
ACCESS TO INFORMATION

A manual to access information in terms of section 51 of the Promotion of Access to Information Act.

1. INTRODUCTION

Qmuzik Technologies (Pty) Ltd is a software development house that develops enterprise software as well as specific solutions for supply chains and e-commerce applications.

1.1. Section A

Postal address	:	Private Bag X 133 Centurion 0046
Physical Address	:	Block A, Trentbridge Office Park, c/o van Willich Ave and Leonie St. Centurion
Telephone	:	+27 12 640 3500
Fax	:	+27 12 640 3511
Email	:	ettienne.lubbe@qmuzik.com
Website	:	www.qmuzik.com
Designated information officer	:	Mr E M Lubbe

1.2. Section B

The official SA Human Rights Commission guide.

Section 10 of the Act requires the Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information:

- The objects of the Act;
- Particulars of the information officer of every public body;
- Particulars of every private body as are practicable;
- The manner and form of a request for access to information held by a body;
- Assistance available from both the information officers and Human Rights Commission in terms of this Act;
- All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- Schedules of fees to be paid in relation to requests for access to information;
- Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

South African Human Rights Commission,
Promotion of Access to Information Act Unit,
Private Bag 2700,
Houghton 2041

Telephone
(011) 484 8300

Fax
(011) 484 0582

Website
www.sahrc.org.za

E-mail
PAIA@sahrc.org.za

1.3. Section C

Records available in terms of any other legislation:

- Basic Conditions of Employment Act no 75 of 1997;
- Companies Act no 61 of 1973;
- Employment Equity Act no 55 of 1998;
- Income Tax Act no 95 of 1967
- Labour Relations Act no 66 of 1995;
- Regional Services Council Act no 109 of 1985;
- Skills Development Act no 97 of 1999;
- Skills Development Levies Act no 9 of 1999;
- Unemployment Contributions Act no 4 of 2002;
- Unemployment Insurance Act no 63 of 2001;
- Value Added Tax Act no 89 of 1991

1.4. Section D

- The latest notice regarding the categories of records of the body that are automatically available without a person having to request access in terms of this Act in terms of section 52 (2); and
- Records that may be requested.

1.5. Administration

- **Membership agreements:**
- Availability to be determined upon receipt of request.

- **Licences:**
- Availability to be determined upon receipt of request.
- **Minutes of management meetings:**
- Availability to be determined upon receipt of request.
- **Minutes of staff meetings:**
- Availability to be determined upon receipt of request.
- **Correspondence:**
- Availability to be determined upon receipt of request.
- **Agreements with suppliers:**
- Availability to be determined upon receipt of request.
- **Domain name registrations:**
- Availability to be determined upon receipt of request.

1.6. Human Resources

- **Standard Conditions of Service:**
- Availability to be determined upon receipt of request.
- **Employment records:**
- Availability to be determined upon receipt of request.
- **Remuneration records and timesheets:**
- Availability to be determined upon receipt of request.

1.7. Operations

- **Client Project Files:**
- Availability to be determined upon receipt of request.
- **Client Contracts:**
- Availability to be determined upon receipt of request.
- **Database of Clients and Prospective Clients:**
- Availability to be determined upon receipt of request.
- **Product Brochures:**
- Availability to be determined upon receipt of request.
- **Website information:**
- Freely available at www.qmuzik.com.

1.8. Finances

- **Financial statements:**
- Availability to be determined upon receipt of request.
- **Annual financial statements:**
- Availability to be determined upon receipt of request.
- **Vouchers:**
- Availability to be determined upon receipt of request.
- **Stock records:**
- Availability to be determined upon receipt of request.
- **Assets inventory:**
- Availability to be determined upon receipt of request.
- **Timesheets:**
- Availability to be determined upon receipt of request.
- **Creditors:**
- Availability to be determined upon receipt of request.
- **Debtors:**
- Availability to be determined upon receipt of request.
- **Works ledgers:**
- Availability to be determined upon receipt of request.

1.9. Other:

- **Trademarks etc**
- Availability to be determined upon receipt of request.
- **Taxation records**
- Availability to be determined upon receipt of request.

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 available from:

- Our information officer (see above);
- The SAHRC website (www.sahrc.org.za) or
- The Department of Justice and Constitutional Development website (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 the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. **Access to information 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 this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requestor a right to that information.**