

CML SOFTWARE DEVELOPERS C.C.
2004/066437/23

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL OF A CLOSE
CORPORATION BODY**

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000) ("The Act")

CML Software Developers c.c. ("CML Softdev") is a close corporation company that conducts business as a supplier of Information Technology and Web Development services, as well as the reselling of Computers, IT peripherals, Software, Digital Imaging and Photographic Hardware and all relatives to these.

Contact Details

Carlos M. Lopes, Managing Director of CML Softdev, has been appointed the head of CML Softdev in relation to matters associated with the Act, and requests for access to information in terms of the Act must be made to him:

Postal address: P.O. Box 384, Gallo Manor, 2052
Physical address: Cor. 3rd Str. & Turf Rd., La Rochelle, Johannesburg, 2190
Telephone: +27 11 435-0240
Facsimile: +27 11 435-1302
E-Mail: info@cmlsoftware.co.za
Website: <http://www.cmlsoftware.co.za>

The Guide

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide, please direct them to:

The South African Human Rights Commission
The Research and Documentation Unit,
Postal Address: Private Bag X2700, Houghton, 2041

Telephone: +27 11 484-8300
Facsimile: +27 11 484-0582
E-Mail: paia@sahrc.co.za
Website: <http://www.sahrc.org.za>

Records available in terms of legislation [Section 51(1) (d)]

The following records are available in terms of the following legislation, if and where applicable, other than the Act:

- Basic conditions of employment Act (No. 75 of 1997)
- Closed Corporations Act (No. 69 of 1984)
- Electronic Communications and Transactions Act (No. 25 of 2002)
- Income Tax Act (No. 58 of 1962)
- Copyright Act (No. 61 of 1978)
- Value added Tax Act (No. 89 of 1991)

Information held

CML Softdev holds information relating to the following subjects:

- Employment records
- Financial records
- Information Technology records
- Insurance Documents
- Internal Policies and Procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers

Records which are available without a person having to request access in terms of this Act 52(2) [Section 51(1) (c)]

This information can be defined as being operational operation for the daily running of the company, such as quotations, internal phone list, company strategies, policies, contracts and marketing efforts.

Procedure to request Information [Section 51 (1) (c) and 51 (1) (e)]

In order to request information from CML Softdev, please use the prescribed form which can be found at the following Website: <http://www.sahrc.org.za> . Please ensure that your request:

- Provides sufficient details to enable us to identify the record you require and who you are
- Indicates the form of access to the record you require
- Specifies a postal address or a fax number within South Africa
- Identifies the right you seek to exercise or protect and explain why the record is needed to exercise or protect the right
- Indicates the form of reply to your request as preferred, if other than written reply, and the relevant particulars
- Provides proof of your capacity to act, if you are doing so on behalf of someone else.

Once the form is completed, please submit it to us together with the prescribed fee. (These fees are set out for view at the following Website: <http://www.doj.gov.za> , under the 'regulations' section).

CML Softdev will notify you of its decision once it has been made. Please note that there are instances in which CML Softdev may refuse to grant access to the record, in terms of the Act. If CML Softdev does grant your request, you will be charged an additional fee for the access (per page provided to you).

Other Information required by regulation *[Section 51 (1) (f)]*

No regulations have been made in this regard

Availability of this Manual *[Section 51 (3)]*

This Manual is available on our Website <http://www.cmlsoftware.co.za> at our offices and from the South African Human Rights Commission. If you require a copy of the Manual, it will be provided at the prescribed fee. The Manual will be updated from time to time, as and when it becomes necessary to do so.

End of the Manual for CML Softdev as a Close Corporation body, for the Promotion of Access to Information Act (PAIA).