

Version

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QUAINTSOFT (PTY) LTD.

01 January 2006

PAIA SECTION 51

MANUAL:

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QUAINTSOFT (PTY) LTD

PAIA Section 51 Manual

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Introduction to Quaintsoft (Pty) Ltd

Quaintsoft is a software development company that specializes in management systems that give the user an edge in the business environment.

History and Development

In 2004 the founder members, from vastly different technological backgrounds came together and discovered that they had the same passion to design quintessential business systems. These management systems had to really simplify the so-called complicated business environment, realising a simple overview of business performance measured against the accurate and sophisticated control of profits and pilferage.

A system that is easy for any manager to run, and at a click of a button can drill down to the daily reconciliation and financial outcomes. The same goes for the quick and effective communication and broadcasting to business clientele.

Quaintsoft was established in 2005, and initially presented the market with a simple business system in the fuel industry to immediately take control over profits and pilferage. Another novel application is our SMS system combined with a diary to keep track of important appointments and anniversaries. This system was designed for the small, medium and large business environment, that desires highly 'on the go' informed clients!

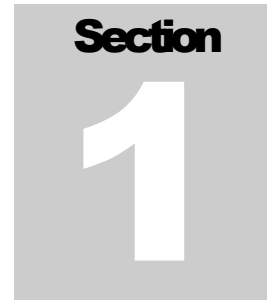
Vision

Quaintsoft (Pty) Ltd has as its main objective:

- To develop software *management solutions* that enhances the agility and speed of decision-making processes in any business environment.
- Including an advisory *network service* to support clients in their financial and administrative management.

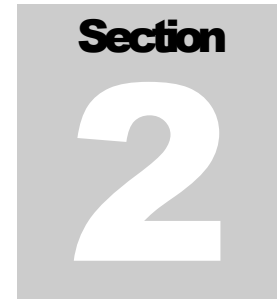
Mission

- Leadership starts with the ingenious blending of relevant information that enable people to see the real picture while others don't!
- Management is simplified when all routine tasks culminate into visual indicators that show the way!



Contact Details:

1. Full name/s of owner/member/director /s of business: THEUNS VOSLOO
..... DOUGLAS MITCHELL
2. Name of business: QUAINTSOFT (PTY) LTD
3. Type of business / industry SOFTWARE DEVELOPMENT
4. Name of the controlling body (if any) of which you/your business is a member:
..... NONE
5. Indicate if your business entity is a sole proprietor / partnership, close corporation /
company / trust etc: PRIVATE COMPANY
6. Identity number/s / registration number : 2005/032662/07
7. Postal address of business : PO BOX 12738 BRANDHOF BRANDHOF 9324
8. Physical address/es of business ... 31 VAN ZYL STREET UNIVERSITAS BLOEMFONTEIN
9. Phone numbers : 051 522 5592 (office)
10. Fax number..... 086 671 8392
11. E-mail address: helpdesk@quaintsoft.co.za
12. Website address..... www.quaintsoft.co.za
13. Name of the person who will act as information officer of your business: T. VOSLOO
14. VAT Registration number: 4120231636
15. INCOME TAX number: 9008/189/16/0



Section 10 Guide on How to Use the Act

[Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2005. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

Records available in terms of any other legislation

[Section 51(1)(d)]

- a) Arbitration Act No. 42 of 1965
- b) Basic Conditions of Employment No. 75 of 1997
- c) Companies Act No. 61 of 1973
- d) Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- e) Credit Agreements Act No. 75 of 1980
- f) Debtor Collectors Act No. 114 of 1998
- g) Skills Development Levies Act No. 9 of 1999
- h) Skills Development Act No. 97 of 1998

Access to the records held by Quaintsoft (Pty) Ltd

[Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**
- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**
- iii. **The request procedures ***

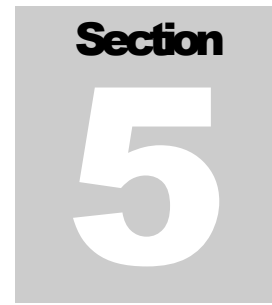
Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- 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 [s 53(2)(f)].

Fees:

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 [s 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 [s 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, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].



Other Information as may be Prescribed

[Section 51(1)(f)]

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

Availability of the Manual

[Section 51(3)]

The manual is available for inspection at the offices of Quintsoft (Pty) Ltd free of charge; and copies are available with the SAHRC, in the Gazette.