

**DUXBURY TRANSMISSION EQUIPMENT CC  
TRADING AS  
DUXBURY NETWORKING**

**DUXBURY**  

---

**N e t w o r k i n g**

**SECTION 51 MANUAL**

**ACT 2 OF 2000  
THE PROMOTION OF ACCESS TO INFORMATION**

**Effective date: August 2005**

**INTRODUCTION TO DUXBURY NETWORKING**

Duxbury Transmission Equipment CC, trading as Duxbury Networking, is a privately owned specialist distributor of networking equipment targeting the Southern African value added reseller community. Established in 1984, the company has developed solid relationships with leading vendors in the networking, interconnectivity, wireless and convergence technology environments including Enterasys Networks, HP Procurve, Netgear, Proxim and Mitel. It is also well-known for its Duxbury branded modems. For more information visit the company's website at [www.duxbury.co.za](http://www.duxbury.co.za)

**PARTICULARS OF PRIVATE BODY**

{SECTION 51 (1) (a)}

**POSTAL ADDRESS**

P O Box 275  
Johannesburg  
2000

**STREET ADDRESS**

Block 2, Riviera Office Park  
66 Oxford Road, c/r North Road  
Riviera  
Johannesburg

**TELEPHONE NUMBER**

+27 11 351-9800

**FAX NUMBER**

+27 11 646-3079

**HEAD OF BODY**

(Information Officer)  
Michael Mons

**TELEPHONE NUMBER**

+27 11 351-9800

**FAX NUMBER**

+27 11 646-3079

**EMAIL ADDRESS**

mmons@duxnet.co.za

**WEBSITE**

[www.duxbury.co.za](http://www.duxbury.co.za)

**DESCRIPTION AND ACCESS TO THE MANUAL**

{SECTION 51 (1) (b)}

A Guide has been compiled in terms of Section 51 of the PAIA by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Please direct any enquiries to:

**The South African Human Rights Commission****PAIA Unit**

The Research and Document Department

Postal address : Private Bag 2700  
Houghton  
2041

Physical address : 29 Princess of Wales Terrace  
c/r York and St. Andrews Streets  
Parktown  
Johannesburg

Telephone : +27 11 484-8300

Fax : +27 11 484-0582

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

email : [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**RECORDS AVAILABLE WITHOUT A FORMAL REQUEST**

{SECTION 51 (1) (c) AND SECTION 52}

- Company Overview
- Product Overview
- Technical Overview
- Standard Terms of Sale
- Product ranges and pricing

All of the above information is available from the offices of Duxbury Transmission Equipment CC trading as Duxbury Networking. It is also published on the Duxbury Networking website ([www.duxbury.co.za](http://www.duxbury.co.za)). Other promotional material is available from time to time on request.

**RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

{SECTION 51 (1) (d) AND SECTION 52}

Duxbury Transmission Equipment CC trading as Duxbury Networking keeps information / documents in accordance with the following legislation.

Please note that this is not an exhaustive list.

- Basic Conditions of Employment No. 75 of 1997
- Close Corporations Act No. 69 of 1984 as amended to Corporation Laws Amendment Act No. 39 of 2002
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

The above records, in so far as being of a public nature, are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

**RECORDS THAT MAY BE REQUESTED**

{SECTION 51 (1) (e)}

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee. The procedures on how to make a request for access are detailed under {SECTION 51 (1) (f)} and {SECTION 51 (3)} of this manual.

What follows is a brief description of the subjects and categories of records held by Duxbury Transmission Equipment CC trading as Duxbury Networking.

**CLOSE CORPORATION ACT RECORDS**

- Founding Statement
- Records relating to the appointment of members, auditor, secretary, public officer and other officers

**FINANCIAL RECORDS**

- Annual Financial Statements
- Management Accounts
- Tax Returns
- Accounting Records
- Banking Records :
  - Bank Statements
  - Paid Cheques
  - Electronic Banking Records
- Asset Register
- Rental Agreements
- Invoices
- Sales Records
- Purchase Records
- Client Register

**INCOME TAX RECORDS**

- PAYE Records
- Documents issued to employees for income tax purposes
- Records made to SARS on behalf of employees
- All other statutory compliances :
  - VAT
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

**PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Pension Fund Records
- Increase notifications
- Disciplinary Records
- Corporate Policies and Procedures
- Salary Records
- SETA records
- Leave Records

**TRAINING RECORDS**

- Training Reports
- Training Programmes
- Workplace Skills Plan

**REQUEST PROCEDURES**

{SECTION 51 (1) (f)}

The following procedure is to be followed when requesting information from Duxbury Transmission CC trading as Duxbury Networking.

A copy of Form C, as well as a schedule of fees is available :

- from the offices of the South African Human Rights Commission
  - from the South African Human Rights Commission website ([www.sahrc.org.za/fees\\_forms\\_priv\\_bodies.PDF](http://www.sahrc.org.za/fees_forms_priv_bodies.PDF))
  - from or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under 'regulations').
1. The requester must complete the Form C and submit this form together with a request fee to the Information Officer.
  2. This request may be made to the address, fax number or electronic mail address of the body concerned.
  3. The abovementioned Form C must :
    - provide sufficient particulars to enable the Information Officer to identify the record(s) requested and to identify the requester.
    - indicate which form of access is required.
    - specify a postal address or fax number of the requester in the Republic of South Africa
    - identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
  4. If, in addition to a written reply, the requester wishes to be informed of the decision on the requested in any other manner, to state that manner and the necessary particulars to be informed in the other manner.
  5. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
  6. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
    - The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Section 54(1)].
    - The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
    - After the head of the private body has made a decision on the request, the requester must be notified in the required form.
    - If the request is granted then a further access fee must be paid for the search, reproduction, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

**AVAILABILITY OF MANUAL**

{SECTION 51 (3)}

The manual is available for inspection free of charge:

- at the offices of Duxbury Transmission Equipment CC trading as Duxbury Networking
- on the websites of Duxbury Transmission Equipment CC trading as Duxbury Networking ([www.duxbury.co.za](http://www.duxbury.co.za))
- at the offices of SAHRC
- on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za))

It should be noted that the manual does not include the request forms or fee structure. Request procedures {51 (1) (f)} refers.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Duxbury Transmission Equipment CC trading as Duxbury Networking is automatically available without a person having to request access in terms of and subject to the provisions of the Act, unless expressly stated to the contrary.

**LATEST NOTICE IN TERMS OF SECTION 52 (2) IF ANY**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.