



**Fireworkx.com**  
Inspired Technology

## Fireworkx Internet (Pty) Ltd

### Manual prepared in accordance with Section 51 of The Promotion of Access to Information - Act 2 of 2000

#### Particulars of the Private Body

Name of Body	Fireworkx Internet (Proprietary) Limited
Information Officer	Peter Alfred Loebenberg
Postal Address	P O Box 116 Rondebosch 7701
Physical Address	The Pump House Albion Spring Close Rondebosch 7700
Telephone Number	+27-21 685 0600
Fax Number	+27-21 686 5303
Website	www.fireworkx.com
Contact details of Information Officer	
Email	peter@fireworkx.com
Telephone Number	+27-21 685 0600
Fax Number	+27-21 686 5303

#### Access to the Guide, Act and Fireworkx Manual

- The Human Rights Commission has compiled a guide on how to use the Act which can be accessed at the following URL:

[http://www.sahrc.org.za/sahrc\\_cms/publish/cat\\_index\\_40.shtml#11](http://www.sahrc.org.za/sahrc_cms/publish/cat_index_40.shtml#11)

Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

The telephone number of SAHRC is: +27-11 484 8300

- The Act is available at:

<http://www.polity.org.za/html/govdocs/legislation/2000/act2.pdf>

- A copy of the Fireworkx Manual is available from the SAHRC and on our website: [www.fireworkx.com](http://www.fireworkx.com).

### Information that is available without request

- Newsletters
- Booklets
- Brochures
- Other: The Fireworkx website contains information relating to the company, its employees, services and products offered and clients

### Acts which apply to our business

- Administration of Estates Act No. 66 of 1965
- Arbitration Act No. 42 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporations Act No 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Debtors Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Finance Act No 35 of 2000
- Financial Services Board Act No 97 of 1990
- Financial Relations Act No 65 of 1976
- Harmful Business Practices Act No 23 of 1999
- Income Tax Act No. 95 of 1967
- Insolvency Act No 24 of 1936
- Insurance Act No 27 of 1943
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No 52 of 1998
- Medical Schemes Act No 131 of 1998
- Occupational Health & Safety Act No. 85 of 1993

- Pension Funds Act No 24 of 1956
- Post Office Act No 44 of 1958
- Regional Services Councils Act No. 109 of 1985
- S A Reserve Bank Act No 90 of 1989
- Short Term Insurance Act No 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No 97 of 1998
- Stamp Duties Act No 77 of 1968
- Stock Exchange Control Act No 1 of 1985
- Tax on Retirement Funds Act No 38 of 1996
- Trade Marks Act No 194 of 1993
- Unemployment Contributions Act No 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Usury Act No 73 of 1968
- Value Added Tax Act No. 89 of 1991

### **Information that is available but must be requested**

- Companies - Annual financial statements
- Companies - Accounting records
- Companies - Change of name certificates
- Companies - Certificate of incorporation
- Companies - Index of members
- Companies - Memorandum & articles of association
- Companies - Minute book, resolutions passed
- Companies - Proxy forms
- Companies - Register of directors & certain officers
- Companies - Fixed assets register
- Companies - Supporting schedules to books of account
- Companies - Other
- Human Resources - Recruitment policies
- Human Resources - Employment contracts
- Human Resources - Training records
- Human Resources - Full employee records
- Human Resources - Employee remuneration, attendance, arbitration awards
- Human Resources - Code of conduct
- Human Resources - Full employee benefits
- Human Resources - Other

- Environmental Health and Safety - Impact assessments, management programmes & systems
- Environmental Health and Safety - Permits, licences, approvals & registrations
- Environmental Health and Safety - Safety, health and environmental records
- Environmental Health and Safety - Other
- Operations - Agreements with customers, suppliers, contractors, distributors, dealers or agencies
- Operations - Agreements with shareholders, officers & directors
- Operations - Agreements with joint venture partners, partnerships
- Operations - Any material agreements wrt operational activities
- Operations - Restraint agreements
- Operations - Sales and warranty agreements
- Operations - Other
- Other - Intellectual property, licences, research & development, consulting & other agreements
- Other - Copyrights, patents, patent applications & inventions
- Other - Trademarks, trade names & other protected names
- Other - Fixed property, title deeds, mortgages, leases, etc.
- Other - Taxation, tax returns & documents
- Other - Insurance policies, coverages, claims
- Other - Information Technology - Audits, disaster recovery, hardware, software, etc.
- Other