

IDU Holdings (Pty) Ltd

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(Registration Number. 1998/002939/07)

**IDU Holdings (Pty) Ltd**

**MANUAL**

in terms of

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

17 January 2017

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## 1. INTRODUCTION

IDU Holdings (Pty) Ltd conducts business as a Financial Software - Supply and Support

## 2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

<b>Directors:</b>	Kevin Phillips Jame Smith Wayne Claassen
<b>Office Manager:</b>	Lynette Bareley
<b>Postal Address:</b>	Postnet Suite 231, Private Bag X16, Constantia, 7848
<b>Street Address:</b>	Block D the terraces, Steenberg Office Park, Silverwood Close, steenberg, 7945
<b>Telephone Number:</b>	021 701 9979
<b>Fax Number:</b>	021 701 9979
<b>Email Address</b>	info@IDU.co.za
<b>Website Address</b>	www.idu.co.za

### 3. THE ACT

- 3.1 The ACT grants a requester access to records of the COMPANY, 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.
- 3.3 Requesters are referred to the Guide to be compiled by the **South African Human Rights Commission**, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in December 2011.

**The contact details of the Commission are:**

**Postal Address:** Private Bag 2700, Houghton, 2041

**Telephone Number:** +27-11-484 8300

**Fax Number:** +27-11-484 0582

**Website:** <http://www.sahrc.org.za>

4. **APPLICABLE LEGISLATION**

<b>No.</b>	<b>Ref.</b>	<b>Act</b>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	<p>Freely available on web site: www.idu.co.za</p>
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records(Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	<p>Proprietary (Pty Ltd) - Not required to disclose. Not available.</p>
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Product Brochures</li> <li><input type="checkbox"/> Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> <li>• Dealer Franchise Documents</li> </ul>	<p>Limited Information available on web site: www.idu.co.za</p>

## 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 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) or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za>

6.2 Address your request to the **Office Manager**.

6.3 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 or fax number 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 the right.

## 7. PRESCRIBED FEES

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

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed 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);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

- 7.4 Records may be withheld until the fees have been paid.
- 7.5 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), or the website of **THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT** (under regulations) at <http://www.doj.gov.za/>