



**MANUAL (AS REQUIRED BY SECTION 51 OF ACT NO. 2 OF 2000, PROMOTION
OF ACCESS TO INFORMATION ACT)**

(HEREIN REFERRED TO AS “THE ACT”)

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Scope

The contents of this information manual relates to DC Partner (Pty) Ltd.

Aim

To facilitate requests for access to records of DC Partner (Pty) Ltd. , as allowed for in the Act.

Company details

Full name : DC Partner (Pty) Ltd.
Registration No. :
Postal address : PO Box 10311
George
6530
Physical address : 59 Victoria Street
George
Western Cape
6530
Telephone : +27 (0)44 873 4532
Website : www.dcpartner.co.za
Email :

Details : Head of Company & Designated officer for requests

Head of the Company : Herman Joubert
Telephone : +27 (0)44 873 4532
Email : herman@dcpartner.co.za

Designated request officer : Francois Jordaan
Telephone : +27 (0)44 873 4532
Email : francois@dcpartner.co.za

Section 10 guide to the Act

As per Section 10 of the Act, the Human Rights Commission has compiled a guide that contains information to assist a person who wishes to exercise a right in terms of the Promotion of Access to Information Act, No.2 of 2002. This guide is obtainable from the HRC at the following address:

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION
PRIVATE BAG 2700
HOUGHTON
2041

Telephone : +27 11 484 8300
Telefax : +27 11 484 0582
Email : www.sahrc.org.za

Records automatically available in terms of Section 51(1) (c)

A Section 52(2) notice has to date not been published.

Records available only on request to access in terms of the Act (Section 51(1)(d))

The following records are held by DC Partner (Pty) Ltd are not automatically available without a request in terms of the Act:

1. Human resources:

- Personal information; employment history and health records
- Training and development records
- Employee recruitment details
- BEE Statistics
- SDL records
- SETA records
- Training manuals
- Policies issued by the Company.
- Standard operating procedure manuals.

2. Information Technology:

- Usage statistics
- Register of software and hardware
- Costings of hardware and software
- Contracts and agreements
- Policies and procedures

3. Corporate governance:

- Executive Committee minutes and records
- Codes of conduct
- Company secretarial records
- Legal compliance
- Risk management reports
- Shareholder agreements

4. Finance department:

- Financial records
- Details pertaining to company debtors and creditors
- Payroll records and information
- Annual financial statements
- Business contracts
- Banking records
- General correspondence
- Internal control reports
- Management accounts
- Property leases
- Statutory records

- Tax returns and Sars records and correspondence
5. Company and industry information and resources:
- Industry journals
 - Internal published books and material
6. Marketing and sales:
- Contracts and agreements
 - Brochures and advertising material
 - Marketing strategies
 - Business plans
 - Client lists
7. Operations:
- Asset register
 - Compliance records
 - Contracts and agreements
 - Health and safety records
 - Insurance records and correspondence
 - Quality control records
 - Service level agreements and Standard Operating Procedures
 - Telephone and communication records

Records available without a request to access in terms of the Act

1. Records of a public nature, typically those disclosed on the website of DC Partner (Pty) Ltd, may be accessed without the need to submit a formal application.
2. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment with the Information Officer to view such records will be required.

Records available in terms of any other legislation

The following records shall not be automatically available and would require a request in terms of the Act:

1. All statutory returns pertaining to:
 - VAT
 - Workmens's compensation
 - UIF
 - Regional services levies
 - Skills development levies

2. Documents relating to or held in compliance with:
 - the National Credit Act, 2005 as amended;
 - the Occupational Health and Safety Act No.85 of 1993;
 - The Basic Conditions of Employment Act No. 75 of 1997;
 - Broad – Based Black Economic Empowerment Act, 2003;
 - Business ACT No. 71 of 1991;
 - Companies ACT No. 71 of 2008;
 - Employment Equity Act No. 5 of 1998;
 - Financial Intelligence Centre Act No. 38 of 2001
 - Labour Relations Act No. 66 of 1995
 - Occupational Health and Safety Act No. 85 of 1993
 - Promotion of Access to Information Act No. 2 of 2000
 - Protection of Personal Information Act No. 4 of 2013
 - Skills Development Levies Act No. 9 of 1999
 - Unemployment Insurance Act No. 30 of 1966

Request for access to records as per Section 51(1)(e)

1. The successful completion and submission of an access request form does not automatically allow the requester access to the requested information. Part 3, Chapter 4 of the Act sets out limitations which applies if the requested record falls within a certain category.

2. Legal proceedings may be instituted against any requester who is reasonably suspected of having obtained records through submission of misleading or false information.
3. An access request form, as per Attachment "A" must be completed and submitted to the Designated Request Officer via delivery at the Company's physical address; via telefax; via email or via postal service. Proof of Identity of the requester is to be submitted in support of the access request form.
4. The Designated Request Officer shall hand said form to the Head of the Company, shall as soon as is reasonably possible, and within 30 days decide whether the request shall be granted or not. This period may be extended for a further period of no more than 30 days, if the request is for a large volume of information; or if the request requires a search for information held at other premises than that of the Company and the information cannot reasonably be obtained within the 30day period; or consultation among divisions or departments may be required. The requester shall be notified in writing should an extension be required.
5. An access fee shall be payable in accordance with the "Fees Applicable" paragraph herein and the company shall notify the requester of said fee. Said fee shall be returned to the requester, should the request be refused.
6. The requester may lodge an appeal with a court with jurisdiction against the fee charged.
7. The Company shall advise the requester of the format in which the information shall be supplied, and the requester may lodge an appeal with a court with jurisdiction against the format in which the information is supplied.
8. The requester shall be informed by the Designated Request Officer or the Head of the Company in writing and/ or in the manner indicated by the requested in the request form if the request was accepted or refused.
9. If the request is refused, adequate reasons shall be provided. The requester may lodge an appeal with a court with jurisdiction.
10. If the request is granted, access to the requested information shall be given as soon as reasonably possible.

Fees applicable

- | | |
|--|---------|
| 1. For an A4 photocopy or part thereof | R 1,10 |
| 2. For a printed copy of an A4 or part thereof | R 0,75 |
| 3. For a copy of a CD | R 70,00 |
| 4. For a transcript of visual images of an A4 or part
Thereof | R 40,00 |
| 5. For a copy of visual images | R 60,00 |
| 6. For a transcript of an audio record, A4 sized or
Part thereof | R 20,00 |
| 7. For a copy of an audio record | R 30,00 |
| 8. The request fee payable by a requester (other than a personal requester) is
R 50,00. | |
| 9. Should the Head of the company or the Designated Request officer believes
that six hours shall be exceeded to search, reproduce, or compile the
information requested, a deposit is payable. Said deposit will constitute
one third of R 30,00 for each hour (or part thereof) that exceeds the six hours. | |

Records not found

1. If, after reasonable steps were taken, it proves that records cannot be found by the company or does not exist, the Head of company or the Designated Request Officer shall notify the requester. An affidavit to this effect shall be given and it shall be stated that access to the information cannot be given.
2. The abovementioned affidavit shall report all steps taken to locate the requested records or to determine existence thereof and shall include all internal communications of the company in this regard.
3. The affidavit referred to above shall be regarded as a refusal to the request.
4. Should the records be found afterwards, the requester shall be notified and shall be granted access in the same manner and form and under the same conditions, except if the Head of the company or the Designated Request Officer refuses access.
5. Chapter 4 of Part 3 of The Act lists grounds for refusal.

Signature:



Designation: CEO
Signed at: George

Information requested about a third party

1. In terms of Section 71 of the Act information of a third party may be requested.
2. Sections 71 through 74 shall apply in consideration of such requests.

ANNEXURE A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

A. Particulars of private body

The Head:

B. Particulars of the person requesting access to the record

Full names and surname of the requester: _____

Identity number: _____

Postal address: _____



_____ Fax number: _____

Telephone number: _____ E-mail: _____

Capacity in which the request is made, if on behalf of another person

C. Particulars of the person on whose behalf the request is made

Full names and surname: _____

Identity number: _____

D. Particulars of record

Description of the record or relevant part thereof: _____

Reference number: _____

Further relevant particulars: _____



E. Fees

1. Any record requested other than a record of your own personal information, shall only be processed once the request fee is received.
2. The relevant fee payable shall be communicated to you.
3. The fee payable for access is dependent on (a) the form in which the information is required and (b) time required to reasonably search for- and compile records.

Should you submit that you are exempt from paying fees, please state the motivation :

F. Form of access to records

<p>1. For records in printed form, do you require:</p> <p>(a) A copy of the record <input type="checkbox"/> (b) Inspection of the record <input type="checkbox"/></p> <p>2. For records in visual form, do you require:</p> <p>(a) Copies of the image <input type="checkbox"/> (b) Inspection of the image <input type="checkbox"/></p> <p>(b) (c) Transcription <input type="checkbox"/></p> <p>3. For records in audio form, do you require:</p> <p>(a) Listening to the soundtrack <input type="checkbox"/> (b) Transcription of the soundtrack <input type="checkbox"/></p> <p>4. For records held on computer, do you require:</p> <p>(a) Printed copies <input type="checkbox"/> (b) Copies in computer readable form <input type="checkbox"/></p>



Important Notes:

1. Access to the records in the specific form requested may not be possible, in which case you will be notified and an alternative may be suggested.
2. If you require copies to be posted to you, postage fees shall apply.

G. Particulars of right to be exercised or protected

1. Which rights are to be protected or exercised:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

Please specify the manner in which you wish to be notified of the decision regarding your requested access to the records:

Signature of requester

Date

