

**Linux Based Systems Design SA (Pty) Ltd
(Registration Number 2005/032930/07)**

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2/2000.

Section 51(1)(a)

Business Name: Linux Based Systems Design SA (Pty) Ltd
Registered Office: 1st Floor, Foyer 3, The Colosseum, Century City, 7441
Postal Address: Private Bag X27, Constantia, 7848
Directors: Nigel Kukard
Contact Person: Nigel Kukard
Tel # of Contact Person: 086 152 7301
Fax # of Contact Person: 086 601 7884
E-Mail Address of Contact Person: nkukard@lbsd.net

Section 51(1)(b)

To gain access to the Human Rights Commission's website which provides a guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za>

Alternatively Call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

At this stage no Notice(s) has / have been published.

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

- a. Basic Conditions of Employment Act No. 75 of 1997
- b. Closed Corporation Act No. 69 of 1984
- c. Companies Act No. 61 of 1973
- d. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e. Customs and Excise Act No. 91 of 1964
- f. Electronic Communications and Transactions Act No. 25 of 2002
- g. Employment Equity Act No. 55 of 1998
- h. Income Tax Act No. 58 of 1962
- i. Insolvency Act No. 24 of 1936
- j. Labour Relations Act No. 66 of 1995
- k. Occupational Health and Safety Act No. 85 of 1993
- l. Patents Act No. 57 of 1978
- m. Promotion of Access to Information Act No. 2 of 2000
- n. Skills development Levies Act No. 9 of 1999
- o. Trademarks Act No. 194 of 1993
- p. Unemployment Insurance Act No. 30 of 1966
- q. Value – Added Tax Act No. 89 of 1991

Section 51(1)(e)

- a. Employment Contracts : Availability to be determined upon receipt of request
- b. Company Documentation : Availability to be determined upon receipt of request
- c. Agreements With Suppliers : Availability to be determined upon receipt of request
- d. Agreements With Clients: Availability to be determined upon receipt of request

Section 51(1)(f)

Fees in Respect of Requests for Information

Fees in Respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof: R1,10

 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,75

 - (c) For a copy in a computer-readable form on:
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
 - (ii) For a copy of visual images R60,00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
 - (ii) For a copy on an audio record R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - (1) (a) For every photocopy of an A4-size page or part thereof R1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
 - (c) For a copy in a computer-readable form on
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
 - (d) (i) For a transcription of visual images, for an A4-sized page or part thereof R40,00
 - (ii) For a copy of visual images R60,00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
 - (ii) For a copy of an audio record R30,00
 - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
 - (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester.

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
Form for Application of Information
Request for access to record of private body

Download the Application Form http://lbsd.net/legal/paia/paia_form.pdf .

If you do not have a copy of Adobe Acrobat Reader, get it from www.adobe.com .