



*Exploiting in-depth engineering and IT knowledge and best of breed technologies to create Graphic Engineering Solutions & Services that add profound client value.*

# GRAPHIC ENGINEERING SOLUTIONS & SERVICES Pty. Ltd. (2002/005191/07)

## PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

A copy of this manual is available for inspection at the registered office of the Company and on its website at

[www.gess.co.za](http://www.gess.co.za)

*Prepared On:* 01 November 2017  
*Prepared By:* Brett Forbes

GESS (Pty) Ltd  
Suite 10, Avocet Corner  
Hazeldean Office Park  
Silver Lakes Drive  
Tijger Valley, Pretoria

# **Graphic Engineering Solutions and Services (Pty) Ltd PROMOTION OF ACCESS TO INFORMATION MANUAL**

**25 AUGUST 2005**

The Promotion of Access to Information Act, 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of this legislation is to address Section 32 (2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requestor needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual that provides information both the types and categories of records held by the public or private body. In terms of the Act a private body includes any former or existing juristic person. Therefore, Graphic Engineering Solutions and Services (Pty) Ltd is regarded as a "private body" and both the manual and requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

This document serves as the Graphic Engineering Solutions and Services (Pty) Ltd manual in terms of the Act to provide a reference as to the records held and the process that need to be followed to request access to such records.

## **1. COMPANY OVERVIEW**

Graphic Engineering Solutions and Services (Pty) Ltd was founded in 2002 to provide consulting services in Information Technology specifically in the Engineering Environment. The scope of services includes Software development, Software distribution and Infrastructure services in the built environment from offices located throughout South Africa. Currently the firm provides services in Southern Africa.

## **2. SCOPE OF THE MANUAL**

The scope of this manual will serve to provide a reference regarding the records held by Graphic Engineering Solutions and Services (Pty) Ltd

## **3. ADMINISTRATION OF THE ACT**

The Managing Director will ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. The address of the Managing Director is as follows; Postal Address Physical Address P O Box 133 Wapadrand 0050. 0861437799, Tel: +27 (0) 12 809 1012 Fax: +27 (0) 12 809 4162

## **4. THE SECTION 10 GUIDE ON HOW TO USE THE ACT : (SECTION 51 (1) (B))**

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address Private Bag 2700 Houghton 2041

Tel : +27 11 484 8300

Fax : +27 11 484 0582

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **5. AVAILABILITY OF CERTAIN RECORDS**

Records are lodged in terms of Government requirements with various statutory bodies, including Registrar of Companies.

### **5.1 RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

RECORDS ARE AVAILABLE IN ACCORDANCE WITH THE FOLLOWING LEGISLATION:

- Basic Conditions of Employment 75 of 1997
- Companies Act 61 of 1973
- Employment Equity Act 55 of 1998 • Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Regional Services Councils Act 109 of 1985
- Short Term Insurance Act 53 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

### **5.2 RECORD SUBJECT AND CATEGORIES**

We maintain records on the following categories and subject matters:

#### **5.3 Marketing**

- Marketing information
- Marketing brochures
- Website [www.gess.co.za](http://www.gess.co.za)

#### **5.4 Legal/Company Secretarial**

- Statutory Records
- Administrative Records
- Contracts and Agreements

- Tax Records

## **6. HUMAN RESOURCES**

- General HR Policies and Procedures
- Training Records
- Health and Safety Records
- Employment Equity Report
- Employee Benefit Records

## **7. FORM OF REQUEST**

To facilitate the processing of your request, kindly use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) and address your request to the company secretary.

Please provide sufficient details to enable the COMPANY to identify

the record(s) requested;

the requester (and if an agent is logging the request, proof of capacity);

the form of access required;

the postal address or fax number of the requester in the Republic;

if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof; and

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.

## **8. PRESCRIBED FEES**

The following applies to the requests: The requester is required to pay the prescribed fees (R50.00) before a request will be processed.

If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request was granted). A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit. Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org](http://www.sahrc.org).