as is.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].
- If a request is made on behalf of a 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 [s 53(2)(f)].

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:

- The head of the private body 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 [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].



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- 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 [s 54(6)].

7. 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.

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

The manual is available for inspection at the offices of IDX Online CC free of charge; it may be downloaded from the website www.idxonline.com/downloads/paia/paiacompliance.pdf and copies are available with the SAHRC.