

The Jam Warehouse Software (Pty) Ltd

COMPANY REGISTRATION NO: 2000/004721/07

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

Table of Contents

1.	INTRODUCTION TO THE JAM WAREHOUSE SOFTWARE (PTY) LTD.....	3
2.	PARTICULARS IN TERMS OF THE SECTION 51 MANUAL	4
2.1.	CONTACT DETAILS [SECTION 51(1)(A)].....	4
2.1.1.	Street Address.....	4
2.1.2.	Postal Address	4
2.1.3.	Telephone number	4
2.1.4.	Fax number	4
2.1.5.	Contact person	4
2.2.	THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(B)].....	4
2.3.	RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SECTION 51(1)(D)].....	5
2.4.	ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [SECTIONS 51(1)(C) AND 1(1)(E)].....	5
3.	FEES	6
3.1.	COPY OF MANUAL.....	6
3.2.	THE FEES FOR REPRODUCTION REFERRED TO IN REGULATION 11(1) ARE AS FOLLOWS:	6
3.3.	THE REQUEST FEE PAYABLE BY A REQUESTER, OTHER THAN A PERSONAL REQUESTER, REFERRED TO IN REGULATION 11(2) IS R50,00.	6
3.4.	THE ACCESS FEES PAYABLE BY A REQUESTER REFERRED TO IN REGULATION 11(3) ARE AS FOLLOWS:.....	6
3.5.	FOR PURPOSES OF SECTION 54(2) OF THE ACT, THE FOLLOWING APPLIES:	7
3.6.	THE ACTUAL POSTAGE IS PAYABLE WHEN A COPY OF A RECORD MUST BE POSTED TO A REQUESTER. 7	
4.	PRESCRIBED FORMS.....	8



1. Introduction to The Jam Warehouse Software (Pty) Ltd

The Jam Warehouse develops turnkey web-based software products for the retail, financial services, packaging, publishing and healthcare markets. By focusing on using strategic business models and information technology, these products allow organisations to improve performance: aligning technology and business strategies to ensure sustainable value and growth.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1. Contact details [Section 51(1)(a)]

2.1.1. Street Address

Unit 1, Tramber Place, Blake Street, Observatory, Cape Town, South Africa

2.1.2. Postal Address

Unit 1, Tramber Place, Blake Street, Observatory, Cape Town, South Africa

2.1.3. Telephone number

+27 21 4477440

2.1.4. Fax number

+27 21 4477449

2.1.5. Contact person

Daniel Chalef [daniel@jamwarehouse.com]

2.2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address:

Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

2.3. Records available in terms of any other legislation [Section 51(1)(d)]

Information is available in terms of the following legislation, if and where applicable:

- a. Basic Conditions of Employment Act No. 75 of 1997
- b. Closed Corporation Act No. 69 of 1984
- c. Companies Act No. 61 of 1973
- d. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e. Customs and Excise Act No. 91 of 1964
- f. Electronic Communications and Transactions Act No. 25 of 2002
- g. Employment Equity Act No. 55 of 1998
- h. Income Tax Act No. 58 of 1962
- i. Insolvency Act No. 24 of 1936
- j. Labour Relations Act No. 66 of 1995
- k. Occupational Health and Safety Act No. 85 of 1993
- l. Patents Act No. 57 of 1978
- m. Promotion of Access to Information Act No. 2 of 2000
- n. Skills development Levies Act No. 9 of 1999
- o. Trademarks Act No. 194 of 1993
- p. Unemployment Insurance Act No. 30 of 1966
- q. Value – Added Tax Act No. 89 of 1991

2.4. Access to the records held by the private body in question [Sections 51(1)(c) and 1(1)(e)]

Employment Contracts: Availability to be determined upon receipt of request

Trade Secrets: Availability to be determined upon receipt of request

Domain Name Registrations: Available

Tradename Registrations: Availability to be determined upon receipt of request

Trademark Registrations: Availability to be determined upon receipt of request

Company Documentation: Availability to be determined upon receipt of request

Agreements With Suppliers: Availability to be determined upon receipt of request

Corporate Sales Agreements: Availability to be determined upon receipt of request

Customer Agreements: Availability to be determined upon receipt of request

Database Of Customers: Availability to be determined upon receipt of request

Website Information: Freely available at <http://www.jamwarehouse.com/>

3. Fees

3.1. Copy of Manual

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

3.2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3.3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

3.4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00

- (ii) For a copy of an audio record 30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

3.5. For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

3.6. The actual postage is payable when a copy of a record must be posted to a requester.

4. Prescribed forms

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:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

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:

C. 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:

D. 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 available:**
3. **Any further particulars of record**

E. 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 for exemption.

Reason for exemption from payment of fees:

F. 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:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend 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.

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. 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 record requested is required for the exercise or protection of the aforementioned right:

H. 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