

# Opspro Pty Ltd

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**(Registration Number: 2014/141847/07)**

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

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**Date of Compilation:** 11/24/15

**Date of Revision:** 12/07/15

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### **PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)**

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(Registration number: 2014/141847/07)

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF OPSPRO PTY LTD (REGISTRATION NUMBER: 2014/141847/07)

### 1. CONTACT PARTICULARS

**Head of business:** Tony Lotter  
**Postal Address:** 8 Brassie Street  
Lakeside  
Cape Town  
7945  
**Telephone Number:** 082 408 6759  
**E-mail Address:** tony@opspro.co.za

**Information officer:** Tony Lotter  
**Physical Address:** 8 Brassie Street  
Lakeside  
Cape Town  
7945

### 2. INTRODUCTION

Opspro offers a bouquet of services ranging from Outsourced Operations Management, Network Infrastructure, Sales, Software Development, Database Design and Development and Hosting/Cloud Solutions. Services are delivered as partial or fully outsourced solutions and are tailored to fit specific business requirements.

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

**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  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.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 **Opspro Pty Ltd**.

#### 5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insider Trading Act 135 of 1998
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Prescription Act 68 of 1969
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001

#### 6. INFORMATION AUTOMATICALLY AVAILABLE

- Pricelists
- Marketing and Promotional Material

## **7. INFORMATION AVAILABLE IN TERMS OF THE ACT**

### **Statutory Business Records**

- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

### **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
- Tax returns and assessments

### **Information Technology**

- Agreements
- Client database
- Hardware
- Internet
- Licenses
- Operating systems
- Software packages

### **Legal, Agreements and Contracts**

- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with shareholders, officers or directors

## **8. GENERAL**

N/A

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Opspro Pty Ltd, or can be accessed on [www.sahrc.org.za](http://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 the manual are available for inspection, free of charge, at the offices of Opspro Pty Ltd and from the South African Human Rights Commission.