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No 5735

Information page 2

1.) Contact Details of the Private Body

Name of Private Body: INDUSTRIOUS SOLUTIONS (PTY) LTD

Main Business: MANUFACTURE DYNAMOMETERS

Postal Address: BOX 55944
WILLOWDALE
2149

Business Address: 79 SPRINGUS STR
ROSBURG
CENTRAL
2149

Telephone number: (012) 656 9234

Fax number: (012) 656 9285

Web Site Address: www.hyperdym.com
(Please state "None" if no web site)

2.) Details of Head(s) of Private Body

Your full first name(s): MARINUS JOHANNES
BRUGGERS

Your surname(s): DE JONG
BRUGGER

Your e-mail address(es): all@industrious.co.za
sales@industrious.co.za

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3.1 Records of the private body available in accordance with any other legislation

Please indicate with an "X" in terms of which of the following Acts the private body is obliged to keep or submit records.

Tick

	Administration of Estates Act, No.66 of 1965
	Arbitration Act No. 42 of 1965
	Attorneys Act
X	Basic Conditions of Employment No. 75 of 1997
	Close Corporations Act No. 69 of 1984
X	Companies Act No. 61 of 1973
	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
	Consumer Affairs (Unfair Business Practices) Act No. 71 of 1968
	Copyright Act No.98 of 1978
	Credit Agreements Act No. 75 of 1980
	Currency and Exchanges Act No. 9 of 1933
	Debtor 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
X	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
X	Occupational Health & Safety Act No. 85 of 1993
	Pension Funds Act No. 24 of 1956
	Post Office Act No. 44 of 1958
	Public Accountants' and Auditors' Act
X	Regional Services Councils Act No. 109 of 1985
	SA Reserve Bank Act No. 90 of 1989
	Short Term Insurance Act No. 53 of 1996
X	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
X	Unemployment Contributions Act No. 4 of 2002
	Unemployment Insurance Act No. 63 of 2001
	Usury Act No. 73 of 1958
X	Value Added Tax Act No. 89 of 1991

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4.) Classification of records

Please indicate below where a record is located within your private body, you do not need to include the contents of the records.

Records listed below do not mean that a person will have access to these records. Access will be determined according to the procedures in the Act and once a request has been given on the correct form and then a decision will be made by the head of the private body.

Please also note that the example below is a general example and not exhaustive in content. Should you wish to use this example, kindly indicate with an "X" which categories are applicable to your private body.

You may change the name of each section (in bold), add new categories within each section or even add your own sections with its own categories.

Tick	A. Administration	Tick	B. Constitution
X	- Licenses	X	- List of Directors
X	- Minutes of management meetings	X	- Minute Books and Resolutions
X	- Minutes of staff meetings		- Power of Attorney Agreements
X	- Correspondence	X	- Share Register
	- Other (specify)		- Shareholders' Agreements
		X	- Statutory Registers
			- Other (specify)
Tick	C. Legal Proceedings	Tick	D. Finances
X	- Documents relating to legal proceedings	X	- Monthly Management Reports
	- Other (specify)	X	- Annual Financial Statements
		X	- Vouchers
		X	- Stock Records
		X	- Assets Register
Tick	E. Human Resources	X	- Banking Details
	- Staff Recruitment Policies	X	- Bank Statements
X	- Employment Contracts		- Other (specify)
X	- Remuneration Records & Policies		
X	- Employee Code of Conduct		
	- Employment Equity Plan		
X	- Personnel Files	Tick	F. Incorporation Documents
X	- Disciplinary Records	X	- Incorporation Forms
X	- Documentation pertaining to disciplinary proceedings	X	- Memorandum and Articles of Association
	- Other (specify)		- Other (specify)

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4.) Classification of records (continued)

Tick	G. Information Technology	Tick	I. Operations
	- Computer Software Support & Maintenance Agreements	X	- Sales Records
X	- Software License Agreements	X	- Production Records
	- Agreements in respect of computer hardware	X	- Types of work done and records related to it
X	- Agreements with Internet Service Providers	X	- Register of Clients
	- Other (specify)		- Other (specify)
Tick	H. Miscellaneous Agreements	Tick	J. Policy Documents
	- Miscellaneous Agreements (specify)		- Policy Documents (specify)
X	SERVICE AGREEMENTS		
Tick	K. Other Section (specify)	Tick	L. Other Section (specify)
	- (specify)		- (specify)
	- (specify)		- (specify)
	- (specify)		- (specify)
	- (specify)		- (specify)
M. Specific Agreements and Documents relating to private body's business activities			
	- (specify)		
	- (specify)		
	- (specify)		
	- (specify)		
	- (specify)		
	- (specify)		

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5.) Voluntary disclosure and automatic availability of certain records

Please indicate below whether you have any records that will be automatically available without a person having to request access in terms of this Act. Examples include annual reports, pamphlets, publications and any other records or information about the private body which is already in the public domain.

The purpose of this section is to list items here which will eliminate unnecessary requests in terms of this Act for records that are actually easily available. Please note that this is voluntary disclosure - should you wish to make no such records available, please state "None".

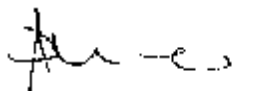
- Records that are available for purchase or copying from the private body

Product brochures
operational manuals

- Records that are available free of charge from the private body

I, MARKUS DE JONG (full names) hereby declare that the information furnished in this document is true and correct in every respect and that I accept all the terms and conditions as stipulated in this document, including my responsibilities in terms of the manual.

I hereby authorise Robson, Nagel & Associates to submit the above information to the SAHRC on my behalf and I acknowledge the fact that I am responsible for the information contained in the submitted manual.


(Signature)

19/8/2005
(Date)

July 2005