

This Manual is prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 to provide a requester assistance in accessing information from:

PSD Distribution Africa (Pty) Ltd Reg. No. 1993/06285/07

1. Company Official

The following company official is designated in terms of section 51 of the Act as head of the company:

1.1	Mr P J Roux	Telephone No.:	+27 21 8522388
	PO Box 2514	Facsimile No.:	+27 21 8522674
	Somerset West	E-mail address:	support@psd.co.za
	7129, South Africa	Web page:	www.psd.co.za

2. Records held

Records are held by PSD in terms of the following legislation:

2.1	Companies Act, 61 of 1973
2.2	Basic Conditions of Employment Act, 75 of 1997
2.3	Unemployment Insurance Act, 30 of 1966
2.4	Compensation of Occupational Injuries and Diseases Act, 130 of 1993
2.5	Income Tax Act, 58 of 1962
2.6	Value-Added Tax Act, 89 of 1991

Records are held in the following categories, subjects and types:

Categories:		Subjects:		Types:	
A.	Product Development	a.	Directors	i	Confidential
B.	Marketing and Distribution	b.	Employees	ii	Personal
C.	Client Care Management	c.	Clients	iii	Commercial
D.	Financial Management	d.	Third Parties	iv	Operational
E.	Human Resource Management				

3. Records automatically obtainable

PSD has not published a notice in terms of Section 52(2) of the Act, stating which records may be obtained voluntarily and automatically, without a requester having to make a request as determined by the Act .

The following records are however freely available on PSD's website: www.psd.co.za

3.1	Form PQA-POLCONTRA - Conditions of Trade
3.2	Form PQA-POLPAIA - Access to Information Manual
3.3	Form QA-POLHWS – Hardware & System Specifications
3.4	Form PQA-AGRWEBPRI - Web Terms & Privacy Agreement

4. Limitation on Access

Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.

5. Procedure to obtain information

Should a requester require information the following procedure applies:

Complete the necessary application form (refer Annexe hereto). If a requester needs help on where to obtain the application form or any other matter they may contact the Company Official.

Send the completed application form to the address of the Company Official and mark it for his/her attention.

The Company Official will process the application and inform the requester of the fees, if any, that are payable, and the different procedures that must be followed until the application is finalized.

6. Fees and costs

The fees and other costs payable for provision of information is determined as follows:

6.1	Request Fee	SA Rand 150.00
6.2	Access Fee - search for records	SA Rand 150.00 per 15 minute unit or part thereof
6.3	Reproduction of records	SA Rand 15.00 per A4 page generated
6.4	Transmission of records	Quoted for on request

A requester applying for information on his/her own personal record is exempt of any Request Fee.

7. Assistance to the public

The Human Rights Commission has compiled a guide to help people who wish to exercise any rights granted by the Act. If a requester needs any help they may contact the Human Rights Commission at the following address:

Postal: Private Bag 2700, Houghton, 2041
 Telephone: (+27 11) 484 8300
 Facsimile: (+27 11) 484-0582
 Web: www.sahrc.org.za

End.

Application Form

A. Particulars of Person requesting Access

Please provide full particulars.

Name:		Telephone No.:	
ID Number:		Cellular No.:	
Postal Address:		Facsimile No.:	
		E-mail address:	
Postal Code:			

B. Particulars of Person on whose behalf the request is made

Please provide full particulars.

Name:		Telephone No.:	
ID Number:		Cellular No.:	
Postal Address:		Facsimile No.:	
		E-mail address:	
Postal Code:			

C. Particulars of Record required

Please provide full particulars of the record to which access is requested including any reference number if known, and the department or person where the record is held.

D. Particulars of right to be exercised or protected

Please provide full particulars of the right to be exercised or protected and why this record is required in the exercise and/or protection of such right.

E. Form of Access reproduction and transmission required

Please specify the form in which the record is to be reproduced and transmitted:

Available format	How is reproduction and transmission required?				Format?
1. Paper Copy (file)	Inspect on site	Print and post	Send Facsimile	Scan & e-mail	
2. Electronic (on PC)	Inspect on site	Print and post	Send Facsimile	E-mail direct	
3. Visuals (photo's)	Inspect on site	Print and post	Send Facsimile	E-mail direct	
4. Sound recordings	Inspect on site	Transcript post	Transcript collect	E-mail direct	

F. Notice of decision regarding request for Access

Please specify the manner in which the decision regarding request for access is to be communicated:

Please tick:	Telephone	Facsimile	E-mail	Post	Other
If Other please specify:					

For office use only

Request received by:		On:	DD / MMMM / YYYY
Request Fee: R	Access Fee: R	Deposit Due: R	Total: R