



DEVELEC

Sole Proprietorship

MANUAL

in terms of Section 51 of the

**PROMOTION OF ACCESS TO INFORMATION ACT
2 of 2000**

(the “ACT”)

31st May 2018

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1. Introduction

Develec conducts business as a provider of services to the IT industry. Such services include website design and development, including website and email hosting; and software development, including customised software for specific applications and database design.

2. Company Contact Details (Section 51(1)(a))

i. Sole Proprietor

Sarah Manon Short

ii. Postal Address

P.O. Box 1130, Great Brak River, Mossel Bay, 6525, South Africa

iii. Street Address

19 Kiewiet Avenue, Great Brak River, Mossel Bay, 6525, South Africa

iv. Telephone

+27 (0)72 501-0016

v. Electronic Email Address

solutions@develec.com

vi. Registered Office

19 Kiewiet Avenue

Great Brak River

Mossel Bay

6525

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: +27 11 877-3600

Fax: +27 11 403-0625

Website: www.sahrc.org.za

4. Applicable Legislation (Section 51(1)(c))

Including but not limited to:

No 98 of 1978 Copyright Act

No 95 of 1967 Income Tax Act

No 25 of 2002 Electronic Communications and Transactions Act

No 2 of 2000 Promotion of Access of Information Act

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

- **Public Affairs**

- o Public Product Information

- o Public Corporate Records

The above are available on the website – www.garagelube.com – and / or on request.

- **Financial**

Request in terms of the PAIA

- **Marketing**

Limited information available on the website (see above) or request in terms of the PAIA.

6. Form of Request (Section 51(1)(e))

To facilitate the processing of your request, kindly:

- a. Use the prescribed form available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- b. Address your request to the Head of the Company (CEO).
- c. Provide sufficient details to enable the COMPANY to identify:
 - i. The record(s) requested;
 - ii. The requester (and if an agent is lodging the request, proof of capacity);
 - iii. The form of access required;
 - iv. The postal address or fax number of the requester in the Republic;
 - v. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - vi. 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):

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

8. Availability of Manual (Section 51(3))

This manual is available for inspection at Develec's abovementioned physical address or can be downloaded from Develec's web site at www.develec.com.