

PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000  
(As amended by Act 41 of 2001)

**1. DETAILS OF TRADING ENTITY**

Full name of entity	
<b>CopyWrite</b>	
Physical and postal address	81 Strawberry Fields 144 Wattle Grove West Riding 4091
Telephone number	+27 (0)31 207 3016
Fax number	+27 (0)31 207 3016
Website	www.copywrite.co.za

**2. CORPORATE DETAILS**

Full names of executive director or head of organisation	
Fitz Townsend	
Contact tel number	+27 (0)31 207 3016
Contact fax number	+27 (0)31 207 3016
Contact cell number	+27 (0)82 488 6601
Contact e-mail	fitz@copywrite.co.za

**3. NATURE OF BUSINESS**

Brief explanation				
Editing, research, copywriting, proofreading of any promotional material				
Do you produce wholesale or retail? (Specify if yes)	Yes		No	x
Are you a service supplier? (Specify if yes)	Yes	x	No	
Above business services rendered				
What geographical area do you cover? (ie Pretoria, Gauteng, RSA, etc)				
Any/all, including international markets				

**4. INTERNAL BUSINESS DOCUMENTS**

Do you keep records of meetings?	Yes	x	No	
- Client meetings?	Yes	x	No	
Do you have any agreements of supply?	Yes	x	No	

**5. FINANCIAL DOCUMENTS**

Do you keep tax return records?	Yes	x	No	
Do you keep stock records?	Yes	x	No	
Do you keep an asset inventory?	Yes	x	No	
Do you keep an asset register?	Yes	x	No	
Do you use a system that keeps the following documents:				
- An order form?	Yes	x	No	
- An invoice?	Yes	x	No	

- Weekly/monthly/annual statements?	Yes	x	No	
- Proof of delivery from?	Yes	x	No	
- A debit note?	Yes	x	No	
- A credit note?	Yes	x	No	
Do you have one or more of the following accounts:				
- Savings account?	Yes	x	No	
- Transmission account?	Yes	x	No	
- Cheque account?	Yes	x	No	
- Current account?	Yes	x	No	
- Call account?	Yes	x	No	
- Investment account?	Yes	x	No	
- Trust account?	Yes		No	x
Do you keep cash records?	Yes		No	x

## 6. OPERATIONAL RECORDS

Do you have any promotional items?	Yes	x	No	
Do you keep any market research records?	Yes	x	No	
Do you have a written business plan/activities?	Yes	x	No	
Do you have any registered designs, patents or trade marks?	Yes		No	x
Do you have any written product/services specifications?	Yes		No	x

Are you in any way obliged to apply for any licences, permits or any form of permission in your trade?	Yes		No	x
Do you keep any products/services manuals or graphs of accounts or records?	Yes	x	No	
Do you keep a database of clients?	Yes	x	No	
Do you require clients to complete application forms?	Yes		No	x
Do you keep any/all correspondence with clients?	Yes	x	No	
How do your clients pay?				
COD	Yes	x	No	
30 days				
60 Days				
Longer				
Do you keep any records regarding production? (Specify)	Yes	x	No	
Deadline specified, progress made				
Do you keep any records regarding scheduling and delivery of services/goods?	Yes	x	No	
Do you keep current/old or both price lists?	Yes	x	No	
Do you keep clients' complaints and or evaluations?	Yes	x	No	
Do you keep records regarding costs/quotations?	Yes	x	No	
Do you keep any record of reports regarding research, development or any of the following:				
- Production?	Yes	x	No	
- Services?	Yes	x	No	
- Market research?	Yes	x	No	

**7. EMPLOYEES' PARTICULARS**

How many employees do you have?	None			
Do you have Curriculum Vitae for possible employees?	Yes	x	No	

**8. SECURITY PARTICULARS**

Do you keep a security manual?	Yes	x	No	
--------------------------------	-----	---	----	--

**9. INFORMATION TECHNOLOGY REPORTS**

Do you keep any of the following records:				
Software programmes?	Yes	x	No	
Software applications?	Yes	x	No	
Computer generated database? (Specify)	Yes	x	No	
Internal business e-mails?	Yes	x	No	
Internet drawn reports?	Yes	x	No	