

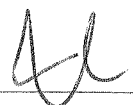
MIS ENGINEERING (PTY) LTD

(Registration Number: 1972/008599/07)

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000

Date of Compilation: 2015/11/13 Date of Revision: 2015/11/13

Initial



Contents Page

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

Section 51 Manual of MIS ENGINEERING (PTY) LTD

(Registration number: 1972/008599/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other legislation
6. Schedule of Records
7. Information Automatically Available
8. General
9. Requesting Procedures
10. Availability of the manual

PROMOTION OF ACCESS TO INFORMATION ACT,

2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF MIS ENGINEERING (PTY) LTD

(REGISTRATION NUMBER: 1972/008599/07)

1. CONTACT PARTICULARS

Head of business:	KEVIN KEELING	Information officer:	KEVIN KEELING
Postal Address:	PRIVATE BAG 123832 ALRODE JOHANNESBURG GAUTENG 1450	Physical Address:	7 DIENST STREET ALRODE JOHANNESBURG GAUTENG 1450
Telephone Number:	+27 11 908 1696	Fax Number:	Not Applicable
E-mail Address:	kk@mitak.co.za		
Website:	www.mitak.co.za		

2. INTRODUCTION

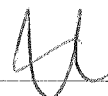
The company's main business is engineering

3. GUIDE IN TERMS OF SECTION 10 OF 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.
- 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

Initial



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. Copies of the prescribed forms to be completed for submitting a request, are available from MIS ENGINEERING (PTY) LTD, www.mitak.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Financial Intelligence Centre Act 38 of 2001
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

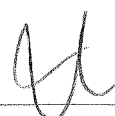
6. SCHEDULE OF RECORDS

- www.mitak.co.za

7. INFORMATION AUTOMATICALLY AVAILABLE

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

Initial



8. GENERAL

Not applicable


9. REQUEST PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of MIS ENGINEERING (PTY) LTD, or can be accessed on www.sahrc.org.za.

The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of MIS ENGINEERING (PTY) LTD, from the South African Human Rights Commission and at: www.mitak.co.za.

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Signature Head of Business

23 November 2015.
Date of Signature:

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