



Smart Systems. Better Borders.

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Registration Number: 2009/007987/30

International Frontier Technologies SOC Ltd

t/a

Interfront

Manual in terms of The Promotions of Access to Information Act 2 of 2000

("The Act")

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1. Introduction

International Frontier Technologies SOC Ltd trading as Interfront is a global technology solutions provider and focuses on the customs and border management business sphere. Our solutions are proven to spur economic growth and facilitate trade, whilst mitigating risk to the borders of a country.

2. Company Contact Details

Persons designated / duly authorised persons:

Directors:

Mr GO Randall (Managing)

Mr JM Robertson (Operations)

Ms LL Janse van Rensburg (Finance)

Mr ME Brey

Mr B Theron

Ms R Mokoena

Ms LJM Makhelhe-Mokhuane

Ms Y van der Merwe

Company Secretary: Ms M Pepperell

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3. The Act

- 3.1 The Act grants a requestor access to records of Interfront, if the record is required for the exercise or protection of certain rights. If a public body lodges a request, the public body must be acting in the 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 tariffs are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requestors 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 guides is available from the South African Human Rights Commission. 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

Email: info@sahrc.org.za

4. Applicable Legislation

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax



7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access to Information Act
10	No 63 of 2001	Unemployment Insurance Act
11	No 26 of 2000	Protected Disclosure Act
12	No 4 of 2013	Protection of Personal Information Act

5. Access to Records and Availability

<u>Record</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	Public Product Information	Freely available on website www.interfront.co.za
	Public Corporate Records	
	Media Releases	
Financial	Annual Financial Statements	Freely available on website www.interfront.co.za
	Financial and Tax Records (Interfront and its employees)	Not available
	Asset Register	
	Management Accounts	
Marketing	Market Information	Limited information available on our website www.interfront.co.za
	Public Customer Information:	
	- Product Brochures	Request in terms of PAIA
	- Owner Manuals	
	Field Records	
	Performance Records	
	Product Sales Records	
Marketing Strategies	Request in terms of PAIA	
Customer Database		
Dealer Franchise Documents		

Any other information can be requested from Interfront. Each request will be evaluated individually and information will be supplied as required by the Act or if not prescribed by law as seems fit by the directors.

6. Form of Request

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form available on the South African Human Rights Commission website at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (MD) by using the Company Secretary Email address available on the website.
- 6.3 Provide sufficient details to enable Interfront to identify:
 - 6.3.1 the record(s) requested;
 - 6.3.2 the requestor (and if an agent is lodging the request, proof of capacity);
 - 6.3.3 the form of access required;
 - 6.3.4 the postal address or fax number of the requestor within the Republic;
 - 6.3.5 if the requestor wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - 6.3.6 the right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.



7. Prescribed Fees

The following applies to requests (other than requests by personnel):

- 7.1 A requestor is required to pay the prescribed fees, currently fifty rand before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six) a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid;
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.gov.za.



