

CISCO TECHNOLOGY & SERVICES (SOUTH AFRICA)

(Registration number: 2007/00532/07)

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

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of CISCO TECHNOLOGY & SERVICES (SOUTH AFRICA) (Registration number: 2007/00532/07)

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

Signed on behalf of the entity/business:

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HEAD OF BUSINESS

1. Contact particulars

Head of business:	Cathy Smith	Information officer:	N/A
Postal address:	PO Box 98797 Sloane Park 2125	Physical address:	1st Floor South Entrance 15 Georgian Crescent Bryanston 2021
Telephone number:	011 267 1000	Fax number:	011 267 1100
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Website:	www.cisco.com		

2. Introduction

The main business of the company is to market consult and provisioning services and hardware for network related products.

3. Guide in terms of section 10 of The Act

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) 877-3600.

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 **CISCO TECHNOLOGY & SERVICES (SOUTH AFRICA)**

5. Information available in terms of other legislation

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

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Competition Act 89 of 1998
- 5.6 Consumer Protection Act 68 of 2008
- 5.7 Copyright Act 98 of 1978
- 5.8 Electronic Communications and Transactions Act 25 of 2002
- 5.9 Employment Equity Act 55 of 1998
- 5.10 Financial Advisory and Intermediary Service Act 37 of 2002
- 5.11 Financial Intelligence Centre Act 38 of 2001
- 5.12 Income Tax Act 58 of 1962
- 5.13 Labour Relations Act 66 of 1995
- 5.14 National Credit Act 34 of 2005
- 5.15 Occupational Health and Safety Act 85 of 1993
- 5.16 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.17 Prevention of Organised Crime Act 121 of 1998
- 5.18 Protected Disclosures Act 26 of 2000
- 5.19 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.20 Protection of Information Act 84 of 1982

- 5.21 Promotion of Access to Information Act 2 of 2000
- 5.22 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 5.23 Securities Transfer Tax Act 25 of 2007
- 5.24 Skills Development Levies Act 9 of 1999
- 5.25 Skills Development Act 97 of 1998
- 5.26 Unemployment Contributions Act 4 of 2002
- 5.27 Unemployment Insurance Act 63 of 2001
- 5.28 Value Added Tax Act 89 of 1991
- 5.29 Credit Agreements Amendment Act 79 of 1995
- 5.30 Customs and Excise Act 91 of 1964
- 5.31 Employment Tax Incentive Act 26 of 2013
- 5.32 Tax Administration Act 28 of 2011

6. Information automatically available

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

- 6.1 www.cisco.com
- 6.2 Other literature intended for public viewing

7. 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.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Customer and supplier statements and invoices
- 7.1.15 Bank statements, cheque books, cheques
- 7.1.16 Cash books and petty cash books
- 7.1.5 Fixed asset register
- 7.1.7 Auditor's reports
- 7.1.17 Tax returns and assessments
- 7.1.18 VAT returns
- 7.1.20 Budgets and business plans
- 7.1.21 Inventory records

7.2 Personnel Records

- 7.2.1 Attendance register
- 7.2.2 Disciplinary records
- 7.2.3 Employee information records
- 7.2.4 Employee share purchase plan
- 7.2.5 Employment contracts
- 7.2.6 Employment equity plan
- 7.2.7 Health and safety records
- 7.2.8 Incentive schemes

- 7.2.9 IRP 5 and IT 3 certificates
- 7.2.10 Letters of appointment
- 7.2.11 Salary and wage registers
- 7.2.12 UIF, PAYE and SDL returns
- 7.2.13 Workmen's Compensation documents
- 7.2.14 Records of foreign employees

7.3 Sales and Marketing

- 7.3.1 Service and product information

7.4 Statutory Company Records

- 7.4.1 Annual Statutory Returns
- 7.4.2 Certificate of Incorporation
- 7.4.3 Certificate to Commence Business
- 7.4.4 Directors' attendance register
- 7.4.5 Memorandum of Incorporation and alterations / amendments
- 7.4.6 Notice and minutes of shareholders' meetings
- 7.4.7 Minutes of directors' meetings
- 7.4.8 Register of company secretary and auditors
- 7.4.9 Register of directors and officers
- 7.4.10 Register of directors' shareholding
- 7.4.11 Registration Certificate
- 7.4.12 Resolutions
- 7.4.13 Shareholders' register

7.5 Tax

- 7.5.1 Income tax returns
- 7.5.2 Provisional tax returns
- 7.5.3 Tax assessments
- 7.5.4 Records relating to taxable gain or assessed capital loss
- 7.5.5 VAT documents
- 7.5.6 Records of importation goods and documents
- 7.5.7 Vendors information
- 7.5.8 Documentary proof substantiating the zero rating of supplies

7.6 Legal, Agreements and Contracts

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Distributor, dealer or agency agreements
- 7.6.3 Material agreements relating to provision of services or materials
- 7.6.4 Contracts, including lease agreements and finance agreements

7.7 Intellectual Property

- 7.7.1 Agreements relating to intellectual property

- 7.7.2 Copyrights
- 7.7.3 Litigation and other disputes involving intellectual property
- 7.7.4 Patents, patent applications and inventions
- 7.7.5 Designs, trademarks, trade names and protected names

7.8 Information Technology

- 7.8.1 Agreements
- 7.8.2 Capacity and utilisation of current systems
- 7.8.3 Disaster recovery
- 7.8.4 Hardware
- 7.8.5 Systems support, programming and development
- 7.8.6 Telephone exchange equipment
- 7.8.7 Telephone lines, leased lines and data lines

7.9 Insurance

- 7.9.1 Claim records
- 7.9.2 Details of coverage, limits and insurers
- 7.9.3 Insurance policies

7.10 Fixed Property

- 7.10.1 Building plans
- 7.10.2 Leases
- 7.10.3 Mortgage bonds or other encumbrances
- 7.10.4 Title deeds

8. Requesting procedures

A person who wants access to the records must complete the necessary request form that is available at the offices of **CISCO TECHNOLOGY & SERVICES (SOUTH AFRICA)**, 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of **CISCO TECHNOLOGY & SERVICES (SOUTH AFRICA)**, from the South African Human Rights Commission and at www.cisco.com/za.

