

## **SPS PRINTERS CC**

Reg no: 1997/019143/23

### **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL OF A PRIVATE 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")

SPS PRINTERS CC ("SPS PRINTERS ") is a closed corporation trading privately That conducts business in corporate Printing and gifting associated therewith

#### **Contact Details**

**Henriette Henderson, One of the members of SPS Printers , has been nominated as the responsible person in relation to matters associated with the Act, and requests for access to information in terms of the Act must be made to her:**

Postal address: PO Box 16771, Atlasville, Boksburg, 1502  
Physical address: 139 Newlands ave, Western Ext, Benoni, 1500  
Telephone: 011 421 6823 / 011 422 3258  
Email: mahet@spsprint.co.za  
Website: www.spsprint.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 to, 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  
Fax: +27 11 484-0582  
email: paia@sahrc.co.za  
website: www.sahrc.org.za

#### **Notice in terms of section 52(2)**

No such notice has been published

#### **Records that are available in terms of other legislation**

The following records are available in terms of legislation other than the Act:

- Basic Conditions of Employment Act (75 of 1997)
- Broad Based Black Economic Empowerment Act (53 of 2003)
- Companies Act (61 of 1973)
- Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- Copyright Act (61 of 1978)
- Currency and Exchanges Act (9 of 1933)
- Employment Equity Act (55 of 1998)
- Income Tax Act (58 of 1962)
- Labour Relations Act (68 of 1995)
- Promotion of Equality and Prevention of Unfair Discrimination Act (4 of 2000)
- Tobacco Products Control Act (83 of 1995)
- Trade Marks Act (194 of 1993)
- Unemployment Insurance Contribution Fund Act (4 of 2000)
- Unemployment Insurance Fund Act (63 of 2001)
- Value Added Tax Act (89 of 1991)

#### **Information held**

SPS Printers cc holds information relating to the following subjects:

- Employment records
- Financial records
- Sales records of products and equipment

- Information technology records
- Insurance documents
- Internal policies and procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers
- Records relating to legal proceedings

#### **Procedure to request information**

In order to request information from SPS Printers, please use the prescribed form which can be found at either of the following websites: [www.sahrc.org.za](http://www.sahrc.org.za) or [www.doj.gov.za](http://www.doj.gov.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 you would prefer, other a written reply, and the relevant particulars
- provides proof of your capacity to act, if you are doing so behalf of someone else.

Once the form is completed, please submit it to us, together with the prescribed fee. (These fees are set out at [www.doj.gov.za](http://www.doj.gov.za)).

SPS Printers or its appointed representative will notify you of its decision once it has been made. Please note that there are instances in which SPS Printers may refuse to grant you access to the record, in terms of the Act.

If SPS Printers does grant your request, you will be charged an additional fee for the access (per page provided to you).

#### **Other information required by regulation**

No regulations have been made in this regard.

#### **Availability of this manual**

This manual is available on our website [www.spsprint.co.za](http://www.spsprint.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.

We will update this manual from time to time, as and when it becomes necessary to do so

This manual has been approved for publishing by:



H.C. Henderson  
SPS Printers (Member)