

# **A Guide to ACCESSING OUR INFORMATION**

**Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act**

**INSECT SCIENCE (PTY) LTD  
2000/022528/07**

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## **Preamble**

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purposes of exercising or protecting rights.

## **Introduction to this private body**

This manual applies to Insect Science (Proprietary) Limited.

Insect Science (Proprietary) Limited is the leader in the researching, manufacturing and marketing of “Attract & Kill” technology, various insect traps and pheromones in South Africa.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedures to follow should you require access to any of this information.

# Section A – Our details

[Section 51(1)(a)]

Full name : **Insect Science (Proprietary) Limited**

Registration number : 2000/022528/07

Registered address : 48 Boundary Street  
Tzaneen  
0850

Postal address : Private Bag X4019  
Postnet Suite #378  
Tzaneen  
0850

Physical address : 26A First Avenue  
Tzaneen  
0850

Telephone number : +27(0)15 307-1391

Facsimile number : +27(0)15 307-6555

CEO : Mr. P.J.G. Booyesen

Designated Information Officer : Mr. R.J. Aucamp

E-mail : [renaldo@insectscience.co.za](mailto:renaldo@insectscience.co.za)

Website : [www.insectscience.co.za](http://www.insectscience.co.za)

## Section B – The official guide

[Section 51(1)(b)]

Section 10 of the Act requires the South African Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise any right in terms of this Act.

The Guide will contain the following information:

1. The objective of the act;
2. Particulars of the information officer of every public body
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights commission in terms of this Acts;
6. All remedies in Law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this are available on the SAHRC website. Enquires regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: The South African Human Rights Commission  
Promotion of Access to Information Act Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: +27(0)11 484-8300

Fax: +27(0)11 484-7146

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

# Section C – Information available in terms of other Legislation

*[Section 51(1)(d)]*

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Administration of Estates Act, No. 66 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Employment Equity Act No 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Income Tax Act No. 95 of 1967
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health & Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Road Transportation Act No. 74 of 1977
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Short-term Insurance Act No. 53 of 1998
- Stamp Duties Act No. 77 of 1968
- Trade Marks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

# Section D – Information available in terms of the Act

[Section 51(1)(e)]

## 1. Categories of information

We hold the following categories of information:

### (A) STATUTORY COMPANY INFORMATION

- Certificate of incorporation;
- Certificate of Change of Name (if any);
- Memorandum and Articles of Association;
- Certificate to Commence Business;
- Minute Book, CM25 and CM26, as well as Resolutions passed at general/shareholders meetings;
- Proxy Forms (if any);
- Register of Members;
- Register of Mortgages and Debentures and Fixed Assets (if any);
- Register of Directors' shareholdings;
- Register of Directors and Certain Officers;
- Directors' Attendance Register;
- Annual Financial Statements including:
  - ❖ Annual accounts;
  - ❖ Directors reports;
  - ❖ Auditors report.
- Books of Account regarding information required by the Companies Act, 1973;
- Supporting schedules to books of accounts and ancillary books of account;

### (B) ACCOUNTING RECORDS

- Books of Account including journals and ledgers;

### (C) STATUTORY EMPLOYEE RECORDS

Records relating to individual employees' personal and job related information.

### (D) OTHER EMPLOYEES RECORDS

Records relating to employees in general including but not limited to Policies and Procedures, Employee Benefit Schemes and The Code of Conduct.

## **(E) ENVIRONMENTAL HEALTH AND SAFETY**

Records relating to Workmen's Compensation and Insect Science Disaster Recovery Plan.

## **(F) FIXED PROPERTY**

- Title Deeds;
- Leases;
- Building Plan;
- Mortgage Bonds or other encumbrances to fixed property.

## **(G) MOVABLE PROPERTY**

- Asset register;
- Finance and Lease Agreements;
- Notarial Bonds;
- Deeds of Pledge.

## **(H) INTELLECTUAL PROPERTY**

- Patents, patent applications and inventions;
- Trademarks, trade names and protected names;
- Copyrights;
- Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;
- Litigation and other disputes involving intellectual property.
- Business manual

## **(I) AGREEMENTS CONTRACTS**

- Agreements with shareholders, officers or directors
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-operation or other alliance agreements.

## **(J) TAXATION**

- Copies of all Income Tax Returns and other tax returns and documents;

## **(K) LEGAL**

- Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- Settlement agreements;
- Product licenses, permits and authorizations;

## **(L) INSURANCE**

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

## **(M) INFORMATION TECHNOLOGY**

Records relating to the IT system including but not limited to License agreements, Asset Register and Service Level Agreements.

## **(N) SALES AND MARKET**

- Products;
- Markets;
- Consumers;
- Brochures, Newsletters and Advertising Materials;
- Sales;
- Public Relations Policies and Procedure;
- Domestic and Export Orders;

## 2. Procedures for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to follow the procedures below:

### 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)] (see Section A).
- 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)].

These forms are available from:

- our information officer (whose contact details are in Section A of this manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

### 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)].

**It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.**

## Section E – Information automatically available

*[Section 51(1)(c)]*

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

- This manual in terms of Section 51(3). This manual is also available for inspection at the company's offices (26A First Avenue, Tzaneen) free of charge; and copies are available with the SAHRC and on the company's website [www.insectscience.co.za](http://www.insectscience.co.za).
- Pamphlets / Brochures
- Insect Science Product Manual