

Techtron Computers (Pty) Ltd
(2019/599299/07)
ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)

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

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Techtron Computers CC.

2. Request for access to Information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact:

Steven Sher

Postal address:

P.O. Box 12045
Millstreet
Gardens
8010

Physical address:

13 Mispel Road,
Bellville Park
Cape Town
7530

Tel:

021 673 6756

Mobile:

083 261 0910

Email

stevens@techtron.co.za

In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state-

(a) the access fee (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access is granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must-

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used In this document

Terms defined in the act shall have the meaning set out therein;
Reference to sections shall be a reference to sections in the Act

4. Background of Name

IT Managed Services

5. Organisation Details

a. Techtron Computers (Pty) Ltd

b. Addresses –

Postal address:

P.O. Box 12045

Millstreet

Gardens

8010

Physical address:

13 Mispel Road

Bellville Park

Cape Town

7530

c. Contact details -

Tel:

021 673 6756

info@techtron.co.za

d. Website address of your organisation - www.techtron.co.za

6. Details of the information officer

Steven Sher

Postal address:

P.O. Box 12045

Millstreet

Gardens

8010

Physical address:

13 Mispel Road

Bellville Park

Cape Town

7530

Tel:

021 673 6756

Mobile:

083 2610910

Email:

stevens@techtron.co.za

7. Section SI(I)(c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge)

No such records exist for this private body.

8. Section 51(1) (d)

Records which Techtron Computers CC must make available in terms of any other legislation:

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Co-operatives Act 14 of 2005
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

9. Section 51(1) (e)

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as *(list all operational documents that are held by the organisation):*

9.1 Close Corporation Act records

- Founding statement
- Records relating to the accounting officer and members

9.2 Financial records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

9.3 Income tax records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

9.4 Personnel documents and records

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

10. Requesting Procedure

10.1 Requests

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual

10.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*where is it available*). Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3 Fees

A requester who seeks access to a record containing personal information about that requester is **not required to pay the request fee**. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the head (*contact person*) before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of RSO should be paid, this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

11. Signature of the information officer



Steven Sher

Date

11 Nov 2025

Annexure 1: [PAIA Form Request for Information](#)