

**FUJITSU SERVICES CORE  
(PROPRIETARY) LIMITED**

**A Guide to**

# **ACCESSING OUR INFORMATION**

**Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act**

## **Preamble**

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

## **Introduction to this private body**

Fujitsu Services Core (Pty) Limited provides Information Technology solutions including hardware, software, networks and services.

We as a private body have compiled this manual, not only to comply with the provisions of the Act but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website.

**Section A - Our Details**

Full Name : Fujitsu Services Core (Pty) Limited

Registration Number : 1999/023896/07

Registered Address : 43 Homestead Road, Rivonia

Postal Address : P O Box 3467, Rivonia, 2128

Telephone Number : 011 233-5911

Fax Number : 011 233-5036

Chairman :

Managing Director : Mr E C de Kock

Designated Information Officer : Mrs Patricia Smit

E-mail Address of Information Officer : Patricia.Smit@za.fujitsu.com

Website : za.fujitsu.com

## **Section B - The Official Guide**

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

- 1 The objects of the Act;
- 2 Particulars of the information officer of every public body;
- 3 Particulars of every private body as are practicable;
- 4 The manner and form of a request for access to information held by a body.
- 5 Assistance available from both the information officers and the Human Rights Commission in terms of this Act.
- 6 All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- 7 Schedules of fees to be paid in relation to requests for access to information;
- 8 Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

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

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

## **Section C - Information available in terms of the Act**

### **1 Categories of Information**

We hold the following categories of information:

- (a) **STATUTORY COMPANY INFORMATION**
  - (i) Certificate of Incorporation;
  - (ii) Certificate of Change of Name (if any);
  - (iii) Memorandum and Articles of Association;
  - (iv) Certificate to Commence Business;
  - (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
  - (vi) Proxy Forms;
  - (vii) A Register of Allotments – after a person ceased to be a member;
  - (viii) Register of Members;
  - (ix) Index of Members;
  - (x) Register of Mortgages and Debentures and Fixed Assets;
  - (xi) Register of Directors and Certain Officers;
  - (xii) Directors' Attendance Register
  - (xiii) Annual Financial Statements including
    - (a) Annual accounts;
    - (b) Directors' reports
    - (c) Auditor's report
  - (xiv) Books of Account regarding information required by the Companies Act, 1973;
  - (xv) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee;
- (iv) Date of birth of each employee;
- (v) Attendance register;
- (vi) Employment equity plan;
- (vii) Salary register;
- (viii) Records of foreign employees;
- (ix) Staff records (after date of employment ceases);
- (x) Expense accounts;
- (xi) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Relocation policy;
- (vii) Disability scheme;
- (viii) Group personal accident;

- (ix) Group life;
- (x) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members;
- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports;
- (vi) Annual accounts;

(f) FIXED PROPERTY

- (i) Leases;
- (ii) Building plans;
- (iii) Mortgage Bonds or other encumbrances to fixed property;

(g) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements;
- (iii) Notarial Bonds;
- (iv) Deeds of Pledge.

(h) INTELLECTUAL PROPERTY

- (i) Patents, patent applications and inventions'
- (ii) Trademarks, trade names and protected names;
- (iii) Copyrights;

(iv) Agreements relating to intellectual property such as license agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;

(v) Litigation and other disputes involving intellectual property.

(i) AGREEMENTS AND CONTRACTS

(i) Material agreements concerning provision of services or materials.

(ii) Joint venture agreements, partnership agreements, co-marketing, co-promotion or other alliance agreements;

(iii) Agreements with shareholders, officers or directors;

(iv) Acquisition or disposal documentation;

(v) Agreements with contractors and suppliers;

(vi) Agreements with customers;

(vii) Warranty agreements;

(viii) Sale agreements;

(ix) Distributor, dealer or agency agreements;

(x) Restraint agreements;

(xi) Agreements with governmental agencies;

(xii) Purchase or lease agreements.

(j) TAXATION

(i) Copies of all Income Tax Returns and other tax returns and documents.

(k) LEGAL

(i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;

(ii) Settlement agreements;

(iii) Material licenses, permits and authorizations.

(l) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(m) TRANSPORTATION

- (i) Transportation rights;
- (ii) Permits;
- (iii) Transportation System Delivery Plan;
- (iv) Transportation, Warehouse and Storage Contracts.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming/Development
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xiii) Audits.

(o) SALES AND MARKETING

- (i) Products
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders.

**2 PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za))

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic - you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

## **Section D - Information Available in Terms of Other Legislation**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Administration of Estates Act No. 66 of 1965
- Armaments Development and Production Act No. 57 of 1968
- Atmospheric Pollution Prevention Act No. 45 of 1965
- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Correctional Services Act No. 111 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Defence Act No. 44 of 1957
- Designs Act No. 195 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989
- Health Professions Act No. 56 of 1974
- Housing Act No. 107 of 1997
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long term Insurance Act No. 52 of 1998
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991

- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Nuclear Regulator Act No. 47 of 1999
- National Road Traffic Act No. 93 of 1996
- National Water Act No. 36 of 1998
- Nuclear Energy Act No. 131 of 1993
- Nuclear Energy Act No. 46 of 1999
- Occupational Health and Safety Act No. 85 of 1993
- Pension Funds Act
- Prevention of Organized Crime Act No. 121 of 1998
- Public Finance Management Act No. 1 of 1999
- Road Transportation Act No 74 of 1977
- Security Officers Act No. 92 of 1987
- Short-term Insurance Act No. 53 of 1998
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- South African Police Service Act No. 68 of 1995
- Space Affairs Act No. 84 of 1993
- Stock Exchanges Control act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Unit Trusts Control Act No. 54 of 1981
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes.

- Agricultural Produce Agents Act No. 12 of 1992
- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Co-operatives Act No. 91 of 1981
- Customs and Excise Act No. 91 of 1964

- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976
- Explosives Act No. 26 of 1956
- Financial Markets Control Act No. 55 of 1989
- Immigration Act No. 13 of 2002
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Liquor Act No. 27 of 1989
- Machinery and Occupational Safety act No. 6 of 1983
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mutual Banks Act No. 124 of 1993
- National Payment System Act No. 78 of 1998
- National Water Act No. 36 of 1998
- Nursing Act No. 50 of 1978
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Sectional Titles Act No. 95 of 1986
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

## **Section E - Information Automatically Available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act

Request forms for these categories of information are also available from our information officer whose contact details appear in section A of this manual.

- 1 Newsletters.
- 2 Booklets.
- 3 Pamphlets/Brochures.
- 4 Reports.
- 5 Posters.
- 6 Other literature intended for public viewing.