

**MANUAL IN TERMS OF SECTION 51  
OF THE PROMOTION OF ACCESS TO INFORMATION ACT  
ACT NO.2 OF 2000 FOR  
POLYMORPH SYSTEMS (PTY) LTD  
(Registration Number: 2012/096064/07)**

Prepared on 27 October 2015

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Appendix A: Form C: Request for Access to Record of Private Body

**Throughout this manual, when reference is made to “the Act”, this means The Promotion of Access to Information Act, Act No.2 of 2000**

## 1. Introduction

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### Main Business

Software Development

## 2. Contact details

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Name of business: Polymorph Systems (Pty) Ltd  
Head of business: Richard M Barry  
Information officer: Richard M Barry  
Postal address: 2Nd Floor, Rhino House  
23 Quantum Street, Technopark  
Stellenbosch  
7600  
Physical address: 2Nd Floor, Rhino House  
23 Quantum Street, Technopark  
Stellenbosch  
7600  
Telephone: +27 21 880-1034  
Email: [info@polymorph.co.za](mailto:info@polymorph.co.za)  
Website: [www.polymorph.co.za](http://www.polymorph.co.za)

### 3. The section 10 Guide on how to use the Act

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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.

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.

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 will be available from the South African Human Rights Commission. 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: 011 877 3600  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. Access to the records held by Polymorph Systems (Pty) Ltd

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*i. Information readily available*

Not applicable

*ii. Records that may be requested*

Polymorph Systems (Pty) Ltd holds the information / documents listed herein below:

*Administration*

Correspondence

Licences

Minutes of management meetings

List of directors

Minute books and resolutions

Power of attorney agreements

Share Register

Shareholders' Agreements

Statutory registers

Memorandum of Incorporation

*Finances*

Annual financial statements

Asset Register

Banking details

Bank statements

Financial statements

Supporting documents for the above

*Information Technology*

Computer software support and maintenance agreements

Software licence agreements

Agreements in respect of computer hardware

Agreements with Internet Service Providers

*Documents relating to legal proceedings*

*Specific agreements and documents relating to the business activities*



## 5. Legislation applicable to Polymorph Systems (Pty) Ltd

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Where required by the below acts, applicable records are kept in addition to those stated in section 4. Access to these records is regulated by the applicable acts:

Electronic Communications Act, 2005  
Electronic Communications and Transactions Act, 2002  
Income Tax Act, 1962  
Value-Added Tax Act, 1991  
Constitution of the Republic of South Africa, 1996  
Promotion of Access to Information Act, 2000  
Prevention and Combating of Corrupt Activities Act, 2004  
Prevention of Organised Crime Act, 1998  
Protection of Personal Information Act, 2013  
Broad-Based Black Economic Empowerment Act, 2003  
Businesses Act, 1991  
Competition Act, 1998  
Consumer Affairs (Unfair Business Practices) Act, 1988  
Consumer Protection Act, 2008  
Copyright Act, 1978  
Counterfeit Goods Act, 1997  
Designs Act, 1993  
National Small Business Act, 1996  
Patents Act, 1978  
Protection of Businesses Act, 1978  
Rationalisation of Corporate Laws Act, 1996  
Standards Act, 2008  
Trade Marks Act, 1993  
Unauthorized Use of Emblems Act, 1961  
Usury Act, 1968  
National Road Traffic Act, 1996  
Securities Transfer Tax Act, 2007  
Companies Act, 2008  
Basic Conditions of Employment Act, 1997  
Compensation for Occupational Injuries and Diseases Act, 1993  
Employment Equity Act, 1998  
Labour Relations Act, 1995  
Manpower Training Act, 1981  
Occupational Diseases in Mines and Works Act, 1973  
Occupational Health and Safety Act, 1993  
Skills Development Act, 1998  
Skills Development Levies Act, 1999  
Unemployment Insurance Act, 2001

Unemployment Insurance Contributions Act, 2002  
National Credit Act, 2005

## 6. The request procedures

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### *Form of request:*

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

### *Fees:*

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours (six hours) to search and prepare the record for disclosure.

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

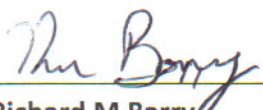


## 7. Availability of the manual

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The manual is also available for inspection during office hours at the offices of Polymorph Systems (Pty) Ltd free of charge. Copies are also available from the SAHRC.

Signed:

  
Richard M Barry  
Head of business