

DGIT TECHNOLOGIES CC

(Registration number: 2005/126861/23)

*Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000*



CONTENTS PAGE

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)	3
Section 51 Manual of DGIT Technologies CC (Registration number: 2005/126861/23).....	3
1. Contact particulars	3
2. Introduction	3
3. Guide in terms of section 10 of The Act	3
4. Facilitation of a request for access to information.....	3
5. Information available in terms of other legislation.....	4
6. Information automatically available.....	7
7. Information available in terms of The Act	8
8. General.....	16
9. Requesting procedures.....	16
10. Availability of the Manual	16
11. Signatory.....	17



PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF DGIT TECHNOLOGIES CC

(REGISTRATION NUMBER: 2005/126861/23)

1. CONTACT PARTICULARS

Head of business:	DG Van Der Walt	Information officer:	DG Van Der Walt
Postal address:	PO Box 12925 Hatfield Pretoria 0028	Physical address:	203 Lynnwood street Brooklyn Pretoria 0181
Telephone number:	082 823 8457	Fax number:	086 682 0061
E-mail address:	info@digit.co.za		
Website:	www.digit.co.za		

2. INTRODUCTION

Provide IT solutions and support to business'

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or www.sahrc.co.za .

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from DGIT Technologies CC.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1 ADMINISTRATION OF ESTATES ACT 66 OF 1965
- 5.2 ARBITRATION ACT 42 OF 1965
- 5.3 ATTORNEYS ACT 53 OF 1979
- 5.4 AUDITING PROFESSION ACT 26 OF 2005
- 5.5 BANKS ACT 94 OF 1990
- 5.6 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.7 BBBEE ACT 53 OF 2003
- 5.8 COMPANIES ACT 61 OF 1973
- 5.9 COMPANIES ACT 71 OF 2008
- 5.10 CLOSE CORPORATIONS ACT 69 OF 1984
- 5.11 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.12 COMPETITION ACT 89 OF 1998
- 5.13 CO-OPERATIVES ACT 14 OF 2005
- 5.14 CONSUMER PROTECTION ACT 68 OF 2008
- 5.15 COPYRIGHT ACT 98 OF 1978
- 5.16 CRIMINAL PROCEDURES ACT 51 OF 1977
- 5.17 CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5.18 CUSTOMS AND EXCISE ACT 91 OF 1964
- 5.19 DEBT COLLECTORS ACT 114 OF 1998
- 5.20 DEEDS REGISTRIES ACT 47 OF 1937
- 5.21 DESIGNS ACT 195 OF 1993
- 5.22 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.23 EMPLOYMENT EQUITY ACT 55 OF 1998

- 5.24 ESTATE AGENTS AFFAIRS ACT 112 OF 1976
- 5.25 ESTATE DUTY ACT 45 OF 1955
- 5.26 EXPROPRIATION ACT 63 OF 1975
- 5.27 FINANCIAL ADVISORY AND INTERMEDIARY SERVICE ACT 37 OF 2002
- 5.28 FINANCIAL INTELLIGENCE CENTRE ACT 38 OF 2001
- 5.29 FINANCIAL RELATIONS ACT 65 OF 1976
- 5.30 FINANCIAL SERVICES BOARD ACT 97 OF 1990
- 5.31 HEALTH PROFESSIONS ACT 56 OF 1974
- 5.32 INCOME TAX ACT 58 OF 1962
- 5.33 INSOLVENCY ACT 24 OF 1936
- 5.34 INSPECTION OF FINANCIAL INSTITUTIONS ACT 80 OF 1998
- 5.35 LABOUR RELATIONS ACT 66 OF 1995
- 5.36 LONG TERM INSURANCE ACT 52 OF 1998
- 5.37 MEDICAL SCHEMES ACT 131 OF 1998
- 5.38 MEDICINES AND RELATED SUBSTANCES CONTROL ACT 101 OF 1965
- 5.39 MINE HEALTH AND SAFETY ACT 29 OF 1996
- 5.40 MUTUAL BANKS ACT 124 OF 1993
- 5.41 NATIONAL CREDIT ACT 34 OF 2005
- 5.42 NATIONAL ENVIRONMENTAL MANAGEMENT ACT 107 OF 1998
- 5.43 NATIONAL PAYMENT SYSTEM ACT 78 OF 1998
- 5.44 NON-PROFIT ORGANISATIONS ACT 71 OF 1997
- 5.45 NURSING ACT 33 OF 2005
- 5.46 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.47 PENSION FUNDS ACT 24 OF 1956
- 5.48 PHARMACY ACT 53 OF 1974

- 5.49 POST OFFICE ACT 44 OF 1958
- 5.50 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000
- 5.51 PRESCRIPTION ACT 68 OF 1969
- 5.52 PREVENTION OF COMBATING OF CORRUPT ACTIVITIES ACT 12 OF 2004
- 5.53 PREVENTION OF ORGANISED CRIME ACT 121 OF 1998
- 5.54 PROTECTED DISCLOSURES ACT 26 OF 2000
- 5.55 PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT 33 OF 2004
- 5.56 PROTECTION OF INFORMATION ACT 84 OF 1982
- 5.57 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.58 PROMOTION OF ADMINISTRATIVE JUSTICE ACT 3 OF 2000
- 5.59 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.60 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.61 REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 OF 2002
- 5.62 RENTAL HOUSING ACT OF 50 OF 1999
- 5.63 SECTIONAL TITLES ACT 95 OF 1986
- 5.64 SECTIONAL TITLES SCHEMES MANAGEMENT ACT 8 OF 2011
- 5.65 SECURITIES TRANSFER TAX ACT 25 OF 2007
- 5.66 SOUTH AFRICAN RESERVE BANK ACT 90 OF 1989
- 5.67 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.68 SHORT TERM INSURANCE ACT 53 OF 1998
- 5.69 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.70 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.71 STATISTICS ACT 6 OF 1999
- 5.72 TRADE MARKS ACT 194 OF 1993



- 5.73 TRANSFER DUTY ACT 40 OF 1949
- 5.74 TRUST PROPERTY CONTROL ACT 57 OF 1988
- 5.75 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.76 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.77 VALUE ADDED TAX ACT 89 OF 1991

<p>6. INFORMATION AUTOMATICALLY AVAILABLE</p>
--

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS – N/A
- 6.4 PRICELISTS – N/A
- 6.5 REPORTS
- 6.6 MARKETING AND PROMOTIONAL MATERIAL
- 6.7 WWW.DIGIT.CO.ZA

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 ACCOUNTING RECORDS

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans – N/A
- Insurance record
- Investment records – N/A
- Auditor's reports – N/A
- Internal auditors' report – N/A
- Compiler's reports – N/A
- Accounting officer's report
- Reviewer's reports – N/A
- Inventory records (including stock take) – N/A
- Systems documentation
- Management review – N/A
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue

- Record of expenses

7.2 AUDITORS

- Working papers
- Correspondence

7.3 CREDIT AGREEMENTS

- Debt cancellor's documents – N/A
- Credit Provider's documents
- Credit Bureaux' documents – N/A
- Enquiries
- Details and results of disputes lodged with consumers – N/A
- Payment profile
- Adverse information – N/A
- Debt restructuring – N/A
- Civil court judgements – N/A
- Administration orders – N/A
- Sequestrations – N/A
- Liquidations – N/A
- Rehabilitation orders – N/A

7.4 DISTRIBUTION AND TRANSPORTATION

- Permits and licenses – N/A
- Transportation system delivery plan and routing – N/A
- Transportation rights – N/A
- Transportation, warehouse and storage contracts – N/A

7.5 FIXED PROPERTY

- Building plans – N/A
- Leases – N/A
- Mortgage bonds or other encumbrances
- Title deeds – N/A

7.6 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector – N/A
- Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees – N/A
- Dates of medical surveillance reports in respect of lead – N/A
- Details of air emission discharges – N/A
- Details of aqueous discharges – N/A
- Details of solid waste discharges – N/A
- Emergency response plans – N/A
- Employee medical surveillance records in respect of hazardous chemicals and substances – N/A
- Employee public health emergency action plans
- Environmental impact assessments – N/A
- Environmental management programs and systems – N/A
- Industrial hygiene programs, data and audits
- Medical surveillance records related to asbestos work – N/A
- Medical surveillance records related to hazardous chemical substance – N/A
- Medical surveillance records related to noise induced hearing loss (including baseline audiogram of all employees) – N/A
- Permits, licenses, approvals and registrations for operations of sites and business – N/A
- Records of assessment and air monitoring and asbestos inventory – N/A
- Records of assessment and air monitoring for lead exposure – N/A
- Records of assessment and air monitoring for hazardous chemical substance – N/A
- Records of assessment and noise monitoring for noise monitoring and noise induced hearing loss – N/A
- Records of incident reported at work
- Records of investigations and tests in respect of hazardous chemicals and substances – N/A
- Records of risk assessments and monitoring results in respect of hazardous biological agents – N/A
- Records of training given to employees in respect to asbestos exposure – N/A
- Records of training given to employees in respect to lead exposure – N/A
- Records of types of work carried out with asbestos – N/A
- Records of types of work carried out with lead – N/A
- Records of waste water discharges – N/A



- Records of waste water storage and disposal – N/A
- Waste water assessment and monitoring records – N/A
- Records of work with lead prior to employment – N/A
- Records of medical surveillance, working hours and remuneration in respect of mine employees – N/A
- Safety management systems, data and audits – N/A
- Water quality monitoring programme records – N/A

7.7 INFORMATION TECHNOLOGY

- Agreements
- Audits
- Capacity and utilisation of current systems – N/A
- Client database
- Development or investment plans – N/A
- Disaster recovery processes and procedures
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment – N/A
- Telephone lines, leased lines and data lines

7.8 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

7.9 INTELLECTUAL PROPERTY

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements. – N/A
- Copyrights – N/A
- Litigation and other disputes involving intellectual property – N/A
- Patents, patent applications and inventions – N/A

- Designs, trademarks, trade names and protected names

7.10 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies – N/A
- Agreements with shareholders, officers or directors – N/A
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation – N/A
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements – N/A
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements – N/A
- Sale agreements
- Settlement agreements
- Warranty agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advise and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- Consumer Protection Act - disclosure by auctions: written agreement containing terms and conditions

7.11 PERSONNEL RECORDS

- Arbitration awards – N/A
- Attendance register
- Bargaining Council documents – N/A
- Collective agreements – N/A

- Disability schemes – N/A
- Disciplinary records
- Employee evaluation and performance records – N/A
- Employee information records
- Employee loans – N/A
- Employee share purchase plan – N/A
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Expense accounts
- Funeral insurance scheme – N/A
- Group life – N/A
- Group personal accident – N/A
- Health and safety records
- Housing scheme – N/A
- Incentive schemes
- Industrial training records – N/A
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Micro loan scheme – N/A
- Name and occupation of each employee
- Organisational design – N/A
- Payroll
- Particulars of each employee
- Pension fund information
- Personnel file
- Policies and procedures
- Provident fund information – N/A
- Records of foreign employees – N/A
- Records of strikes, lockouts or protest action – N/A
- Recruitment and appointments

- Relocation policy – N/A
- Registered trade unions / employers' organisations documents, list of members and ballot papers – N/A
- Salary and wage registers
- Salary slips and wage records
- Scholarships and bursaries – N/A
- Staff loan schemes – N/A
- Staff records after employment
- Strike, lock out or protest action records – N/A
- Study assistance schemes – N/A
- Tax returns of employees
- Time records
- Training and development – N/A
- UIF, PAYE and SDL returns
- Workmen's Compensation documents – N/A

7.12 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

7.13 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend register – N/A
- Directors' attendance register – N/A
- Index of Members
- Memorandum and Articles of Association – N/A
- Memorandum of Incorporation and alterations / amendments – N/A
- Notice and minutes of shareholders' meetings – N/A



- Minutes of directors' meetings – N/A
- Minutes of audit committee meetings – N/A
- Minutes of directors' committee meetings – N/A
- Other minute books – N/A
- Proxy documents
- Proxy forms used at Court convened meetings – N/A
- Register of Allotments – N/A
- Register of company secretary and auditors
- Register of debenture holders and mortgages – N/A
- Register of directors and officers – N/A
- Register of directors' shareholding – N/A
- Register of past directors – N/A
- Registration Certificate
- Register of beneficial interest holders – N/A
- Reports presented at Annual General Meeting – N/A
- General resolutions – N/A
- Special resolutions – N/A
- Resolutions – N/A
- Rules
- Shareholders' agreements – N/A
- Shareholders' register – N/A
- Securities register / uncertificated securities register – N/A
- Written communication to holders of securities – N/A
- Cooperation agreements – N/A
- Founding Statement and amendments
- Minute books – N/A
- Resolutions passed at meetings – N/A
- Microfilm image – N/A

7.14 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged – N/A
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Records of importation goods and documents – N/A

- Vendors information
- Documentary proof substantiating the zero rating of supplies

7.15 OTHER RECORDS

- – N/A

8. GENERAL

- N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **DGIT Technologies CC**, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of **DGIT Technologies CC**, from the South African Human Rights Commission.

11. SIGNATORY

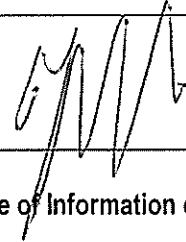
We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

DG Van Der Walt

Information officer

30 December 2011

Date



Signature of Information officer



[Forms D and E have been inserted by the Amendment of Regulations published in Government Gazette No. 29914 dated 1 June 2007]

FORM E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
7.13 Statuary	On Request
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	

FEES IN RESPECT OF PRIVATE BODIES

1. 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.

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

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.
- (2) 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) The actual postage is payable when a copy of a record must be posted to a requester.

