

INFOLAB (PTY) LTD

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

## Section 51 Manual of Infolab (Pty) Ltd

### 1. Contact details

Head of business: Terren Theron

Information Officer: Terren Theron

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Website: [www.infolabies.com](http://www.infolabies.com)

### 2. Introduction

The main core business is provision of our IES ERP, the business software package, and support of it.

### 3. Guide in terms of section 10 of the Promotion of Access To Information Act, Act 2 of 2000

Any person who wishes to exercise any right contemplated in the above-mentioned Act can obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, telephone 27 11 484 8300.

### 4. Facilitation of a request for access to information

Information that is sought but 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 Infolab (Pty) Ltd.

### 5. Information available in terms of other legislation

Basic Conditions of Employment Act 75 of 1997

Companies Act 61 of 1973

Electronic Communications and Transactions Act 25 of 2002

Promotion of Access to Information Act 2 of 2000

Unemployment Contributions Act 4 of 2002

Value Added Tax Act 89 of 1991

### 6. Information automatically available

The following categories of records are automatically available for inspection:

The IES Blog, Promotional material, Knowledge base and other items at our website [www.infolabies.com](http://www.infolabies.com)

### 7. Information available in terms of the Promotion of Access To Information Act, Act 2 of 2000

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor of information is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of the Promotion of Access To Information Act, Act 2 of 2000.

## 7.1 Accounting Records

- 7.1.1 Annual Financial Statements
- 7.1.2 General Ledger
- 7.1.3 Subsidiary Ledgers (receivables, payables, assets, etc.)
- 7.1.4 Bank statements, cheques
- 7.1.5 Cash books
- 7.1.6 Tax returns and assessments, including VAT

## 7.2 Information Technology

- 7.2.1 Intellectual Property and Software Source Code of all components in our IES ERP
- 7.2.2 Client database
- 7.2.3 Hardware
- 7.2.4 Internet
- 7.2.5 Licenses
- 7.2.6 Agreements

## 7.3 Personnel Records

- 7.3.1 Personnel Files
- 7.3.2 Salary and Wage registers
- 7.3.3 UIF and PAYE returns

## 7.4 Statutory Company Records

- 7.4.1 Company registration and incorporation documents

## 8. Requesting procedures

A person who wants access to the records must complete the necessary request form that is available at the offices of Infolab (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address provided in this manual and marked for the attention of the information officer.

## 9. Availability of the manual

Copies of this manual are available for inspection, free of charge, at the offices of Infolab, from the South African Human Rights Commission and at [www.infolabies.com](http://www.infolabies.com).