



**MCI CONSULTANTS (PTY) LIMITED**

(Registration number 1983/011766/07)

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, 2 OF 2000**

## PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT) 3

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# **PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000** **(THE ACT)**

## **SECTION 51 MANUAL OF MCI CONSULTANTS (PTY) LIMITED**

### **1. CONTACT PARTICULARS**

<b>Head of business:</b>	Steven Bernard	<b>Information officer:</b>	Aliki Droussiotis
<b>Postal address:</b>	P O Box 71 Bruma 2026	<b>Physical address:</b>	Ground Floor, Office 1 18 Nicol Road Bedfordview 2007
<b>Telephone number:</b>	011 454 3420	<b>Fax number:</b>	011 454 3417
<b>E-mail address:</b>	<a href="mailto:aliki@mci.co.za">aliki@mci.co.za</a>		
<b>Website:</b>	<a href="http://www.mci.co.za">www.mci.co.za</a>		

### **2. INTRODUCTION**

The company is a boutique technology partner that provides IT solutions to medium and large companies across various industries in South Africa, Africa and abroad.

### **3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or [www.sahrc.co.za](http://www.sahrc.co.za).

### **4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION**

Information which is not readily available as indicated in this Manual, may be requested in accordance with the procedure prescribed in terms of The Act and which is dealt with in detail in Section 8 of this Manual.

**5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation:

- 5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.2 BBBEE ACT 53 OF 2003
- 5.3 COMPANIES ACT 71 OF 2008
- 5.4 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.5 CONSUMER PROTECTION ACT 68 OF 2008
- 5.6 COPYRIGHT ACT NO 98 OF 1978
- 5.7 INCOME TAX ACT 58 OF 1962
- 5.8 LABOUR RELATIONS ACT 66 OF 1995
- 5.9 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.10 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.11 REGIONAL SERVICES COUNCILS ACT NO 109 OF 1985
- 5.12 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.13 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.14 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.15 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.16 USURY ACT NO 73 OF 1968
- 5.17 VALUE ADDED TAX ACT 89 OF 1991

**6. INFORMATION AUTOMATICALLY AVAILABLE**

The following categories of records are automatically available for inspection:

- 6.1 WEBSITE: [www.mci.co.za](http://www.mci.co.za)
  - BROCHURES
  - PRESS RELEASES

## **7. INFORMATION AVAILABLE IN TERMS OF THE ACT**

The broad categories and specific subjects within which the business holds records are as listed below. Please note that a requester is not automatically allowed access to these records and that such access may or must be refused in accordance with sections 62 to 69 of The Act.

### **7.1 ACCOUNTING RECORDS**

- Annual financial statements and working papers
- Auditor's report
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Deposit slips
- Fixed asset register
- Insurance records
- Investment records
- Record of assets
- Record of liabilities
- Record of revenue
- Record of expenses
- Tax returns and assessments
- VAT returns

### **7.2 DISTRIBUTION AND TRANSPORTATION**

- Car licenses

### **7.3 HEALTH AND SAFETY**

- Code of Conduct
- Health and safety records
- Register, record of earnings, time worked, payment and particulars of all employees

### **7.4 INFORMATION TECHNOLOGY**

- VOIP and data lines

## 7.5 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

## 7.6 LEGAL, AGREEMENTS AND CONTRACTS

- Agreements with contractors, suppliers and clients
- Agreements with customers
- Permits and licences

## 7.7 PERSONNEL RECORDS

- Attendance register
- Code of conduct
- Employee information records
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Health and safety records
- Human resources policies and procedures
- IRP 5 and IT 3 certificates
- Leave applications
- Maternity leave policy
- Name and occupation of each employee
- Payroll
- Personnel file
- Salary and wage registers
- Salary slips and wage records
- Tax returns of employees
- Time records
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

## 7.8 PROPERTY

- Leases

- 7.9 SALES AND MARKETING
- Customers
  - Media releases
  - Service and product information
- 7.10 STATUTORY COMPANY RECORDS
- Annual Statutory Returns
  - Certificate of Incorporation
  - Directors' attendance register
  - Memorandum and Articles of Association
  - Minute books
  - Minutes of directors' meetings
  - Notice and minutes of shareholders' meetings
  - Register of directors and officers
  - Register of directors' shareholding
  - Resolutions
  - Resolutions passed at meetings
  - Shareholders' register
- 7.11 TAX
- Income tax returns
  - VAT documents
  - Vendors information
  - Documentary proof substantiating the zero rating of supplies

## 8. REQUESTING PROCEDURES

Any person who requires access to the records must complete Form C which is annexed to this Manual and is also available at the offices of **MCI CONSULTANTS (PTY) LIMITED** and may also be printed from the website, [www.mci.co.za](http://www.mci.co.za) This form can also be accessed on [www.sahrc.org.za](http://www.sahrc.org.za).

The completed Form C must be sent to the email provided in this Manual and marked for the attention of the Information Officer.

## 9. ACCESS FEES

The gazetted scale of fees payable by requesters of information is set out below:

A requester who is making a request in his/her personal capacity is exempted from paying an access fee. The access fee payable by a requester who is making a request on behalf of another person in terms of section 54(7) of the Act, is as follows:

<b>FEES FOR RECORDS REQUESTED OF A PRIVATE ENTITY</b>	<b>FEES</b>
1. A request fee of R 50.00* is payable by a requester, other than a personal requester, in terms of section 54(1) of the Act	
2. For every photocopy of an A4 size page or part thereof	R1 – R10
3. For every printed copy on A4 size page or part thereof held on a computer or in electronic or machine-readable form	R1 – R75
4. Held on a computer or in electronic or machine-readable form for a copy in a computer-readable form on a memory stick	R70
5. For a transcription of visual images: <ul style="list-style-type: none"> <li>a. For an A4 size page or part thereof</li> <li>b. For a copy of visual images</li> </ul>	R40 R60
6. For a transcription of an audio record: <ul style="list-style-type: none"> <li>a. For an A4 sized page or part thereof</li> <li>b. For a copy of an audio record</li> </ul>	R20 R30
7. A search fee of R 30.00* per hour or part thereof may be levied and where such search is likely to take six hours or more, the Information Officer is entitled to request that a deposit of one third of the estimated cost be lodged in terms of section 54(2) of the Act	
8. * All amounts listed above are exclusive of VAT	
9. The actual postage cost is payable when a copy of a record is posted to a requester	
10. Should the government change its rates, we reserve the right to change our rates accordingly.	

## **10. APPEAL AGAINST REFUSAL TO DISCLOSE INFORMATION**

In the event that the Information Officer refuses a request for information, the requester shall have a right of appeal in terms of section 75(1) of the Act and must lodge an internal appeal within 60 days and pay an appeal fee of R 100.00 plus vat.

A ruling on the appeal must be provided to the requester within 30 days of lodgement of the appeal.

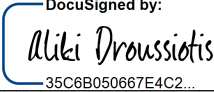
## **11. AVAILABILITY OF THE MANUAL**

Copies of this Manual are available for inspection, free of charge, at the offices of **MCI CONSULTANTS (PTY) LIMITED** or from the South African Human Rights Commission.



**12. SIGNATURE OF INFORMATION OFFICER**

This Manual is signed and dated by the Information Officer in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

**SIGNATURE OF INFORMATION OFFICER:**  \_\_\_\_\_  
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**NAME OF INFORMATION OFFICER:** \_\_\_\_\_  
Aliko Droussiotis

**DATE:** \_\_\_\_\_  
2/7/2021