

**THE STANDARD TRANSFER SPECIFICATION ASSOCIATION NPC**  
**Registration Number 1995/008496/08**  
**("STSA")**

**A GUIDE TO ACCESSING OUR INFORMATION**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO. 2 OF 2000**

**1. PREAMBLE**

The Promotion of Access to Information Act No. 2 of 2000 ("PAIA") came into operation on 23 November 2001. Section 51 of PAIA requires that STSA, in its capacity as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from STSA for the purpose of exercising or protecting rights.

**2. INTRODUCTION TO STSA**

The Standard Transfer Specification is the global standard for the transfer of electricity and other utility prepayment tokens, ensuring inter-operability between system components from different manufacturers. It was first introduced in South Africa in 1993 and subsequently published by the International Electrotechnical Commission as the IEC62055 series of specifications. The application of the technology is licensed through the STSA, thus ensuring that the appropriate key-management encryption practices are applied to protect the security of the prepayment transactions of utilities.

### 3. **STSA CONTACT DETAILS**

Full Name: The Standard Transfer Specification Association NPC  
Registration Number: 1995/008496/08

Physical Address: Hurlingham Office Park – Baobab Block  
59 Woodlands Drive  
Hurlingham Manor  
Gauteng  
2021

Postal Address: PO Box 651129  
Benmore  
Gauteng  
2010

Telephone: (011) 061 5000

Email Address: The Secretariat – [info@sts.org.za](mailto:info@sts.org.za)

Website: [www.sts.org.za](http://www.sts.org.za)

### 4. **SECTION 10 GUIDE ON HOW TO USE PAIA**

The Section 10 Guide on how to use PAIA is available from the South African Human Rights Commission. Please direct any queries to:

#### **The South African Human Rights Commission: PAIA Unit**

#### **The Research and Documentation Department**

Physical Address: 27 Stiemens Street  
Braamfontein  
2001

Telephone: (011) 877 3600

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

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

## **5. RECORDS AVAILABLE IN TERMS OF PAIA**

STSA holds the following categories of information:

### **5.1 ADMINISTRATION/SECRETARIAL**

- Certificate of Incorporation
- Memorandum of Incorporation
- Certificate of Change of Name
- Founding Agreement
- Minutes of meetings of the board of directors
- Minutes of annual general meetings
- Management policies
- Management directives
- Register of Members
- Register of Directors
- Directors' Attendance Register
- Intellectual Property a) Trademarks, trade names and protected names; b) Copyrights

### **5.2 FINANCIAL**

- Annual Financial Statements
- Annual Reports
- Books of Account recording information required by the Companies Act No. 71 of 2008
- Supporting schedules to books of account and ancillary books of account
- Asset register
- Taxation: a) Copies of all Income Tax Returns and related correspondence; b) VAT returns and related correspondence
- Insurance: a) Details of Insurance Policies; b) Claims records

### **5.3 MEMBERSHIP**

- Register of Members
- License and Membership Agreements

### **5.4 TECHNICAL/INFORMATION TECHNOLOGY**

- Interface specifications
- Companion specifications
- Addenda to IEC62055-41
- Codes of practice
- Compliance test specifications
- Key management specifications
- KMC interface specifications
- KMC system specifications
- KLF specification
- API specifications
- KMC forms
- STS specifications
- Cryptography specifications
- DLMS specifications
- ASN.1 specification
- Working group documents
- Hardware
- Operating and networking systems
- Software packages and licenses
- Register of supply group users
- Register of manufacturer codes
- Register of STS certified products and product certificates

## 5.5 LEGAL

- Complaints, pleading, briefs and other documentation pertaining to any actual, pending or threatened litigation, arbitration or investigation
- Contracts
- Operational licences, permits and authorisations;

## 5.6 PUBLIC RELATIONS

- Handbook
- Brochures
- Synopsis
- Explanatory notes for IEC62055-41 ED2 changes

- TID Rollover
- Disaster Recovery Procedure
- KMC Forms Guideline
- Manufacturing Guidelines

## **6. PROCEDURE FOR REQUESTING ACCESS TO A RECORD IN PARAGRAPH 5**

- 6.1 Should a requester wish to request access to a record of any of the above categories of information, the requester must use the form prescribed in terms of PAIA to request access to the record.
- 6.2 A request must be made to The Secretariat of STSA via the STSA Contact Details set forth in paragraph 3 of this manual.
- 6.3 The requester must provide sufficient detail on the request form to enable STSA 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.
- 6.4 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.
- 6.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of STSA.

## **7. FEES FOR REQUESTING ACCESS TO A RECORD IN PARAGRAPH 5**

- 7.1 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 must pay the prescribed request fee before STSA processes the request.
- 7.2 After The Secretariat of STSA has made a decision in respect of the request, the requester will be notified in the prescribed form.

7.3 If the request is granted, an additional fee, as prescribed in terms of PAIA, must be paid for the search, reproduction and compilation of the information which has been requested, including copying charges and charges for any time that has exceeded the hours prescribed to search for, reproduce and compile the record for disclosure.

## **8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- Companies Act No. 71 of 2008
- Companies Amendment Act No. 3 of 2011
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991

## **9. OTHER RECORDS AS MAY BE PRESCRIBED**

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

## **10. AVAILABILITY OF THIS MANUAL**

10.1 This manual is available for inspection during office hours and free of charge at the offices of STSA at:

Registered Address: Hurlingham Office Park, Boabab Block  
59 Woodlands Ave  
Hurlingham Manor  
Sandton  
Gauteng  
2021

Telephone: (011) 061 5000

Email Address: The Secretariat – [info@sts.org.za](mailto:info@sts.org.za)

10.2 A copy of this manual is also available at the offices of the South African Human Rights Commission (refer to paragraph 4 of this manual) and on STSA's website at [www.sts.org.za](http://www.sts.org.za).