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## **PROATIA Manual**

### **Net Age CC**

CK #: 2000/074718/23

Prepared in accordance with  
Section 51 of the  
Promotion of Access To Information Act 2 of 2000

## 1. Introduction

The purpose of this manual is to provide interested parties with information regarding the process required in terms of requesting access to information as granted by the provisions of the Promotion of Access to Information Act 2 of 2002 from the offices of Net Age CC as provided for by the terms of said Act.

Should any party seek to request information as provided for in the aforementioned Act, or require assistance in requesting such information, said party is advised to contact Net Age CC as set out herein.

This manual is available on request from the offices of Net Age CC, or for download from the Net Age website.

## 2. Contact Details & Particulars (Section 51(1)(a) of the Act.)

- |     |                             |   |
|-----|-----------------------------|---|
| 2.1 | <b>Name of Company:</b>     | Net Age CC  |
| 2.2 | <b>Information Officer:</b> | Samantha Gemmell  |
| 2.3 | <b>Address of Company:</b>  | 101, First Floor, Block 5<br>Tuscany Office Park<br>6 Coombe Place<br>Rivonia<br>2128 |
| 2.4 | <b>Postal Address:</b>      | Net Age<br>Suite No. 102<br>Private Bag x2<br>Dainfern<br>2055                        |
| 2.5 | <b>Telephone:</b>           | 011 234 6988  |
| 2.6 | <b>Fax:</b>                 | 086 699 5088  |
| 2.7 | <b>Email:</b>               | <a href="mailto:info@netage.co.za">info@netage.co.za</a>                              |
| 2.8 | <b>Website:</b>             | <a href="http://www.netage.co.za">www.netage.co.za</a>                                |

## 3. PAIA Guide In Terms Of Section 10 Of The Act (Section 51(1)(b) of the Act)

The South African Human Rights Commission (SAHRC) has compiled a guide containing the information required by any person requesting access to information or any other right contained in the provisions of the Act in all official languages.

This guide is available for inspection at the offices of the SAHRC, and is available for download on the website of the SAHRC. The SAHRC contact details are as follows:

- |     |                   |  |
|-----|-------------------|--|
| 3.1 | <b>Telephone:</b> | 011 484 8300   |
| 3.2 | <b>Fax:</b>       | 011 484 0582   |
| 3.3 | <b>Email:</b>     | <a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a> |
| 3.4 | <b>Website:</b>   | <a href="http://www.sahrc.org.za">www.sahrc.org.za</a>   |

#### **4. Notices In Terms Of Section 52(2) Of The Act (Section 51(1)(c) of the Act.)**

No notices in terms of Section 52(2) of the Act have been published to date.

#### **5. Records Available In Terms Of Other Legislation (Section 51(1)(d) of the Act.)**

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Close Corporations Act 69 of 1984
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2002
- 5.10 Regional Services Councils Act 109 of 1985
- 5.11 South African Revenue Services Act 34 of 1997
- 5.12 Skills Development Levies Act 9 of 1999
- 5.13 Skills Development Act 97 of 1998
- 5.14 Statistics Act 6 of 1999
- 5.15 Unemployment Contributions Act 4 of 2002
- 5.16 Unemployment Insurance Act 63 of 2001
- 5.17 Value Added Tax Act 89 of 1991

Please note that the above records, being of a public nature and freely and publicly available on request, and for download from [www.gov.za](http://www.gov.za) can be obtained without the necessity of a formal request for information in terms of the Act.

#### **6. Records Held By Net Age CC In Terms Of The Act (Section 51(1)(e) of the Act.)**

Please note that the records in the categories set out below are not automatically available to access. Any requester is required to state the right by which said requester should have access to these records, and such access shall be dependant on the specific Terms of the Act which apply in each case. Furthermore, please be aware that such requests may, or must, be denied under conditions set out in Sections 62 through 69 of the Act.

##### **6.1 Accounting & Financial Records**

- 6.1.1 Annual Financial Statements & Working Papers
- 6.1.2 General Ledger
- 6.1.3 Subsidiary Ledgers (Receivables, Payables, Etc.)
- 6.1.4 Bank Statements, Cheque Books, Cheques, Etc.
- 6.1.5 Customer & Supplier Statements & Invoices
- 6.1.6 Deposit Slips
- 6.1.7 Cash Books & Petty Cash Books
- 6.1.8 Fixed Asset Register
- 6.1.9 Tax Returns & Assessments
- 6.1.10 VAT Returns
- 6.1.11 Auditor's Reports
- 6.1.12 Capital Expenditure
- 6.1.13 Insurance Policies

##### **6.2 Legal Agreements & Contracts**

- 6.2.1 Agreements With Contractors, Suppliers & Clients
- 6.2.2 Agreements With Customers
- 6.2.3 Non-Disclosure Agreements

### **6.3 Personnel Records**

- 6.3.1 Attendance Registers
- 6.3.2 Employee Information Records
- 6.3.3 Employee Loans
- 6.3.4 Employee Contracts
- 6.3.5 IRP5 & IT3 Certificates
- 6.3.6 Letters Of Appointment
- 6.3.7 Leave Applications
- 6.3.8 Payroll
- 6.3.9 Personnel Files
- 6.3.10 Salary Registers, Slips & Records
- 6.3.11 UIF, PAYE and SDL Returns
- 6.3.12 Workmen's Compensation Documents

### **6.4 Sales & Marketing Records**

- 6.4.1 Customer Records
- 6.4.2 Service & Product Records
- 6.4.3 Sales Records
- 6.4.4 Service & Product Information

### **6.5 Statutory Close Corporation Records**

- 6.5.1 Founding Statements & Amendments
- 6.5.2 Minute Books

## **7. Requests For Information (Section 51(1)(e) of the Act.)**

In order to submit a request for information, the interested party is required to submit Form C, available from the SAHRC website at [www.sahrc.org.za](http://www.sahrc.org.za), or as Annexure A of this document, together with the request fee, (a schedule of which is available from the SAHRC website as above) to the head of Net Age CC or to the duly appointed Information Officer as specified herein at the address, fax number or email address likewise specified herein.

The form in question must provide sufficient information to enable the responsible officer of the company to identify both the records requested, and the requester of such information.

The form must also indicate which form of access is required, specify the postal address or fax number of the requester in the Republic of South Africa.

In addition, the form must:

- Identify the right that the requester is seeking to exercise or protect
- Provide an explanation of why the requested record is required for the exercise or protection of such right
- Details on the preferred method of reply in the event that such a reply in addition to the written reply is requested
- And if made on behalf of another person, include proof of the capacity in which the request is being made to the reasonable satisfaction of the company officer.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of private body**

The Head:

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

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

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

**E. Fees**

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified* of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:	Form in which record is required
--	----------------------------------

Mark the appropriate box with an X.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>	copy of record*		inspection of record
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	view the images		copy of the images"

<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record"
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES <input type="checkbox"/> NO <input type="checkbox"/>

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
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**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of .....20....

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE