

MANUAL for SYNTECH TRADING CC

Prepared in terms of the requirements of the

PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000

(hereinafter referred to as "the Act")

Introduction

Syntech Trading cc trading as Syntech SA conducts business as a Distributor of Computer Hardware equipment.

INFORMATION REQUIRED UNDER SECTION 51 (1) (a) OF THE ACT:

Company Contact Details

Information Officer: CRAIG NOWITZ
Postal Address: P.O. BOX 2611, CLAREINCH 7740
Street Address: 9, 15TH AVENUE, MAITLAND 7404
Telephone Number: 021-593-0304
Fax Number: 086 681 8996

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51 (1)(b):

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The contact details of the Commission are:

Postal Address: Private Bag X2700
Houghton
2041

Telephone Number: +27 11 877 3600
Fax Number: +27 11 403 0625
Website: www.sahrc.org.za
E-mail: info@sahrc.org.za

THE LATEST NOTICE IN TERMS OF SECTION 52(2):

Not applicable

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1) (d):

Statutory

- Basic Conditions of Employment Act. No. 75 of 1997
- Close Corporations Act No 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Electronic Communications and Transactions Act
- Employment Equity Act 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act 66 of 1995
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

**SUBJECTS AND CATEGORIES OF RECORDS HELD BY SYNTECH TRADING CC
SECTION 51 (1) (e)**

1. COMPANIES ACT RECORDS:

- Documents of Incorporation
- Memorandum and Articles of Association
- Records relating to the appointment of Directors/Auditor/Secretary/Public Officer and other officers
- Share Register and other statutory registers
- Certificate of Incorporation (CK1)
- Certificate of Amended Founding Statement (CK2)

2. FINANCIAL RECORDS:

- Annual Financial Statements
- Accounting Records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices

3. INCOME TAX RECORDS:

- Tax Returns
- PAYE Records, including IRP5 certificates
- VAT Returns

INFORMATION REQUEST PROCEDURE

The requester must use the prescribed form to make the request for access to a record. The form is available on the website of the South African Human Rights Commission at www.sahrc.org.za or the website of The Department of Justice and Constitutional Development (under regulations) at www.doj.gov.za. 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.

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.

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.

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.

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, is required to pay the prescribed fees (R50-00) before a request will be processed.


If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one this of the access fee which would be payable if the request were granted). A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za or the website of The Department of Justice and Constitutional Development (under regulations) at www.doj.gov.za

MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website www.syntechs.co.za or may also be obtained from the Information Officer of Craig Nowitz. In respect of hard copies, any transmission costs/postage will be for the account of the requester.



CRAIG NOWITZ
CEO