

# **Buena Vista Trading 82 (Pty) Ltd**

(Registration number: 2007/034128/07)

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

**Section 51 Manual of Buena Vista Trading 82 (Pty) Ltd (Registration number: 2007/034128/07)**

**1. Contact particulars**

Head of business:	Colin Roux	Information officer:	Tharina Swart
Postal address:	P O Box 82810	Physical address:	Unit 3, Bassonia Office Park Cnr Hans Meyer & Cussonia Bassonia
	Southdale		Johannesburg
	2135		
Telephone number:	011 682-1344	Fax number:	011 682-3366
E-mail address:	Tharina@specsystems.co.za		
Website:	<a href="http://www.specsystems.co.za">http://www.specsystems.co.za</a>		

**2. Introduction**

Spec Systems is a turnkey Auto ID solutions provider with more than 32 years' experience providing label, barcode, RFID and identity card printing products and solutions.

Covering the entire value chain, from the manufacture of self-adhesive labels and printer ribbons to supplying and integrating barcode printing and management systems, Spec Systems is one of the few South African companies able to meet the market's every need.

Spec Systems is recognised as a leader in the industry by virtue of its wealth of expertise, in-house capabilities and positioned as the largest importer and distributor of Zebra barcode label and PVC card printers in Africa. Zebra products are recognised across the globe as providing reliability and quality are seen as a key differentiator for Spec Systems.

The company recently bolstered its market presence through merging with Barcape, a leading barcode equipment, solutions and supplies provider. Through this merger Spec Systems have added the distribution of Evolis to their range. The new structure provides Spec Systems with a stronger national footprint, while giving it the critical mass to tackle projects large and small, locally and across the continent.

Spec Systems has proven its capabilities and expertise across a wide range of Industries with key contracts completed. Spec Systems has the experience, products and insight to deliver end-to-end Auto ID solutions to the market and now has the momentum to fulfil any need.

**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, contact number (011) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.za).

**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 Buena Vista Trading 82 (Pty) Ltd.

**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 Companies Act 71 of 2008
- 5.3 Consumer Protection Act 68 of 2008
- 5.4 Customs and Excise Act 91 of 1964
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 South African Revenue Services Act 34 of 1997
- 5.10 Skills Development Act 97 of 1998
- 5.11 Unemployment Insurance Act 63 of 2001

**6. Information automatically available**

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

- 6.1 Pamphlets / Brochures
- 6.2 Pricelists
- 6.3 Marketing and promotional material
- 6.4 <http://www.specsystems.co.za>

**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 Customer and supplier statements and invoices
- 7.1.3 Fixed asset register
- 7.1.4 Tax returns and assessments
- 7.1.5 Auditor's reports
- 7.1.6 Management reviews
- 7.1.7 Credit agreements

**7.2 Auditors**

- 7.2.1 Correspondence

**7.3 Sales and Marketing**

- 7.3.1 Brochures, newsletters and marketing material
- 7.3.2 Media releases
- 7.3.3 Products
- 7.3.4 Sales
- 7.3.5 Service and product information

**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Buena Vista Trading 82 (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://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 Buena Vista Trading 82 (Pty) Ltd, from the South African Human Rights Commission and at <http://www.specsystems.co.za>.

**10. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
<b>Name of Information Officer:</b>	Tharina Swart
<b>Signature:</b>	_____
<b>Date:</b>	2011/12/21