

Registration Number of Company:

1995/051218/23

**ADVANCED CORPORATE
SOLUTIONS CC**



MANUAL in terms of Section 51 of

The Promotion of Access to Information Act 2/2000 (the "ACT")

Prepared by:



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1. INTRODUCTION

Advanced Corporate Solutions conducts business within the High Technology Security Industry, specializing in Technical Surveillance Countermeasures (TSCM). The company was incorporated in South Africa on 27/11/1995.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Owner: Mr. Wilhelm Riaan Bellingan (Managing)

Office Manager: Mr. Wilhelm Riaan Bellingan (Officer)

Postal Address: Postnet Suite 62, Private Bag X025,
Lynnwood Ridge, Pretoria, 0040

Street Address: Unit 1, Montana Gables Office Park,
18 Escallonia Road, Montana Park, Pretoria,
Gauteng, South Africa, 0182

Telephone Number: +27 (0)12 349 1779

Email: riaan@acsolutions.co.za

3. **THE ACT** (Section 51(1) (b))

- 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** (Section 51 (1) (c)).

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	All sections	Protection of Personal Information Act (POPI Act)
12	No 114 of 1998	Debtors Collectors Act
13	No 99 of 1978	Protection of Business Act

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5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	Available on internet
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Request in terms of PAIA.
Information Technology	<ul style="list-style-type: none">• Network Diagrams• User Manuals	Request in terms of PAIA.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents	Limited Information available on internet Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST (Section 51 (1) (e))

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 (CEO).
- 6.3** Provide sufficient details to enable the COMPANY 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. PRESCRIBED FEES (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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 were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

8. MANUAL AVAILABILITY

The manual is available at the offices of the South African Human Rights Commission.

Copies may also be obtained from the Head of Business of Advanced Corporate Solutions CC, in respect of hard copies, any transmission costs or postage will be for the account of the requester.

9. DENIAL OF ACCESS

Access to any record may be refused under certain limited circumstances. These include:

- The protection of personal information from unreasonable disclosure concerning any natural person;
- The protection of commercial information held concerning any third party;
- The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interest of any third party;
- Disclosure that would result in a breach of duty of confidence owed to a third party;
- Disclosure that would result in a breach of a duty of confidence owed to third party;
- Disclosure that would prejudice or impair the security of property or means of transport;
- Disclosure that would prejudice or impair the protection or means of transport;
- Disclosure that are privileged from production in legal proceedings unless the privilege has been waived;
- Disclosure of details of any computer program;
- Disclosure that will put Advanced Corporate Solutions CC at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interest of Advanced Corporate Solutions CC;
- Disclosures of any record containing information about research and development being carried out or about to be carried out by Advanced Corporate Solutions CC

If access to a record or any relevant information is denied, our response will include:

- Adequate reasons for the refusal; and
- Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.

End of this manual