

**SECTION 51 MANUAL IN TERMS OF
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000
FOR
GEO TERRA IMAGE PROPRIETARY LIMITED
REG NO.: 1999 / 011006 / 07**

INDEX

1. Introduction to Geoterra Image (Pty) Ltd and the type of business:
2. Contact Details (**Section 51 (1) (a)**)
3. The ACT and Section 10 Guide (**Section 51(1) (b)**) please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation (**Section 51 (1) (c)**)
5. Schedule of Records (**Section 51 (1) (d)**)
6. Form of Request (**Section 51 (1) (e)**)
7. Any other Information (**Section 51 (1) (f)**) e.g. Prescribed Fees, organogram, etc.

DATE OF COMPILATION: 01/04/2016

DATE OF REVISION: 30/04/2021

1. INTRODUCTION

GEOTERRAIMAGE is a privately-owned company, which has been providing geographical information services and products to a wide range of public and commercial sectors in support of business intelligence and planning decisions since 1999. Typical clients have included Telecoms organisations, Banks, Agricultural institutions, Municipalities, Commercial organisations, NGO's, Environmental institutions and national and provincial Government Departments.

GEOTERRAIMAGE operates as an independent entity and as well as a partner of choice for collaborative work, using our unique skills and capabilities in various projects and applications, to empower clients to make informed decisions. The company is based in Pretoria, South Africa, but operates throughout Africa and internationally. GEOTERRAIMAGE has perfected the scientific art of extracting information from geo-spatial data and images – unleashing the power of imagery to improve business intelligence!

2. COMPANY CONTACT DETAILS

Directors: Mr. S.L. Ferreira
 Mr. P. Sevenhuysen
 Mr. M.W. Thompson
 Mr. E. Hempel
 Mrs. A Neethling

Office Manager/CEO: Mr. S.L. Ferreira

Postal Address: P.O. Box 295, Persequor Park, Pretoria, 0020

Street Address: 477 Witherite Street, The Willows, Pretoria, 0184

Telephone Number: (+27) 012 807 9480

Fax Number: (+27) 012 807 9481

Email: fanie.ferreira@geoterraimage.com

3. THE ACT

- 3.1.** The ACT grants a requester access to records of a private body, 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 of the Act.

DATE OF COMPILATION: 01/04/2016
DATE OF REVISION: 30/04/2021

3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	24 of 1956	Pension Funds Act
2	91 of 1964	Customs and Excise Act
3	95 of 1967	Income Tax Act
4	112 of 1976	Estate Agency Affairs Act
5	69 of 1984	Close Corporations Act as amended
6	89 of 1991	Value Added Tax Act
7	85 of 1993	Occupational Health and Safety Act
8	130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
9	66 of 1995	Labour Relations Act as amended
10	75 of 1997	Basic Conditions of Employment Act as amended
11	34 of 1997	South African Revenue Services Act as amended
12	53 of 1998	Short Term Insurance Act as amended
13	97 of 1998	Skills Development Act as amended
14	55 of 1998	Employment Equity Act as amended
15	9 of 1999	Skills Development Levies Act as amended
16	2 of 2000	Promotion of Access of Information Act as amended
17	38 of 2001	Financial Intelligence Centre Act
18	4 of 2002	Unemployment Insurance Contributions Act
19	25 of 2002	Electronic Communications and Transactions Act
20	53 of 2003	Broad-Based Black Economic Empowerment Act
21	32 of 2003	Unemployment Insurance Act as amended
22	71 of 2008	Companies Act as amended
23	68 of 2008	Consumer Protection Act as amended
24	4 of 2013	Protection of Personal Information Act

DATE OF COMPILATION: 01/04/2016

DATE OF REVISION: 30/04/2021

5. SCHEDULE OF RECORDS

5.1. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying:

- Newsletters.
- Posters.
- Pamphlets / Brochures.
- Website – www.geoterraimage.com

5.2. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

5.2.1. Accounting Records.

- Annual financial statements and working papers.
- General ledger.
- Subsidiary ledgers (receivables, payables, etc.).
- Bank statements, cheque books, cheques.
- Customer and supplier statements and invoices
- Cash books and petty cash books.
- Fixed asset registers.
- Tax returns and assessments.
- VAT returns.
- Lease or instalment sale agreement.
- Insurance records.

5.2.2. Auditors.

- Correspondence.

5.2.3. Fixed Property.

- Leases.

5.2.4. Insurance.

- Insurance policies.

5.2.5. Information Technology.

- Agreements.

DATE OF COMPILATION: 01/04/2016

DATE OF REVISION: 30/04/2021

- Client database.
- Hardware.
- Internet.
- Software packages.
- Telephone exchange equipment.
- Telephone lines, leased lines and data lines.

5.2.6. Intellectual Property.

- Agreements relating to intellectual property, e.g. licence agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- Copyrights.
- Designs, trademarks, trade names and protected names.

5.2.7. Legal, Agreements and Contracts.

- Agreements with contractors, suppliers and clients.
- Agreements with customers.
- Agreements with governmental agencies.
- Agreements with shareholders, officers or directors.
- Joint venture agreements, partnerships agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements.
- Contacts, including lease agreements and finance agreements.

5.2.8. Personnel Records.

- Employee information records.
- Employment contracts.
- IRP5 and IT3 certificates.
- Letters of appointment.
- Leave applications.
- Payroll.
- Personnel file.
- Policies and procedures.
- Salary slips and wage records.
- UIF, PAYE and SDL returns.
- Workmen's Compensation documents.

5.2.9. Sales and Marketing.

- Brochures, newsletters and marketing material.
- Service and product information.

DATE OF COMPILATION: 01/04/2016

DATE OF REVISION: 30/04/2021

5.2.10. Tax.

- Income tax returns.
- Provisional tax returns.
- Tax assessments.
- VAT documents.

5.2.11. Statutory Company Records.

5.2.12. Health and Safety.

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.

6.2. Address your request to the Head of the Company (CEO).

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.

DATE OF COMPILATION: 01/04/2016

DATE OF REVISION: 30/04/2021

8. **SIGNATORY**

We acknowledge our responsibility for the completeness and accuracy of the information provided in the manual.

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.



Mr. S.L. Ferreira
Director

DATE OF COMPILATION: 01/04/2016
DATE OF REVISION: 30/04/2021