



DARIEL SOLUTIONS (PTY) LTD

Registration Number: 2000/018350/07

SECTION 51 MANUAL

Prepared in accordance with Section 51 of the

Promotions of Access to Information Act,

No 2 of 2000

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1. Introduction

Daniel is a South African professional IT services company and systems integrator. Its main activities are focused on the development and deployment of high-end bespoke applications and customised integration services.

Our go-to-market model delivers the best combination of people, processes and technologies. This enables us to deliver high quality solutions that are tailored to our customers' specific requirements, while at the same time achieving their commercial and financial imperatives.

We have created a unique, professional IT practice which blends the important elements of IT professionals, software disciplines and pragmatism. This combination of capability, not often found in the IT industry, underpins our clients' confidence in our solutions and is the basis for an evolving trust relationship.

The key to Daniel's success is the quality of the staff it employs. Nearly all of our staff members are university graduates from either the computer sciences or software engineering faculties. We believe this is essential to cope with the wide spectra of knowledge required to develop complex, distributed systems. This is one of Daniel's key differentiators in the South African market.

Daniel has a proud and proven track record in the delivery of software applications, and has, since inception, always met the expectations of its clients. We have achieved this by delivering all our projects according to sound engineering principles, rigorous controls and assigning the most appropriately skilled staff. The skills and attitude of the individuals participating in our solutions are the single most important factor for ensuring successful project delivery.

Our Customers are selected leading South African companies and include ABSA Bank, FNB, Standard Bank, Multichoice, DSTV, Anglogold Ashanti, Anglo Platinum, City Lodge Hotel Group, BetterLife Group, Blue Strata, Telesure and Leppard Insurance.

2. Company Contact Details

Directors: Mr. M A Rabson (Managing)
Mr. G N Vercellotti
Mr. W L Yan

CEO: Mr. M A Rabson

Postal Address: P.O. Box 87737, Houghton, 2041

Street Address: 33 Scott Street, Waverley, Johannesburg, 2090

Telephone Number: 011 566 5751

Fax Number: 086 529 2731

Email: malcolm.rabson@daniel.co.za

3. The Act and Section 10 Guide

- 3.1** 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.
- 3.2** 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.
- 3.3** 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 is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

4. Applicable Legislation

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 71 of 2008	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 2 of 2000	Promotion of Access of Information Act
8	No 63 of 2001	Unemployment Insurance Act
9	No 4 of 2002	Unemployment Insurance Contributions Act
10	No 130 of 1993	Compensation for Occupational Injuries & Disease Act
11	No 97 of 1998	Skills Development Act
12	No 53 of 2003	Broad-Based Black Economic Employment Act
13	No 9 of 1999	Skills Development Levies Act
14	No 6 of 1999	Statistics Act

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5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Companies Act Records	• Documents of incorporation	Available on request
	• Records on company officers	Available on request
	• Share and other statutory registers	Available on request
	• Minutes of Board of Directors meetings	Available on request
	• Notice and minutes of shareholders meetings	Available on request
	• Annual returns	Available on request
Financial	• Annual financial statements	Available on request
	• Accounting records	Available on request
	• Asset register	Available on request
	• Transactional documents	Available on request
Tax Records	• Income tax returns and records	Available on request
	• Vat returns and Records	Available on request
	• PAYE and IRP5 records	Available on request
	• UIF records	Available on request
	• Skills development levy records	Available on request
Personnel Records	• Employment contracts	Available on request
	• Salary, medical aid and leave records	Available on request
	• Employment equity plan	Available on request
	• SETA, skills development and training records	Available on request
	• Disciplinary code and records	Available on request
Other	• Media releases	Available on www.daniel.co.za
	• PAIA Manual	Available on www.daniel.co.za

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- Returns of earning regarding COID Available on request
- Returns in terms of Statistics Act Available on request
- B-BBEE Certificate Available on www.daniel.co.za
- B-BBEE Plan Available on request

6. Form of Request

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

The Access Request Form is included in this manual as an appendix.

7. Prescribed Fees

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R57.00 Inc. VAT) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

8. Grounds for Refusal of Access to Records

Chapter 4 of the Act

The main grounds for refusal of a request for access to records are -

- Protection of the privacy of a third party who is a natural person if its disclosure would involve the unreasonable disclosure of personal information;
- Protection of the commercial information of a third party if its disclosure contains trade secrets, financial, commercial, research or technical information about a third party which if released, would cause harm to the third party;
- Protection of confidential information of third parties if it is protected in terms of any agreement;
- Protection of the safety of individuals and the protection of property;

- Protection of records or information which could be regarded as privileged in legal proceedings.
- The commercial information of Daniel Solutions (Pty) Ltd which may include trade secrets, financial, commercial, research or technical information which disclosure could likely cause harm to the financial or commercial interests of Daniel Solutions (Pty) Ltd, or information, the disclosure thereof could reasonably put Daniel Solutions (Pty) Ltd at a disadvantage in contractual negotiations or in commercial competition.

9. Approval of Information Manual

Signed at Waverley this 16th day of November 2015

Malcolm A Rabson
Managing Director

APPENDIX 1 – ACCESS REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

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If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE