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Manual for  
**GEOHYDROLOGICAL & SPATIAL  
SOLUTIONS INTERNATIONAL (Pty) LTD**  
Registration No: 2004/030325/07

Prepared in accordance with Section 51 of the  
Promotion of Access to Information Act No. 2 of 2000

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## 1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from GEOHYDROLOGICAL & SPATIAL SOLUTIONS INTERNATIONAL (PTY) LTD (GEOSS) as contemplated by the Act.

The manual may be amended from time to time, and as amendments are finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Ms M Conrad should he / she require any assistance in respect of this manual and / or the requesting of information / documents from GEOSS.

“the Act”	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
“the / this manual”	shall mean this manual together with all the annexures thereto as available at the offices of GEOSS;
“GEOSS”	shall mean GEOHYDROLOGICAL & SPATIAL SOLUTIONS INTERNATIONAL (PTY) LTD
“SAHRC”	shall mean the South African Human Rights Commission;
“Information Officer”	the appointed managing member of GEOSS has been appointed as the Information officer of GEOSS , to whom requests for information in terms of the Act, should be addressed;

## 2. Particulars of the Private Body

Name of Body: GEOHYDROLOGICAL AND SPATIAL  
SOLUTIONS INTERNATIONAL (PTY) LTD  
Registration No: 2004/030325/07

Head of the Body: JULIAN CONRAD

Postal Address: PO Box 12412  
Die Boord  
Stellenbosch  
7613

Physical Address: Unit 19  
Technostell Building  
9 Quantum Street  
Technopark  
Stellenbosch  
7600

Telephone Number: (021) 880 1079

Fax Number: (021) 880 1164

Web Address: [www.geoss.co.za](http://www.geoss.co.za)

### Contact Details of Information Officer:

Name: Megan Conrad  
E-mail: [mconrad@geoss.co.za](mailto:mconrad@geoss.co.za)  
Phone No.: 021 880-1079  
Fax: 021 880-1164

### 3. Guide in terms of Section 10 of the Act

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exert any right contemplated in the Act. The guide will be made available by the SAHRC and will be available in all eleven official languages.

Contact details for the South African Human Rights Commission appear below. Please direct any queries to:

#### **PAIA Unit**

Human Rights Commission  
29 Princess of Wales Terrace  
cnr York and St. Andrews Street  
Parktown

Telephone +27 11 484 8300

Fax: +27 11 484 7146

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

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 4. Notices in terms of Section 52(2) of the Act

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

## 5. Information / documents available in accordance with other legislation:Section 51(1)(d)

GEOSS keeps information / documents inter alia in accordance with the following legislation:

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Employment Equity Act No. 55 of 1998
4. Income Tax Act No. 95 of 1967
5. Regional Services Councils Act No. 109 of 1985
6. SA Reserve Bank Act No. 90 of 1989
7. Insolvency Act No 24 of 1936
8. Value Added Tax Act No 89 of 1991
9. Labour Relations Act, No 66 of 1995
10. Skills Development Act No 97 or 1998
11. Skills Development Levies Act No 63 of 2001
12. Unemployment Insurance Act No 63 of 2001
13. Compensation for Occupational Injuries and Disease Act 130 of 1993
14. Income Tax Act 58 of 1962
15. Skills Development Act 9 of 1999

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

## 6. Documents / Records held by GEOSS in terms of the Act: Section 51(1)(e)

GEOSS holds the information / documents listed below:

### Companies Act Records:

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/auditor/secretary/public officer and other officers
- Share Register and other statutory registers
- Trust documentation
- PTY Documentation
- Property lease and Agreements
- Shareholder Agreements
- Contracts with Suppliers
- Society affiliations

Personnel Documents and Records:

Employment contracts  
Employment Equity Plan (if Applicable)  
Medical Aid records  
Pension Fund records  
Disciplinary records  
SETA records  
Disciplinary code  
Salary records  
Leave records  
Training records and Manuals

Income Tax Records:

PAYE Records  
Documents issued to employees for income tax purposes  
Records of payments made to SARS on behalf of employees  
All other statutory compliances:

- VAT
- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

Financial Records:

Annual Financial Statements  
Tax Returns  
Accounting Records  
Banking Records: Bank Statements, Paid Cheques, Electronic Banking records.  
Asset Register  
Rental Agreements  
Invoices

## 7. Other information Section 51(1)(f)]

The minister of Justice and Constitutional Development has not made any regulations in this regard.

## 8. Availability of the Manual

1. The manual is available for inspection at the offices of GEOSS free of charge
2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of GEOSS.
3. The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)), and will be published in the *Government Gazette* and on the website of GEOSS ([www.geoss.co.za](http://www.geoss.co.za))
4. It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request form or fee structures. The request form and fee structures can be obtained on the SAHRC website or the website of the Department of Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za) under “regulations”)
5. For applications to GEOSS, please use the form found in Annexure A of this manual.

## 9. About GEOSS

GEOSS (Geohydrological and Spatial Solutions International (Pty) Ltd) specialises in geohydrological and spatial technologies, particularly geographic information systems (GIS) and remote sensing (RS). The company aims to be the preferred partner in the application of spatial technologies for the improved utilisation, protection and management of groundwater resources and the natural environment. GEOSS is also committed to joint project collaboration, tutoring, training and mentoring.

The company was established by hydrogeology and GIS specialist, Julian Conrad, and is located at [Technopark](#), Stellenbosch, South Africa. The company comprises seven staff members (5 technical and 2 administrative). Julian Conrad is the majority Shareholder (50%) with 25% in the hands of its BBEEE component – the GEOSS Employees Trust and the other 25% by a female, Megan Conrad.

## **10. Detail on how to make a Request for Access- Section 51 (e)**

- The requester must complete Annexure A (Form C) and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must: provide sufficient particulars to enable the head of the private body 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, 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, if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

- **Fees:**

A requester who seeks access to a record containing personal information about that requester is not to pay the requested fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Information Officer 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 [S54(1)].
- The fee 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 [S54 (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 records for disclosure [S54 (6)].

## 11. Annexure A: FORM C

The Promotion of Access to Information Act			
Request Form			
<b>A) Information on Requester</b>			
Requester's name			
Identity Number			
Company of Requester			
Telephone No.		Fax Number	
E-mail address			
Postal Address			
<b>B) Information on the person requesting someone on his or her behalf. (If applicable)</b>			
Please provide proof of this function			
Requested on behalf of			
Company's Name			
Telephone Number		Fax Number	
E-mail address			
Postal Address			
<b>C) Information on records required.</b>			
Records required			
Form of Access required (Identify your right)			
Means of being informed eg. mail or email (Postage is payable)			

Particulars of right to be exercised or protected. Indicate the right exercised or protected & explain why the record requested is required	

**D) Fees for requesting**

1. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
2. You will be notified of the amount to be paid as the request fee.
3. The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
4. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

**E) Reason for Exemption from Payment**

**F) Request granted**

Yes	No
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**Reasons for not granting**


**Signature of Requester:**

<p>Signed at.....</p> <p>On this .....day of .....20...</p> <p>Signature of requester / person on Whose behalf request is made</p>
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<b>Signature of Head of Private Body</b>	<b>Date</b>