



SECTION 51 MANUAL FOR MIRA SECURITY (PTY) LTD

1. Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

This manual pertains to Mira Security (Pty) Ltd. Mira Security (Pty) Ltd renders research and development services. Its core expertise areas include software engineering as well as networking and telecommunication technology.

2. Contact details

All requests or other communication pursuant to the Act should be directed to the Information Officer, Mira Security (Pty) Ltd, using one of the following communication methods:

Postal address: P. O. Box 768, Irene, 0062, South Africa
Street address: Corporate Corner Unit 7, Marco Polo St, Highveld, 0169
Telephone: +27 12 665-4427
E-mail: paia@mirasecurity.com

3. Access to the guide described in section 10 of the Act

This guide is 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: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Records available in terms of any other legislation

See legislation for the Acts that may apply.

5. Access to the records held by the private body in question

No information is available in terms of section 52(2) of the Act without a person having to request access to information.

Access to information is not automatic. You must identify the right you are seeking to exercise or protect and explain why the information you request is required for the exercise or protection of that right.

Records that may be requested.

A description of the subjects of the records held by Mira Security Software (Pty) Ltd and the categories in which these subjects are classed [Section 51(1)(e)] follows:

STATUTORY COMPANY INFORMATION AND ACCOUNTING INFORMATION

Certificate of Registration;

Certificate of Change of Name;

Certificate to Commence Business;

Annual Financial Statements including annual accounts;

Accounting Officer's report;

Books of Account including journals and ledgers, delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange;

Books of Account regarding information required by the Companies Act, 1973; Supporting schedules to books of account and ancillary books of account.

STATUTORY EMPLOYEE RECORDS

Employees' names and occupations;

Time worked by each employee;

Remuneration paid to each employee;

Date of birth of each employee;

Attendance register;

Salary and wages register;

Staff records (after date of employment ceases); Company tax submissions in respect of employees.

OTHER EMPLOYEE RECORDS Employee contracts.

AGREEMENTS AND CONTRACTS Material agreements concerning provision of services or materials;

Agreements with shareholders, officers or directors; Agreements with contractors and suppliers; Agreements with customers and dealers.

TAXATION Income Tax Returns and other tax returns and documents.

LEGAL Material licences, permits and authorisations.

INSURANCE

Insurance policies; Claim records; Details of insurance coverages, limits and insurers.

INFORMATION TECHNOLOGY

Hardware; Operating Systems; Telephone Exchange Equipment; Telephone Lines; LAN Installations; Software Packages; Capacity and Utilization of Current Systems.

SALES AND MARKETING a. Products

- b. Markets
- c. Customers
- d. Brochures, Newsletters and Advertising Materials
- e. Sales
- f. Domestic and Export Orders

Request procedures

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 [s 53(1)].
- 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)].
- 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)].
- If a request is made on behalf of a 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)].

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 [s 54(1)].
- 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)].
- 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 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)]

The manual is amongst others available for inspection at the offices of the relevant private body free of charge.