

**PC WIZARD TECHNOLOGIES CC**  
**("iTWizards")**

**Registration Number:**  
**1999/062327/23**

**MANUAL IN TERMS OF SECTION 51 OF**  
**THE PROMOTION OF ACCESS TO INFORMATION**  
**ACT 2 OF 2000**  
**("the ACT")**

DATE OF COMPILATION: 14 December 2015  
DATE OF REVISION:

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# 1. INTRODUCTION TO PC WIZARD TECHNOLOGIES CC

*Section 51*

## **ABOUT US:**

iTWizards are an IT Services and Technology specialist company focused on delivering best in-class IT service and infrastructure solutions.

We offer a wide range of Technology services, including Consultancy, Infrastructure Planning, Training & Support - which means we can help with all aspects of your technology needs. We strive to deliver simple, cost effective technology solutions to all our valued clients.

We have been passionately involved in the IT Services Delivery arena for over 12 years and pride ourselves in delivering the correct solution the first time round. Our head office is located in Randburg, Johannesburg with a regional office in Cape Town. Have a look around our site to find out more about what we do here at iTWizards and how we can help your business realise your technology goals.

## **WHY CHOOSE US:**

At iTWizards we add value to your organization by proactively suggesting ways in which IT can assist with production and profitability. The team at iTWizards are committed to anticipating your developing needs and in turn the needs of your customers. This is what makes us unique as a provider of communication technology and services across South Africa. We believe that our philosophies and our expertise are what make our customers not only choose iTWizards, but stay with us.

iTWizards partners with you and your team to help you reach your business goals. We value long-term relationships with our clients and will work closely with your business to ensure that you have the resources you need to be successful.

We pride ourselves on our independence from all hardware and software vendors and as a result have complete autonomy. Our independence enables us to foster good relationships with a range of vendors, ensuring we can supply equipment to our customers at competitive prices.

We have positioned ourselves to add value to our clients' businesses by proactively suggesting ways in which IT can assist with production and profitability. The team at iTWizards is committed to anticipating the developing needs of our customers. We provide regular reporting, feedback, and direction so that your IT environment should be able to comfortably support your business. Consider us your additional resource.



## 1. INTRODUCTION TO PC WIZARD TECHNOLOGIES CC (continued)

Section 51

The many features and benefits of partnering with iTWizards for your IT needs include:

- **Comprehensive technical support** – we're here for you whenever you need us
- **Smart Solutions** – Our practical approach to technology ensures the right solutions the first time round.
- **Increased efficiency** – with on-site and remote support at your fingertips
- **Proactive technology support** – our experts will solve IT problems *before* they affect your business.

### WHY CHOOSE US:

In order to get to know your systems and to accurately determine what your needs are, the 1st step would be a comprehensive needs analysis to correctly determine your information technology requirements.



This would be done by us doing an onsite need analysis; this will empower us to accurately formulate an IT solution / strategy that will be specifically tailored for your business.



Feedback and recommendation

## 2. COMPANY CONTACT DETAILS

*Section 51 (1)(a)*

Name of Company: PC Wizard Technologies CC

Registration Number: 1999/062327/23

Members: Sean Maurice Behr (*since 5 February 2001*)

Physical Address: 2<sup>nd</sup> Floor  
Polyfin House  
154 Bram Fischer Drive  
Ferndale  
Randburg  
2194

Postal Address: P.O. Box 1274  
Highlands North  
Johannesburg  
2052

Office Manager / CEO: Sean Maurice Behr

Contact Number: 011 340 6700

Fax Number: 011 507 5399

Email Address: [seanbehr@pcwizard.co.za](mailto:seanbehr@pcwizard.co.za)



### 3. THE ACT AND SECTION 10 GUIDE

#### *Section 51 (1)(b)*

- 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.
- 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.
- Requesters are referred to the Guide I 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 South African Human Rights Commission.
- The contact details of the Commission are:

Postal Address: Private Bag 2700  
Houghton  
2041

Contact Number: 011 877 3600

Fax Number: 011 403 0625

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



#### 4. APPLICABLE LEGISLATION

*Section 51 (1)(c)*

SEQUENCE:	REFERENCE:	ACT:
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 69 of 1984	Close Corporations Act
3	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
4	No 55 of 1998	Employment Equity Act
5	No 4 of 2002	Unemployment Contributions Act
6	No 95 of 1967	Income Tax Act
7	No 25 of 2007	Securities Transfer Tax Act
8	No 66 of 1995	Labour Relations Act
9	No 34 of 1997	South African Revenue Services Act
10	No 40 of 1949	Transfer Duty Act
11	No 2 of 2000	Promotion of Access of Information Act



## 5. SCHEDULE OF RECORDS

Section 51 (1)(d)

RECORDS:	SUBJECT:	AVAILABILITY:
Accounting	• Financial Statements	Request in terms of PAIA
	• Bank Statements	Request in terms of PAIA
	• Customer / Supplier Statements	Request in terms of PAIA
	• Deposit Slips / Cash Books	Request in terms of PAIA
	• Budgets and Business Plans	Request in terms of PAIA
Fixed Property	• Mortgage bonds	Request in terms of PAIA
Insurance	• Insurance Records	Request in terms of PAIA
	• Insurance Policies	Request in terms of PAIA
Personnel	• Employee remuneration	Request in terms of PAIA
Statutory	• Annual Statutory records	Request in terms of PAIA
	• Close Corporation Documents	Request in terms of PAIA
	• Minutes / Registers	Request in terms of PAIA
	• Proxy Documents	Request in terms of PAIA
	• Resolutions	Request in terms of PAIA
Tax	• Tax Returns	Request in terms of PAIA
	• Assessments	Request in terms of PAIA



## 6. CLASSIFICATION OF RECORDS

Section 51 (2)

CLASSIFICATION:	DESCRIPTION:
Accounting	• Annual financial statements and working papers
	• General / Subsidiary ledgers (receivables, payables, etc.)
	• Bank statements, cheque books, cheques
	• Customer and supplier statements and invoices
	• Deposit slips / cash books and petty cash books
	• Budgets and business plans
	• Accounting Officer's report / Management reviews
	• Record of revenue and expenses / Record of property held
Fixed Property	• Mortgage bonds or other encumbrances
Insurance	• Insurance records / Policies
Personnel	• Employee remuneration
	• Duration of employment
Statutory	• Annual statutory records
	• Founding statements / Amended founding statements
	• Index / register of Members and Officers
	• Register of Members interest / Dividend register
	• Notice and minutes of Member's meetings
	• Proxy documents and forms
	• General / Special resolutions
	• Members agreements
Tax	• Income tax / Provisional tax returns
	• Tax assessments
	• Objection / Appeal documents
	• Taxable gain / assessed capital loss documents

## 7. FORM OF REQUEST

*Section 51 (1)(e)*

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).
- Address your request to the Office Manager / CEO as set out in number 2 of this manual.
- Provide sufficient details to enable the Company to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address and email address of the requester in the Republic;
    - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect that right.



## 8. PRESCRIBED FEES

*Section 51 (1)(f)*

The following applies to requests (other than personal requests):

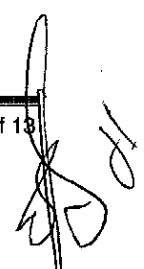
- A requester is required to pay the prescribed fee of R 50.00 before a request will be processed.
- If the preparation of the record requested requires more than the prescribed number of hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the 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](http://www.sahrc.org.za).

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## 9. AVAILABILITY OF THE MANUAL

The manual will be available at:

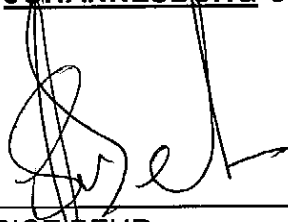
- The South African Human Rights Commission:  
33 Hoofd Street  
Braampark Forum 3  
Braamfontein  
2198
- iTWizards website:  
[www.itwizard.co.za](http://www.itwizard.co.za)
- iTWizards offices:  
2<sup>nd</sup> Floor  
Polyfin House  
154 Bram Fischer Drive  
Ferndale  
Randburg  
2194



**10. DECLARATION**

I hereby declare that I am a registered Member of PC Wizard Technologies CC and that the information supplied herein is to the best of my knowledge and belief both true and correct.

**SIGNED AT JOHANNESBURG ON THE 14<sup>TH</sup> DAY OF DECEMBER 2015**

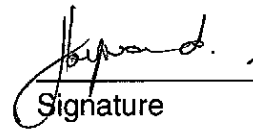


\_\_\_\_\_  
SEAN MAURICE BEHR

**AS WITNESSES:**

JENNIFER ANN HAYWARD

\_\_\_\_\_  
Full Names and Surname



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Names and Surname

\_\_\_\_\_  
Signature

