



TMT Services and Supplies (Pty) Ltd

Section 51 Manual

(As prescribed by Section 51 the Promotion of Access of Information Act, Act 2 of 2000 ["PAIA"])

1. Brief Description of Core Business

TMT Services and Supplies (Pty) Ltd ["TMT"] is a specialist private company which supplies advanced traffic management, enforcement technology and intelligent transport solutions, systems and services.

2. Particulars in terms of Section 51(1)(a) of the PAIA – Contact Details:

2.1 Head of TMT Services and Supplies (Pty) Ltd ["TMT"]

Douglas Davey (CEO)

2.2 Name of Information Officer/s

Douglas Davey (CEO)

Kathy Gough (Company Secretary)

2.3 Postal Address

PO Box 234, Century City, 7446

2.4 Head Office Address

Ground Floor, Building D, Platteklouf Park, Blouelie Crescent, Platteklouf, 7500

2.5 Telephone number

+27 21 929 5300

2.6 Fax number

+27 21 929 5393

2.7 Email Address (Head of TMT)

ddavey@tmtservices.co.za

2.8 Email Address (Information Officers)

info@tmtservices.co.za

kgough@tmtservices.co.za

2.9 Website Address

<http://www.tmtservices.co.za>

3. Particulars in terms of Section 51(1)(b) of the PAIA – How to obtain the Section 10 Guide on how to use the PAIA:

- 3.1** In terms of Section 10 of the PAIA the South African Human Rights Commission [“SAHRC”] compiled a Guide on how to exercise any rights in terms of the PAIA.
- 3.2** In terms of Section 51(1)(b) all private bodies have to give information on how to access this guide.
- 3.3** The guide can be obtained from the SAHRC as follows:

PAIA Unit
The Research and Documentation Department
Private Bay 2700
Houghton 2041
Telephone: 011 484 8300
Fax: 011 484 05282
Email: paia@sahrc.org.za
Website: www.sahrc.org.za

4. Particulars in terms of Section 51(1)(c) and (e) of the PAIA – Stating the categories of TMT’s records which are available and stating the process on how TMT records can be requested.

4.1 Categories of Records

Administration and legal

Licences , principally software.
Minutes of board and management meetings
Minutes of staff meetings
Correspondence

Intellectual Property

Human Resources:

Staff policies and procedures
BBBEE

Employment contracts
Remuneration records and payroll

Operations

Product and systems specifications
Client tender records and contracts
Supporting documentations in respect of revenue

Finances:

Annual Financial statements
Monthly Management Accounts
Supplier contracts, invoices and Payment Requests
Assets inventory

Other:

Intranet and Website

4.2 The request procedure - form of request:

- 4.2.1 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 [See Section 53(1) of PAIA].
- 4.2.2 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 [See Section 53(2)(a) and (b) and (c) of PAIA].
- 4.2.3 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 [See Section 53(2)(d) of PAIA].
- 4.2.4 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 [See Section 53(2)(f) of PAIA].

4.3 The request procedure – Fees

- 4.3.1 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.
- 4.3.2 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 [See Section 54(1)].
- 4.3.3 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 [See Section 54(3)(b)].
- 4.3.4 After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 4.3.5 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 [See Section 54(6)].

5. Particulars in terms of Section 51(1)(d) of the PAIA – Stating what records TMT is obliged to keep in terms of other legislation

Companies Act, Act 71 of 2008
Arbitration Act, Act 42 of 1965
Copyright Act, Act 98 of 1978
Intellectual Property Laws Amendment Act, Act 38 of 1997
Trade Marks Act, Act 194 of 1993

Employment Equity Act, Act 55 of 1998
Broad Based Black Empowerment Act, Act 53 of 2003
Basic Conditions of Employment Act, Act 75 of 1997
Labour Relations Act, Act 66 of 1995
Compensation for Occupational Injuries and Health Diseases Act, Act 130 of 1993
Occupational Health and Safety Act, Act 85 of 1993
Skills Development Act, Act 97 of 1998
Skills Development Levies Act, Act 9 of 1999
Unemployment Insurance Act, Act 63 of 2001
Unemployment Contributions Act, Act 4 of 2002

Currency and Exchange Act, Act 9 of 1933
Income Tax Act, Act 95 of 1967
Regional Services Councils Act, Act 109 of 1985
SA Reserve Bank Act, Act 90 of 1989
Value Added Tax Act, Act 89 of 1991
Consumer Protection Act, Act 68 of 2008

6. Particulars in terms of Section 51(1)(f) of the PAIA – Providing other information as may be prescribed.

None.

7. Particulars in terms of Section 51(3) of the PAIA- Availability of this Manual

TMT's manual is available for inspection:

- At its Head Offices premises (at the address set out in paragraph 2.4 above);
- Copies are available at the SAHRC;
- On its website: www.tmtservices.co.za