

Taggit Asset Technologies (Pty) Ltd

(Registration Number: 2018/643047/07)

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

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

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(Registration number: 2018/643047/07)

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

SECTION 51 MANUAL OF TAGGIT ASSET TECHNOLOGIES (PTY) LTD (REGISTRATION NUMBER: 2018/643047/07)

1. CONTACT PARTICULARS

Head of business:	Craig Beer	Information officer:	Craig Beer
Postal Address:	Spaces Century City 1 Bridgeways Century City Cape Town 7441	Physical Address:	Spaces Century City 1 Bridgeways Century City Cape Town 7441
Telephone Number:	082 903 2765		
E-mail Address:	craig@taggitsa.co.za		
Website:	www.taggitsa.co.za		

2. INTRODUCTION

Taggit Asset Technologies (Pty) Ltd is a South African company specializing in fixed asset management solutions. With offices in Cape Town and Johannesburg, we provide businesses across South Africa and Africa with software, hardware, RFID/barcode tags, and professional services to effectively manage their assets. Our services include asset tagging, verification, audits, consulting, and training.

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 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

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 **Taggit Asset Technologies (PTY) Ltd**, www.taggitsa.co.za



5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.taggitsa.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation

Accounting Records

- Tax returns and assessments
- VAT returns

Personnel Records

- IRP 5 and IT 3 Certificates
- Payroll
- UIF, PAYE and SDL returns

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Taggit Asset Technologies (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 Taggit Holdings (Pty) Ltd, from the South African Human Rights Commission and at: www.taggitsa.co.za



