

# PAIA MANUAL

Promotion of Access to Information Act.

Act 2 of 2000 (the Act) Section 51

*BLUE CUBE SYSTEMS (PTY)LTD*

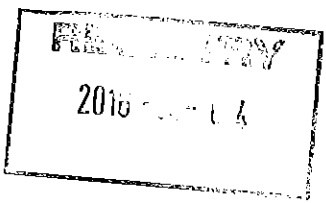
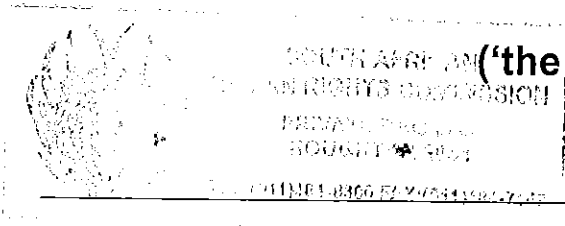
*2001/007106/07*



## B DOYLE & ASSOCIATES GROUP

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## Promotion of access to information act, Act 2 of 2000



### Section 51 compliance requirements:

Please furnish us with the following information in order to complete the Promotion of Access to Information Act (PAIA) manual for lodging on your behalf:

1. Business name: BLUE CUBE SYSTEMS (PTY) LTD
2. Legal form: PROPRIETARY LIMITED
3. Registration number or identity number: 2001/007106/07
4. Initials and surname of the head of the business: F E DU PLESSIS
5. Postal address: PO BOX 751 STELLENBOSCH, WESTERN CAPE, 7599, SOUTH AFRICA.
6. Physical address: Unit G2, Neutron House 3 Neutron Street, Techno Park, Stellenbosch, Western Cape 7600
7. Contact number: 0218801036
8. Fax number: \_\_\_\_\_
9. Email address: info@bluecubesystems.com
10. Website: http://www.bluecubesystems.com/
11. Information officer: HELANI SCHREUDER
12. Job description: Administration Officer

**Promotion of access to information act, Act 2 of 2000**  
**(“the Act”)**

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SOUTH AFRICA
7. Contact number: 0218801036
8. Fax number: 0218800688
9. Email address: info@bluecubesystems.com
10. Website: www.bluecubesystems.com
11. Information officer: Helani Schreuder
12. Job description: Administration Officer



**Promotion of access to information act, Act 2  
of 2000**

**(“the Act”)**

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**Promotion of access to information act, Act 2  
of 2000**

**(“the Act”)**

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Section 51 Manual for:

Name of company/private body:

BLUE CUBE SYSTEMS (PTY) LTD

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Registration No/ID No:

2001/007106/07

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**Legislation:**

Indicate all the Acts that are relevant to the business. Click on the tick box where appropriate.

- |                                                                                |                                     |
|--------------------------------------------------------------------------------|-------------------------------------|
| 1. Administration of Estates Act 66 of 1965                                    | <input type="checkbox"/>            |
| 2. Arbitration Act 42 of 1965                                                  | <input checked="" type="checkbox"/> |
| 3. Attorneys Act 53 of 1979                                                    | <input type="checkbox"/>            |
| 4. Banks Act 94 of 1990                                                        | <input type="checkbox"/>            |
| 5. Basic Conditions of Employment Act 75 of 1997                               | <input checked="" type="checkbox"/> |
| 6. Broad Based Black Economic Empowerment Act 53 of 2003                       | <input checked="" type="checkbox"/> |
| 7. Companies Act 2008                                                          | <input checked="" type="checkbox"/> |
| 8. Companies Act 61 of 1973                                                    | <input checked="" type="checkbox"/> |
| 9. Close Corporation Act 69 of 1984                                            | <input type="checkbox"/>            |
| 10. Competition Act 89 of 1998                                                 | <input checked="" type="checkbox"/> |
| 11. Constitution of South Africa Act 108 of 1996                               | <input checked="" type="checkbox"/> |
| 12. Co-operatives Act 91 of 1981                                               | <input type="checkbox"/>            |
| 13. Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | <input checked="" type="checkbox"/> |
| 14. Consumer Affairs (Unfair Business Practices) Act 71 of 1988                | <input checked="" type="checkbox"/> |
| 15. Copyright Act 98 of 1978                                                   | <input checked="" type="checkbox"/> |
| 16. Collective Investment Schemes Control Act 45 of 2002                       | <input type="checkbox"/>            |
| 17. Credit Agreements Act 75 of 1980                                           | <input checked="" type="checkbox"/> |
| 18. Criminal Procedure Act 51 of 1977                                          | <input type="checkbox"/>            |
| 19. Currency and Exchanges Act 9 of 1933                                       | <input checked="" type="checkbox"/> |

- |                                                                 |                                     |
|-----------------------------------------------------------------|-------------------------------------|
| 20. Custody and Administration of Securities Act 85 or 1992     | <input checked="" type="checkbox"/> |
| 21. Customs and Excise Act 91 of 1964                           | <input checked="" type="checkbox"/> |
| 22. Debt Collectors Act 114 of 1998                             | <input type="checkbox"/>            |
| 23. Deeds Registries Act 47 or 1937                             | <input type="checkbox"/>            |
| 24. Designs Act 195 or 1993                                     | <input checked="" type="checkbox"/> |
| 25. Electronic Communications and Transactions Act 25 of 2002   | <input checked="" type="checkbox"/> |
| 26. Employment Equity Act 55 or 1998                            | <input checked="" type="checkbox"/> |
| 27. Environment Conservation Act 73 of 1989                     | <input checked="" type="checkbox"/> |
| 28. Estate Agents Affairs Act 112 of 1976                       | <input type="checkbox"/>            |
| 29. Estate Duty Act 45 of 1955                                  | <input type="checkbox"/>            |
| 30. Finance Act 35 of 2000 and 6 or 1997                        | <input type="checkbox"/>            |
| 31. Financial Advisory and Intermediary Services Act 37 of 2002 | <input type="checkbox"/>            |
| 32. Financial Intelligence Center Act 38 of 2001                | <input type="checkbox"/>            |
| 33. Financial Markets Control act 55 of 1989                    | <input type="checkbox"/>            |
| 34. Financial Relations Act 65 of 1976                          | <input type="checkbox"/>            |
| 35. Financial Services Board Act 97 or 1990                     | <input type="checkbox"/>            |
| 36. Firearms Control Act, 60 of 2000                            | <input type="checkbox"/>            |
| 37. Formalities in Respect of Leases of Land Act, 18 or 1969    | <input type="checkbox"/>            |
| 38. Health Professions Act 56 or 1874                           | <input type="checkbox"/>            |
| 39. Income Tax Act 58 of 1962                                   | <input checked="" type="checkbox"/> |
| 40. Insider Trading Act 135 or 1998                             | <input type="checkbox"/>            |
| 41. Insolvency Act 24 of 1936                                   | <input type="checkbox"/>            |
| 42. Inspection of Financial Institutions Act 80 of 1998         | <input type="checkbox"/>            |
| 43. Intellectual Property Laws Amendments Act 38 or 1997        | <input checked="" type="checkbox"/> |
| 44. Labour Relations Act 66 or 1995                             | <input checked="" type="checkbox"/> |



- |                                                                                    |                                     |
|------------------------------------------------------------------------------------|-------------------------------------|
| 45. Long-term Insurance Act 52 of 1998                                             | <input type="checkbox"/>            |
| 46. Medical Schemes Act 131 of 1998                                                | <input type="checkbox"/>            |
| 47. Medicines and Related Substances Control Act 101 of 1965                       | <input type="checkbox"/>            |
| 48. Mine Health and Safety Act 29 of 1996                                          | <input checked="" type="checkbox"/> |
| 49. Mutual Banks Act 124 of 1993                                                   | <input type="checkbox"/>            |
| 50. National Building Regulations and Building Standards Act<br>103 of 1997        | <input type="checkbox"/>            |
| 51. National Environmental Act 107 of 1998                                         | <input checked="" type="checkbox"/> |
| 52. National Payment System Act 78 of 1998                                         | <input type="checkbox"/>            |
| 53. National Road Traffic Act 93 of 1996                                           | <input type="checkbox"/>            |
| 54. Non-profit Organisations Act 71 of 1997                                        | <input type="checkbox"/>            |
| 55. Nursing Act 50 of 1978                                                         | <input type="checkbox"/>            |
| 56. Occupational Health and Safety Act 85 of 1993                                  | <input checked="" type="checkbox"/> |
| 57. Patents Act 57 of 1987                                                         | <input checked="" type="checkbox"/> |
| 58. Participation Bonds Act 55 of 1981                                             | <input type="checkbox"/>            |
| 59. Pension Funds Act 24 of 1956                                                   | <input type="checkbox"/>            |
| 60. Pharmacy Act 53 of 1974                                                        | <input type="checkbox"/>            |
| 61. Post Office Act 44 of 1958                                                     | <input type="checkbox"/>            |
| 62. Preferential Procurement Policy Framework Act 5 of 2000                        | <input type="checkbox"/>            |
| 63. Prescription Act 68 of 1969                                                    | <input type="checkbox"/>            |
| 64. Prevention of Organised Crime Act 121 of 1998                                  | <input type="checkbox"/>            |
| 65. Promotion of Access to Information Act 2 of 2000                               | <input checked="" type="checkbox"/> |
| 66. Promotion of Administrative Justice Act 3 of 2000                              | <input type="checkbox"/>            |
| 67. Promotion of Equality and Prevention of Unfair<br>Discrimination Act 4 of 2000 | <input type="checkbox"/>            |

- |                                                                                                                           |                                                      |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 68. Protected Disclosures Act 26 of 2000                                                                                  | <input type="checkbox"/>                             |
| 69. Protection of Business Act 99 of 1978                                                                                 | <input checked="" type="checkbox"/>                  |
| 70. Public Accountants and Auditors Act 80 of 1991                                                                        | <input type="checkbox"/>                             |
| 71. Regional Services Councils Act 109 of 1985                                                                            | <input type="checkbox"/>                             |
| 72. Regulation of Interception of Communications and<br>Provisions of Communication Related Information Act 70 of<br>2002 | <input type="checkbox"/><br><input type="checkbox"/> |
| 73. Rental Housing Act 50 of 1999                                                                                         | <input type="checkbox"/>                             |
| 74. Sales and Service Matters Act 25 of 1964                                                                              | <input type="checkbox"/>                             |
| 75. Sectional Titles Act 95 of 1986                                                                                       | <input type="checkbox"/>                             |
| 76. Securities Services Act 36 of 2004                                                                                    | <input type="checkbox"/>                             |
| 77. South African Reserve Bank Act 90 of 1889                                                                             | <input checked="" type="checkbox"/>                  |
| 78. South African Revenue Services Act 34 of 1997                                                                         | <input checked="" type="checkbox"/>                  |
| 79. Short Term Insurance Act 53 of 1998                                                                                   | <input type="checkbox"/>                             |
| 80. Skills Development Levies Act 9 of 1999                                                                               | <input type="checkbox"/>                             |
| 81. Skills Development Act 97 of 1998                                                                                     | <input type="checkbox"/>                             |
| 82. Stamp Duties Act 77 of 1968                                                                                           | <input type="checkbox"/>                             |
| 83. Statistics Act 6 of 1999                                                                                              | <input type="checkbox"/>                             |
| 84. Stock Exchange Control Act 1 of 1985                                                                                  | <input type="checkbox"/>                             |
| 85. Tax on Retirement Funds Act 38 of 1996                                                                                | <input type="checkbox"/>                             |
| 86. Tobacco Products Control Act 12 of 1999                                                                               | <input type="checkbox"/>                             |
| 87. Trade Marks Act 194 of 1993                                                                                           | <input checked="" type="checkbox"/>                  |
| 88. Transfer Duty Act 40 of 1949                                                                                          | <input type="checkbox"/>                             |
| 89. Trust Property Control Act 57 of 1988                                                                                 | <input type="checkbox"/>                             |
| 90. Unemployment Insurance Act 63 of 2001                                                                                 | <input checked="" type="checkbox"/>                  |

91. Usury Act 73 of 1986

92. Value Added Tax Act 89 of 1991

93. Other:

94. \_\_\_\_\_

95. \_\_\_\_\_

**Information Automatically Available:**

List categories of information that are automatically available for inspection, purchase or photocopying:

1. Newsletters

2. Pamphlets/Brochures

3. Posters

4. Pricelists

5. Reports

6. Marketing and Promotional material

7. Website

**Categories of Records Available in terms of the Act:**

1. Accounting Records

2. Distribution

3. Environment, Health and Safety

4. Fixed Property

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 5. Information Technology     | <input checked="" type="checkbox"/> |
| 6. Insurance                  | <input checked="" type="checkbox"/> |
| 7. Intellectual Property      | <input checked="" type="checkbox"/> |
| 8. Legal                      | <input checked="" type="checkbox"/> |
| 9. Personnel Records          | <input type="checkbox"/>            |
| 10. Sales and Marketing       | <input checked="" type="checkbox"/> |
| 11. Statutory Company Records | <input checked="" type="checkbox"/> |
| 12. Other records:            | <input type="checkbox"/>            |
| 13. _____                     |                                     |
| 14. _____                     |                                     |
| 15. _____                     |                                     |

**Accounting Records:**

- |                                                    |                                     |
|----------------------------------------------------|-------------------------------------|
| 1. Annual Financial Statements and working papers  | <input checked="" type="checkbox"/> |
| 2. General ledger                                  | <input type="checkbox"/>            |
| 3. Subsidiary ledgers (receivables, payables, etc) | <input type="checkbox"/>            |
| 4. Bank statements, cheque books, cheques          | <input checked="" type="checkbox"/> |
| 5. Customer and supplier statements and invoices   | <input checked="" type="checkbox"/> |
| 6. Deposit slips                                   | <input checked="" type="checkbox"/> |
| 7. Cash books and petty cash books                 | <input type="checkbox"/>            |
| 8. Fixed asset register                            | <input checked="" type="checkbox"/> |
| 9. Tax returns and assessments                     | <input checked="" type="checkbox"/> |

**VAT returns**

- |                                         |                                     |
|-----------------------------------------|-------------------------------------|
| 10. Lease or instalment sale agreements | <input checked="" type="checkbox"/> |
|-----------------------------------------|-------------------------------------|

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 11. Budget and business plans  | <input type="checkbox"/>            |
| 12. Insurance records          | <input checked="" type="checkbox"/> |
| 13. Investment records         | <input type="checkbox"/>            |
| 14. Auditor's reports          | <input checked="" type="checkbox"/> |
| 15. Internal auditor's reports | <input type="checkbox"/>            |
| 16. Inventory records          | <input checked="" type="checkbox"/> |
| 17. Systems documentation      | <input type="checkbox"/>            |
| 18. Management reviews         | <input type="checkbox"/>            |
| 19. Capital expenditure        | <input checked="" type="checkbox"/> |
| 20. Credit agreements          | <input checked="" type="checkbox"/> |

**Distribution and Transportation**

- |                                                    |                          |
|----------------------------------------------------|--------------------------|
| 1. Permits and licenses                            | <input type="checkbox"/> |
| 2. Transportation system delivery plan and routing | <input type="checkbox"/> |
| 3. Transportation rights                           | <input type="checkbox"/> |
| 4. Transportation, warehouse and storage contract  | <input type="checkbox"/> |

**Environment, Health and Safety:**

- |                                                                                                                          |                          |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees | <input type="checkbox"/> |
| 2. Dates of medical surveillance reports in respect of lead                                                              | <input type="checkbox"/> |
| 3. Details of air emission discharges                                                                                    | <input type="checkbox"/> |

4. Details of aqueous discharges
5. Details of solid waste discharges
6. Emergence response plans
7. Employees medical surveillance records in respect of hazardous chemicals and substances
8. Employee public health emergency action plans
9. Environmental impact assessments
10. Environmental management programmes and systems
11. Industrial hygiene programmes, data and audits
12. Medical surveillance records related to asbestos work
13. Noise exposure records
14. Permits, licenses, approvals and registrations for sites and business
15. Records of assessment and air monitoring and asbestos inventory
16. Records of assessment and air monitoring for lead exposure
17. Records of investigations and tests in respect of hazardous chemicals and substances
18. Records of risk assessments and monitoring results in respect of hazardous biological agents
19. Records of training given to employees in respect to asbestos exposure
20. Records of training given to employees in respect to lead exposure.
21. Records of types of work carried out with asbestos

- 22. Records of types of work carried out with lead
- 23. Records of waste water discharges
- 24. Records of waste storage and disposal
- 25. Waste water assessment and monitoring records
- 26. Records of work with lead prior to employment
- 27. Records of medical surveillance, working hours and remuneration in respect of mine employees
- 28. Safety management systems, data and audits
- 29. Water quality monitoring programmes records

**Fixed Property:**

- 1. Building plans
- 2. Leases
- 3. Mortgage bonds or other encumbrances
- 4. Title deeds

**Information Technology:**

- 1. Agreements
- 2. Audits
- 3. Capacity and utilisation of current systems
- 4. Client database

- |                                                  |                                     |
|--------------------------------------------------|-------------------------------------|
| 5. Development or investment plans               | <input type="checkbox"/>            |
| 6. Disaster recovery                             | <input type="checkbox"/>            |
| 7. Hardware                                      | <input checked="" type="checkbox"/> |
| 8. Internet                                      | <input checked="" type="checkbox"/> |
| 9. Intranet                                      | <input type="checkbox"/>            |
| 10. Licenses                                     | <input type="checkbox"/>            |
| 11. Systems support, programming and development | <input type="checkbox"/>            |
| 12. LAN installations                            | <input checked="" type="checkbox"/> |
| 13. Operation systems                            | <input checked="" type="checkbox"/> |
| 14. Software packages                            | <input checked="" type="checkbox"/> |
| 15. Telephone exchange equipment                 | <input checked="" type="checkbox"/> |
| 16. Telephone lines, leased lines and data lines | <input checked="" type="checkbox"/> |

**Insurance:**

- |                                             |                                     |
|---------------------------------------------|-------------------------------------|
| 1. Claim records                            | <input checked="" type="checkbox"/> |
| 2. Details of coverage, limits and insurers | <input checked="" type="checkbox"/> |
| 3. Insurance policies                       | <input checked="" type="checkbox"/> |

**Intellectual Property:**

- |                                                                                                                                                                |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Agreements relating to intellectual property, eg license agreements, secrecy agreements, research and development agreements, use agreements, joint venture | <input checked="" type="checkbox"/> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|



agreements, joint development agreements and consulting agreements

- 2. Copyrights
- 3. Litigation and other disputes involving intellectual property
- 4. Patents, patent applications and inventions
- 5. Design, trademarks, trade names and protected names

**Legal, Agreements and Contracts:**

- 1. Acquisition or disposal documentation
- 2. Agreements with contractors, suppliers and clients
- 3. Agreements with customers
- 4. Agreements with governmental agencies
- 5. Agreements with shareholders, officers or directors
- 6. Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration
- 7. Distributor, dealer or agency agreements, or other
- 8. Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other
- 9. Material agreements, relating to provision of services or materials
- 10. Material licenses, permits and authorisation

11. Contracts, including lease agreements and finance agreements

12. Restraint agreements

13. Sale agreements

14. Settlement agreements

15. Warranty agreements

**Personnel Records:**

1. Arbitration awards

2. Attendance register

3. Collective agreements

4. Disability schemes

5. Disciplinary records

6. Employees evaluations and performance records

7. Employee information records

8. Employee loans

9. Employee share purchase plan

10. Employment applications

11. Employment contracts

12. Employment equity plan

13. Expense accounts

14. Funeral insurance scheme

15. Group life

16. Group personal accident

- |                                                    |                                     |
|----------------------------------------------------|-------------------------------------|
| 17. Health and safety records                      | <input type="checkbox"/>            |
| 18. Housing scheme                                 | <input type="checkbox"/>            |
| 19. Incentive schemes                              | <input type="checkbox"/>            |
| 20. Industrial training records                    | <input type="checkbox"/>            |
| 21. IRP 5 and IT 3 certificates                    | <input checked="" type="checkbox"/> |
| 22. Letters of appointment                         | <input checked="" type="checkbox"/> |
| 23. Leave applications                             | <input checked="" type="checkbox"/> |
| 24. Maternity leave policy                         | <input type="checkbox"/>            |
| 25. Medical records                                | <input type="checkbox"/>            |
| 26. Micro loan scheme                              | <input type="checkbox"/>            |
| 27. Organisational design                          | <input type="checkbox"/>            |
| 28. Payroll                                        | <input type="checkbox"/>            |
| 29. Pension fund information                       | <input type="checkbox"/>            |
| 30. Personnel file                                 | <input type="checkbox"/>            |
| 31. Policies and procedures                        | <input type="checkbox"/>            |
| 32. Provident fund information                     | <input type="checkbox"/>            |
| 33. Records of foreign employees                   | <input checked="" type="checkbox"/> |
| 34. Records of strikes, lockouts or protest action | <input type="checkbox"/>            |
| 35. Recruitment and appointments                   | <input checked="" type="checkbox"/> |
| 36. Relocation policy                              | <input type="checkbox"/>            |
| 37. Salary and wage registers                      | <input checked="" type="checkbox"/> |
| 38. Salary slips and wage cards                    | <input type="checkbox"/>            |
| 39. Scholarship and bursaries                      | <input type="checkbox"/>            |
| 40. Staff loan schemes                             | <input type="checkbox"/>            |
| 41. Staff records after employment                 | <input type="checkbox"/>            |

- 42. Study assistance scheme
- 43. Tax returns of employees
- 44. Time records
- 45. Training and development
- 46. UIF, PAYE and SDL returns
- 47. Workmen's Compensation

**Sales and Marketing:**

- 1. Brochures, newsletters and marketing material
- 2. Customers
- 3. Domestic and export orders
- 4. Media releases
- 5. Products
- 6. Public relations policies and procedures
- 7. Sales
- 8. Service and product information

**Statutory Company Records:**

- 1. Certificate of change of Name
- 2. Certificate of Incorporation

- |                                                 |                                     |
|-------------------------------------------------|-------------------------------------|
| 3. Certificate to Commence Business             | <input checked="" type="checkbox"/> |
| 4. Dividend register                            | <input checked="" type="checkbox"/> |
| 5. Director's attendance register               | <input type="checkbox"/>            |
| 6. Index of Members                             | <input type="checkbox"/>            |
| 7. Memorandum and Articles of Association       | <input checked="" type="checkbox"/> |
| 8. Memorandum of Incorporation                  | <input checked="" type="checkbox"/> |
| 9. Minutes of director's meetings               | <input checked="" type="checkbox"/> |
| 10. Other minute books                          | <input type="checkbox"/>            |
| 11. Proxy documents                             | <input type="checkbox"/>            |
| 12. Proxy forms used at Court convened meetings | <input type="checkbox"/>            |
| 13. Register of Allotments                      | <input type="checkbox"/>            |
| 14. Register of debenture holders               | <input type="checkbox"/>            |
| 15. Register of directors and officers          | <input checked="" type="checkbox"/> |
| 16. Register of directors' shareholding         | <input checked="" type="checkbox"/> |
| 17. Resolutions                                 | <input checked="" type="checkbox"/> |
| 18. Shareholders' agreements                    | <input checked="" type="checkbox"/> |
| 19. Shareholder's register                      | <input checked="" type="checkbox"/> |
| 20. Co-operation agreements                     | <input type="checkbox"/>            |
| 21. Founding Statement and amendments           | <input type="checkbox"/>            |
| 22. Minute books                                | <input type="checkbox"/>            |
| 23. Resolutions passed at meetings              | <input checked="" type="checkbox"/> |

**General:**

Insert any general information that you may wish to add:

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