

MICROSOUND SYSTEMS CC

(Registration Number: 1986/006545/23)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF MICROSOUND SYSTEMS CC (REGISTRATION NUMBER: 1986/006545/23)

1. CONTACT PARTICULARS

Head of business:	MARIA FILOMENA RIBEIRO VIEIRA DIAS	Information officer:	MARIA FILOMENA RIBEIRO VIEIRA DIAS
Postal Address:	P O Box 38220 BOOYSENS 2016	Physical Address:	Suite 101 Ehrenberg Technical Centre 55 Booysens Road BOOYSENS 2091
Telephone Number:	011 493 2424		
E-mail Address:	c.dias@microsound.co.za		

2. INTRODUCTION

Manufacturer of intercoms and control systems

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **MICROSOUND SYSTEMS CC**.



5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- N/A

6. INFORMATION AUTOMATICALLY AVAILABLE

- N/A

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Founding Statements and Amendments

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Tax returns and assessments
- VAT returns

Fixed Property

- Leases

Information Technology

- Hardware
- Internet
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

Insurance

- Insurance policies

Personnel Records



- Employee information records
- Employee loans
- IRP 5 and IT 3 certificates
- Payroll
- Personnel File
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Other Records

- N/A

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of MICROSOUND SYSTEMS CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of MICROSOUND SYSTEMS CC and from the South African Human Rights Commission.



2/12/2015