

MANUAL IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2 OF 2000

CELERITY SYSTEMS (PTY) LTD T/A BULKSMS

(Registration number: 2000/005883/07)



1. Contact particulars

HEAD OF BUSINESS:	Pieter Streicher
INFORMATION OFFICER:	Richard Simpson
POSTAL ADDRESS:	PO Box 1263
PHYSICAL ADDRESS:	1st Floor Crystal Towers, (Marriott Hotel) Milnerton, Century Boulevard, 7435 Century City, 7441
TELEPHONE NUMBER:	(021) 528 3420
FAX NUMBER:	(021) 552 2848
EMAIL ADDRESS:	info@bulksms.com
WEBSITE:	www.bulksms.com

2. Introduction

The entity is a wireless application service provider offering SMS messaging solutions for commercial and noncommercial communications.

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 8773600.

3. 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 Celerity Systems (Pty) Ltd t/a BulkSMS.

4. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 4.1. Basic Conditions of Employment Act 75 of 1997
- 4.2. BBBEE Act 53 of 2003
- 4.3. Companies Act 71 of 2008
- 4.4. Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.5. Consumer Protection Act 68 of 2008
- 4.6. Electronic Communications and Transactions Act 25 of 2002
- 4.7. Employment Equity Act 55 of 1998
- 4.8. Income Tax Act 58 of 1962
- 4.9. Promotion of Access to Information Act 2 of 2000
- 4.10. Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002

- 4.11. South African Revenue Services Act 34 of 1997
- 4.12. Skills Development Act 97 of 1998
- 4.13. Unemployment Contributions Act 4 of 2002
- 4.14. Unemployment Insurance Act 63 of 2001
- 4.15. Value Added Tax Act 89 of 1991
- 4.16. Electronic Communications Act 36 of 2005

5. Information automatically available

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

- 5.1. Pamphlets / Brochures
- 5.2. Pricelists
- 5.3. Marketing and promotional material
- 5.4. www.bulksms.com

6. 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.

6.1. Accounting records

- 6.1.1. Annual financial statements and working papers
- 6.1.2. General ledger
- 6.1.3. Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4. Bank statements, cheque books, cheques
- 6.1.5. Customer and supplier statements and invoices
- 6.1.6. Cash books and petty cash books
- 6.1.7. Fixed asset register
- 6.1.8. Tax returns and assessments
- 6.1.9. VAT returns
- 6.1.10. Lease or instalment sale agreements
- 6.1.11. Insurance records
- 6.1.12. Investment records
- 6.1.13. Auditor's reports
- 6.1.14. Systems documentation
- 6.1.15. Capital expenditure

- 6.1.16. Record of assets
- 6.1.17. Record of liabilities
- 6.1.18. Record of loans to related parties
- 6.1.19. Record of liabilities and obligations
- 6.1.20. Record of revenue
- 6.1.21. Record of expenses
- 6.2. **Auditors**
 - 6.2.1. Working papers
 - 6.2.2. Correspondence
- 6.3. **Fixed Property**
 - 6.3.1. Leases
- 6.4. **Health and Safety**
 - 6.4.1. Register, record of earnings, time worked, payment and particulars of all employees
- 6.5. **Information Technology**
 - 6.5.1. Agreements
 - 6.5.2. Audits
 - 6.5.3. Client database
 - 6.5.4. Disaster recovery processes and procedures
 - 6.5.5. Hardware
 - 6.5.6. Internet
 - 6.5.7. Intranet
 - 6.5.8. Licenses
 - 6.5.9. Systems support, programming and development
 - 6.5.10. LAN Installations
 - 6.5.11. Operating systems
 - 6.5.12. Software packages
 - 6.5.13. Telephone exchange equipment
 - 6.5.14. Telephone lines, leased lines and data lines
- 6.6. **Insurance**
 - 6.6.1. Details of coverage, limits and insurers
 - 6.6.2. Insurance policies

6.7. **Intellectual Property**

6.7.1. Designs, trademarks, trade names and protected names

6.8. **Legal, Agreements and Contracts**

6.8.1. Agreements with contractors, suppliers and clients

6.8.2. Agreements with customers

6.8.3. Agreements with shareholders, officers or directors

6.8.4. Joint venture agreements, partnership agreements, participation, franchise, comarketing, copromotion or other alliance agreements

6.8.5. Contracts, including lease agreements and finance agreements

6.8.6. Electronic communications Personal information and the purpose for which the data was collected

6.8.7. Electronic communications Record of any third party to whom the information was disclosed

6.8.8. Electronic communications All personal data which has become obsolete

6.9. **Personnel Records**

6.9.1. Employee information records

6.9.2. Employee remuneration

6.9.3. Employee date of birth

6.9.4. Employment contracts

6.9.5. IRP 5 and IT 3 certificates

6.9.6. Letters of appointment

6.9.7. Maternity leave policy

6.9.8. Medical aid records

6.9.9. Name and occupation of each employee

6.9.10. Organisational design

6.9.11. Particulars of each employee

6.9.12. Personnel file

6.9.13. Policies and procedures

6.9.14. Recruitment and appointments

6.9.15. Salary slips and wage records

6.9.16. Study assistance schemes

6.9.17. Tax returns of employees

6.9.18. Training and development

6.9.19. UIF, PAYE and SDL returns

6.10. **Sales and Marketing**

- 6.10.1. Brochures, newsletters and marketing material
- 6.10.2. Media releases
- 6.10.3. Public relations policies and procedures
- 6.10.4. Service and product information

6.11. **Statutory Company Records**

- 6.11.1. Annual Statutory Returns
- 6.11.2. Certificate of Change of Name
- 6.11.3. Certificate of Incorporation
- 6.11.4. Certificate to Commence Business
- 6.11.5. Dividend register
- 6.11.6. Directors' attendance register
- 6.11.7. Memorandum and Articles of Association
- 6.11.8. Memorandum of Incorporation and alterations / amendments
- 6.11.9. Minutes of directors' meetings
- 6.11.10. Minutes of directors' committee meetings
- 6.11.11. Register of company secretary and auditors
- 6.11.12. Register of directors and officers
- 6.11.13. Register of directors' shareholding
- 6.11.14. Register of past directors
- 6.11.15. Registration Certificate
- 6.11.16. Reports presented at Annual General Meeting
- 6.11.17. Resolutions
- 6.11.18. Shareholders' agreements
- 6.11.19. Shareholders' register

6.12. **Tax**

- 6.12.1. Income tax returns
- 6.12.2. Provisional tax returns
- 6.12.3. Tax assessments
- 6.12.4. VAT documents

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Celerity Systems (Pty) Ltd t/a BulkSMS, 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.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the prescribed fee structure under the Act. The fee structure is available on www.sahrc.org.za.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Celerity Systems (Pty) Ltd t/a BulkSMS, from the South African Human Rights Commission and at www.bulkSMS.com.

9. Signature

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

Name of Information Officer:

Richard Simpson

Signature:

Richard Simpson

Date Signed:

9/10/2018