

Manual of Nqabile Recorporations

Reg No. 2004/095336/23

**Prepared in accordance with the
Promotion of Access to Information Act
No. 2 of 2002 (“the Act”)**

Promotion of Access to Information Manual

1. INTRODUCTION

1. The Act gives effect to the constitutional right of access to information held by the State, as well as private bodies, subject to justifiable limitation.
2. Section 51 of the Act, provides that a private body must compile a manual, dealing with and/or outlining *inter alia* the subject and categories of records held by the private body, as well as sufficient detail to facilitate a request for access to a record of the body.

2. COMPANY AND CONTACT DETAILS

Company Name	Nqabile Recorporations
Postal Address	P O Box 146, Buccleuch 2066, South Africa
Street Address	17 Stirling Avenue, Buccleuch, Sandton 2090, South Africa
Telephone numbers	011 656 2260
Fax Numbers	086 503 0800
Email Address	md@nqabile.co.za
Information Officer	Kanthan Pillay

3. COMPANY PROFILE

Nqabile Recorporations is a consultancy combining strong technical knowledge with enterprise-level conceptual skills providing independent strategic advice and support to public and private sector entities. We offer broad-based strategic expertise across the nexus of technology, media, and communications. Business process re-engineering and turnaround strategies are tailored to the needs of specific clients and budgets on a case by case basis.

4. DESCRIPTION OF RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

1. Basic Conditions of Employment Act No.75 of 1997.
2. Compensation for Occupational Diseases Act No. 130 of 1993
3. Employment Equity Act of 1998, as amended
4. Income Tax Act No. 58 of 1962
5. Occupational Health and Safety Act No. 85 of 1993
6. Promotion of Access to Information Act No. 02 of 2000
7. Skills Development Act No.97 of 1998
8. Skills Development Levies Act No. 9 of 1999
9. Unemployment Insurance Act No. 36 of 2001
10. Value Added Tax Act No 89 of 1991
11. Labour Relations Act of 1995 as amended

Promotion of Access to Information Manual

5. SUBJECTS AND CATEGORIES OF RECORDS

<i>Marketing Records</i>	<ul style="list-style-type: none">▪ Contract records▪ Market research▪ Information and records relating to marketing events▪ Market information▪ Media releases and advertising▪ Branding information and records▪ Trade Exchange documents
<i>Financial Records</i>	<ul style="list-style-type: none">▪ Audited financial statements▪ Tax records▪ All debtor and creditor information▪ Supplier and expenditure vouchers
<i>Administration Records</i>	<ul style="list-style-type: none">▪ Employee records▪ Employment contracts▪ Policies and procedures▪ Performance records▪ Minutes of board, exco and management meetings
<i>Sales Records</i>	<ul style="list-style-type: none">▪ Sales records▪ Customer/client database▪ Customer/client information▪ Contractual records

6. INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form, as prescribed in the Act, and which is available from the Department of Justice and Constitutional Development Website (www.doj.gov.za)

This must be submitted to the Information Officer of Nqabile Recorporations. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of Section 63 of the Act, the head of Nqabile Recorporations, must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Nqabile Recorporations must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial,

Promotion of Access to Information Manual

scientific and technical information, the disclosure of which could harm the interests of Nqabile Recorporations. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial and other information of third parties held by Nqabile Recorporations. Access to such records will require the written permission of the third party concerned before Nqabile Recorporations will permit access to view. Access to documents held by Nqabile Recorporations, may also be refused by any other grounds detailed in the Act.

In accordance with the above mandatory refusal grounds, the Information Officer will make a decision whether to accede to a request for access to information.

Any requester who is unhappy with the information officer's refusal to grant access to any information, may within 30 days of notification of the decision, apply to court for relief.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees, which can be found on the website of the Department of Justice and Constitutional Development, cited above.

7. MANUAL AVAILABILITY

In addition to the availability of this manual at the South African Human Rights Commission, this manual is also available from the Information Officer of Nqabile Recorporations. In this regard, any transmission costs/postage will be for the account of the requester.