

**SECTION 51 MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR
VESTA TECHNOLOGIES PROPRIETARY LIMITED 1994/001369/07**

B.PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Registration number:	1994/001369/07
Postal address:	P O Box 6295, Midrand, 1685
Business address:	Vesta House, Gazelle Close, Sage Corporate Park, Old Pretoria Road, Midrand, 1685
Telephone number:	(011) 314 8181
Fax number:	(011) 314 8182
Electronic mail address:	info@vesta.co.za

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

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

Records are kept in accordance with such legislation as is applicable to the Company and its wholly owned trading subsidiaries, which includes but is not limited to the legislation listed below. The records kept in accordance with the said legislation are not freely available to any requester but only to those specifically entitled to said records in terms of the below listed legislation. Should a requester wish to access any of the records to which these statutes apply, a request must be made in accordance with the procedure as set out in paragraph 4.3 below. Each request will be evaluated in accordance with the provisions and requirements as set out in the Act and the applicable legislation:

- Income Tax Act No. 58 of 1962

- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Labour Relations Act No. 66 of 1995
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Skills Development Levies Act No. 9 of 1999
- Occupational Health and Safety Act No. 85 of 1993
- Companies Act No. 61 of 1973
- Regional Service Council Act No. 109 of 1985
- Trade Marks Act No. 194 of 1993
- Arbitration Act No. 42 of 1965
- Credit Agreements Act No. 75 of 1980
- Debtor Collectors Act No. 114 of 1998
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968

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

4.1 The following records are available without a person having to request access in terms of the act:

- Visit our website at www.vesta.co.za to obtain a list of specialised products and services

4.2 Records that may be requested. Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests will be evaluated in accordance with the provisions of the act. [Section 51(1)(e)]

4.2.1 Records regarding the following subjects are held:

- Company Secretarial -
 - Memorandum and Articles of Association of the Company and its wholly owned trading subsidiary companies
 - General Statutory Documentation
 - Records in respect of Trade Marks
 - Share Registers
 - Minutes and Resolutions
- Customer related records
 - Records provided by clients
 - Material produced for clients

- Personnel/Human Resources
 - Staff records
 - Employment Contracts
 - Internal Policies and Procedures
 - Health & Safety Records
 - Payroll
 - Employment Equity Policy
- Legal
 - Various Contracts & Agreements
- Other records relating to the Company
 - Financial records
 - Taxation and Accounting records
 - Insurance records
 - Operational records
 - Information Technology records
 - Marketing records
 - Sales records
 - Suppliers and contractors records – contract governing terms and conditions of trade with suppliers
- Public relations Division
 - Media releases

4.3 The request procedures.

4.3.1 Form of request:

4.3.1.1 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 [s 53(1)].

4.3.1.2 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 [s 53(2)(a) and (b) and (c)].

4.3.1.3 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 [s 53(2)(d)].

4.3.1.4 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 [s 53(2)(f)].

4.3.2 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:

4.3.2.1 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 [s 54(1)].

4.3.2.2 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 [s 54(3)(b)].

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

4.3.2.4 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 to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of the Company and its wholly owned trading subsidiary companies. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. It can also be downloaded from our website at www.vesta.co.za