

Lattech Systems (Pty) Ltd

(Registration number: 2006/025975/07)

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

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Lattech Systems (Pty) Ltd (Registration number: 2006/025975/07)

1. Contact particulars

Head of business:	T van der Poel	Information officer:	T van der Poel
Postal address:	PO Box 5024 Tyger Valley 7536	Physical address:	24 Richelieu Street Durbanville 7550
Telephone number:	021 975 1351	Fax number:	086 601 5484
E-mail address:	info@lattech.co.za		
Website:	www.lattech.co.za		

2. Introduction

Lattech Systems performs research and development and electronic product development in the GSM electrical engineering field.

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, tel (011) 887-3600.

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 Lattech Systems (Pty) Ltd.

5. Information available in terms of other legislation

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

- 5.1 Auditing Profession Act 26 of 2005
- 5.2 Companies Act 71 of 2008
- 5.3 Competition Act 89 of 1998
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Income Tax Act 58 of 1962
- 5.6 National Credit Act 34 of 2005
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 Unemployment Contributions Act 4 of 2002
- 5.9 Unemployment Insurance Act 63 of 2001
- 5.10 Value Added Tax Act 89 of 1991

6. Information automatically available

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

- 6.1 www.lattech.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

- 7.1.1 Annual financial statements and working papers
- 7.1.2 Bank statements, cheque books, cheques
- 7.1.3 Customer and supplier statements and invoices
- 7.1.4 Tax returns and assessments
- 7.1.5 VAT returns

- 7.1.6 Auditor's reports
- 7.1.7 Record of liabilities
- 7.1.8 Record of revenue
- 7.1.9 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Information Technology

- 7.3.1 Systems support, programming and development

7.4 Intellectual Property

- 7.4.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.

7.5 Personnel Records

- 7.5.1 Employee information records
- 7.5.2 Employee remuneration
- 7.5.3 Employee date of birth
- 7.5.4 Employment contracts
- 7.5.5 IRP 5 and IT 3 certificates
- 7.5.6 Leave applications
- 7.5.7 UIF, PAYE and SDL returns

7.6 Statutory Company Records

- 7.6.1 Annual Statutory Returns
- 7.6.2 Certificate of Incorporation
- 7.6.3 Certificate to Commence Business
- 7.6.4 Memorandum and Articles of Association
- 7.6.5 Notice and minutes of shareholders' meetings
- 7.6.6 Minutes of directors' meetings

7.7 Tax

- 7.7.1 Income tax returns
- 7.7.2 Tax assessments
- 7.7.3 VAT documents

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Lattech Systems (Pty) Ltd, 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. If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the prescribed fee structure under the Act. The fee structure is available on www.sahrc.org.za.

9. Availability of the Manual

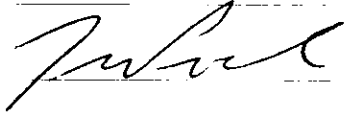
Copies of this manual are available for inspection, free of charge, at the offices of Lattech Systems (Pty) Ltd, from the South African Human Rights Commission and at www.lattech.co.za.



10. Signature

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

Name of Information Officer: T van der Poel

Signature: 

Date: 2011-12-12