



## SOFTWARE PROMOTIONS C.C.

SOFTWARE PROMOTIONS C.C. was founded in 1978 which provided computer software to companies that could not find a suitable package to fill their needs. We specialise in Legal accounting and provide training and after sales customer service.

### Section A – Our Details

Full name	: SOFTWARE PROMOTIONS C.C.
Registration Number	: 2008/239624/23
Registered Address	: 161 Stamfordhill Road, Stamfordhill, Durban, 4001
Postal Address	: 7 Hadley Grove, Valencia Gardens, Newlands West, 4037
Telephone Number	: (031) 577 6882
Fax Number	: (031) 577 6813
Head / CEO	: Medasha Govender
Designated Information Officer	: Medasha Govender
Email Address	: medasha@lawpac.co.za
Website	: www.lawpac.co.za

### Section B – Information available in terms of the Act

#### 1. Categories of information

We hold the following categories of information :

##### **(a) STATUTORY COMPANY INFORMATION -**

- (1) Close Corporation Act, Memorandum and articles of association, Certificate to commence business, Minute Book, as well as Resolutions passed at general/class meeting, Register of members shareholdings;
- (2) Annual Financial statements including annual accounts; Members reports, Auditors report;
- (3) Books of Account regarding information required by the Close Corporation Act 1984;
- (4) Supporting schedules to books of account and ancillary books of account;

##### **(b) ACCOUNTING RECORDS –**

- (1) Books of account including journals and ledgers, invoices;

**(c) STATUTORY EMPLOYEE RECORDS –**

- (1) Employee names and occupation, time worked by each employee, Remuneration paid to each employee, wage register, Staff records (after date of employment ceases)

**(d) OTHER EMPLOYEE RECORDS –**

- (1) Employee Contracts ;

**(e) PENSION AND RETIREMENT FUNDING RECORDS-**

- (1) Pension Fund rules, Pension fund account records, Actuarial valuation report, contribution reports;

**(f) MOVABLE PROPERTY –**

- (1) Asset register;

**(g) INTELLECTUAL PROPERTY –**

- (1) Trade marks, Trade names and protected names, Copyrights, Agreements relating to intellectual property ;

**(h) AGREEMENTS AND CONTRACT –**

- (1) Joint marketing agreements, restraint agreements;

**(i) TAXATION –**

- (1) Copies of all Income Tax returns and other tax returns and documents;

**(j) INSURANCE –**

- (1) Insurance policies, Details of Insurance coverage, limits and insurers;

**(k) INFORMATION TECHNOLOGY –**

- (1) Hardware, operating systems, telephone exchange equipment, telephone lines, leased lines and data lines, LAN installation, Software packages, Agreements, Licenses;

**(l) SALES AND MARKETING –**

- (1) Products; Markets, Customers, Brochures, Newsletters, Advertising materials, Sales 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. 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 additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copy 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 and 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 C – Information available in terms of other legislation**

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

- . Basic Conditions of Employment Act No. 75 of 1997
- . Close Corporation Act No. 16 of 1984
- . Credit Agreement Act No. 75 of 1980
- . Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- . Income Tax Act No. 58 of 1962
- . Short term Insurance Act No. 53 of 1998
- . Unemployment Insurance Act No. 63 of 2001

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

- . Basic Conditions of Employment Act No. 75 of 1997
- . Close Corporation Act No. 16 of 1984
- . Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- . Customs and Exercise Act No. 91 of 1964
- . Income Tax Act No. 58 of 1962
- . Value added Tax Act No. 89 of 1991

## **Section D – 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 or on our website [www.lawpac.co.za](http://www.lawpac.co.za).

1. Newsletters
2. Booklets
3. Pamphlets / brochures

**FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

**[Regulation 10]**

**A. Particulars of private body**

The Head:

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**B. Particulars of person requesting access to the record**

<p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p>
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Full names and surname: \_\_\_\_\_

\_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

**Particulars of person on whose behalf request is made**

*This section must be completed only if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

\_\_\_\_\_

Identity number: \_\_\_\_\_

**C. Particulars of record**

(a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

(b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference number, if applicable: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefor.*

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ _____	Form in which record is required: _____ _____
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Mark the appropriate box with an "X".

**NOTES:**

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form -</b>			
	Copy of record*		Inspection of record
<b>2. If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	View the images		Copy of the images*
			Transcription of images*
<b>3. If record consists of recorded words or information which can be reproduced in sound -</b>			
	Listen to soundtrack (audio cassette)		Transcription of soundtrack*(written or printed document)

<b>4. If record is held on computer or in an electronic or machine-readable form -</b>			
	Printed copy of record*		Printed copy of information derived from the record*
			Copy in computer readable form* (stiffy or compact disc)

<p>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>A postal fee is payable.</b></p>	<p>YES</p>	<p>NO</p>
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**F. Particulars of right to be exercised or protected**

*If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Explain why the requested record is required for the exercising or protection of the aforementioned right: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record? \_\_\_\_\_  
 \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS  
MADE