

## **ASCENT TECHNOLOGY PTY LTD**

Registration Number: 2002/001242/07

### **ACCESS TO INFORMATION MANUAL**

As required by Section 51 of

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

**December 2015**



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### 1. INTRODUCTION

Ascent Technology (Pty) Ltd is an **Enterprise Database Management Services** organisation, delivering end to end, cost effective, high quality Database Management, Database Administration Co/Outsourcing, Database Consulting, Database Resource Contracting, Database License Consulting/Sales, Services and Support.

These services are structured to allow clients the flexibility to choose the engagement model, which suits their needs.

### 2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

**Directors:**

Johan Paul Lamberts (Managing)  
Willem Jacobus Coetzee (Technical)  
Imraan Sallie (Operational)  
Yolandé Loots (Financial)  
Arnold Sharp



Operations Director: Imraan Sallie  
Postal Address: P O Box 274, Witkoppen, 2068  
Physical Address: Suite 22, 3<sup>rd</sup> Floor Katherine & West, 114 West Street, Sandown, 2196.  
Telephone Number: +27-11-745 1340  
Fax Number: +27-11-745 1350  
Email address: [info@ascent.co.za](mailto:info@ascent.co.za)  
Website: [www.ascent.co.za](http://www.ascent.co.za)

### 3. THE ACT

- 3.1 The ACT grants a requester access to records of the Company if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights.

The contact details of the **South African Human Rights Commission** are:

Attention of: PAIA Unit, Research and Document Department  
Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-484 8300  
Fax Number: +27-11-484 0582  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)



#### 4. APPLICABLE LEGISLATION

ACT	Ref
Basic Conditions of Employment Act	No 75 of 1997
Companies Act	No 71 of 2008
Compensation for Occupational Injuries and Diseases Act	No 130 of 1993
Copyright Act	No 98 of 1978
Electronic Communications and Transactions Act	No 25 of 2002
Employment Equity Act	No 55 of 1998
Income Tax Act	No 58 of 1962
Labour Relations Act	No 66 of 1995
Promotion of Access of Information Act	No 2 of 2000
Unemployment Insurance Act	No 63 of 2001
Value Added Tax Act	No 89 of 1991

#### 5. ACCESS TO RECORDS AND AVAILABILITY

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> <li>Public Product Information</li> <li>Public Corporate Records</li> <li>Media Releases</li> </ul>	Freely available on web site <a href="http://www.ascent.co.za">www.ascent.co.za</a> .
Financial	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Financial and Tax Records</li> <li>Asset Register</li> <li>Management Accounts</li> <li>Invoices</li> <li>Vat returns</li> </ul>	Pty Ltd Company - Not required to disclose.
Marketing	<ul style="list-style-type: none"> <li>Market Information</li> <li>Public Customer Information</li> <li>Performance Records</li> <li>Product Sales Records</li> <li>Marketing Strategies</li> <li>Customer Database</li> </ul>	Limited information available on web site. (see above)  Restricted access
Personnel records	<ul style="list-style-type: none"> <li>Employment contracts</li> <li>Salary records</li> <li>Disciplinary records</li> <li>Leave records</li> <li>Training records</li> <li>Training Manuals</li> </ul>	Restricted access

## 6. FORM OF REQUEST


To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- 6.2 Address your request to the Company Secretary:  
Yolandé Loots  
Telephone: +27-11-745 1340  
Mail: [yolande.loots@ascent.co.za](mailto:yolande.loots@ascent.co.za)
- 6.3 Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 In terms of S54 of the ACT a requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 A deposit of not more than one third of the access fee may be required prior to processing the request;
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit in terms of S54(3)(b) of the ACT;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Signed:   
JP Lamberts (Managing Director)

Date: 21 December 2015



REPUBLIC OF SOUTH AFRICA

FORM C
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: [grid]
Postal address: .....
Telephone number: (.....) ..... Fax 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: [grid]

**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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an <b>X</b> .	
NOTES:	
(a) Compliance with your request for access 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 to 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 - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription 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*		copy in computer readable form* (stiffy or compact disc)

*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	NO
--	-----	----

**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 .....year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

**For the purposes of section 22(2) of the Act, the following applies:**

- (a) six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

**Form of request**

A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

**FEES FOR RECORDS OF PRIVATE BODY**

**The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is**

**R50,00**

**The fee for reproduction referred to in section 52(3) of the Act, is as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R1,10**
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form **R0,75**
- (c) For a copy in a computer-readable form on -
  - (i) stiffer disc **R7,50**
  - (ii) compact disc **R70,00**
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof **R40,00**
  - (ii) For a copy of visual images **R60,00**
- (e) (i) For transcription of an audio record, for an A4-size page or part thereof **R20,00**
  - (ii) For a copy of an audio record **R30,00**

**The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R1,10**
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form **R 0,75**
- (c) For a copy in a computer-readable form on -
  - (i) stiffer disc **R7,50**
  - (ii) compact disc **R70,00**
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof **R40,00**
  - (ii) For a copy of visual images **R60,00**

- (e) (i) For transcription of an audio record, for an A4-size page or part thereof **R20,00**
  - (ii) For a copy of an audio record **R30,00**
- (f) To search for the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester.

For purposes of section 54(2) of the Act the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

**Notice of internal appeal**

Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Regulations.

**Important: there is no appeal structure for private bodies. The requester must approach the court where a request for information is refused.**

**Appeal fees**

There are no appeal fees to be paid by the requestor.

**Value-Added Tax**

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in terms of these regulations.

**Commencement**

These regulations came into operation on 9 March 2001.

**Exemptions from paying access fees**

If the annual income:

- i) of a single person is R14 712 or less
- ii) of married persons/person & his/her life partner is R27 192 or less

the person or persons are exempted from paying the access fee.

Information Officer of the Department of Justice: The Director-General  
 All enquiries should be sent to the Deputy Information Officer:  
 Tel number: 012 315 1730 • Fax number: 012 357 8004  
 E-mail address: mraswiswi@justice.gov.za

Postal Address: Access to Information and Records Management  
 Department of Justice and Constitutional Development  
 Private Bag X81, PRETORIA, 0001 • www.doj.gov.za



**the doj & cd**

Department:  
 Justice and Constitutional Development  
 REPUBLIC OF SOUTH AFRICA



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PROMOTION OF ACCESS TO INFORMATION ACT, 2000

HOW TO ACCESS ANY INFORMATION HELD BY A PUBLIC BODY

SUCH AS THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**What is the purpose of the Act?**

The purpose of the Promotion of Access to Information Act is to give effect to the constitutional right of access to any information held by the state, as well as information held by another person that is required for the exercise or protection of any right.

The motivation for giving effect of the right to access to information is to foster a culture of transparency and accountability both in public and private bodies and to promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all their rights.

**What information can I request and have access to from the Department of Justice and Constitutional Development or any public body for that matter?**

- All documentation or records held by the Department or public body or its Officials. It does not matter when that information came into existence.
- Your Personal records held by the Department or a public body.

The Act is not unlimited. You may not be given access to information, for example, under the following circumstances:-

- Third party information or records, subject to access to these records being approved by such third parties, especially if such information was given to the Department or public body on a confidentiality or privacy basis.
- If the record is requested for the purpose of criminal or civil proceedings.
- The records of Cabinet and its Committees.

To have a sense of the kind of information you may request, please request an Information Manual from the Deputy Information Officer.

**Please note that this Act is above any other Act or legislation that may prohibit or restrict you from having access to any information.**

**What information within the Department is freely accessible without having to apply to the Deputy Information Officer?**

Ask the Deputy Information Officer to make a list of such information available to you, alternatively, you can get the list from the Department's website – www.doj.gov.za or any office of the Department such as Regional Office, Masters' Office or Magistrates' Office.

**Are there any prescribed fees payable in order for me to access any information?**

Unless the requested information is made freely available, you may be required to pay a request fee and an access fee (please see schedule of fees at the back of brochure). Payment is by means of revenue stamps that can be purchased from any Post Office.

**How do I access information?**

The Director-General of any Government Department is the Information Officer. In the Department of Justice and Constitutional Development the Director-General has appointed a Deputy Information Officer to assist in the administration of the Act. The details of both are found below.

The Information Officer or Deputy Information Officer must help you to access whatever information or documents you need. This must be done through the filling in and submission of "Form A". You can also get "Form A" from the Department's Website – www.doj.gov.za .

**How long will the Information Officer or Deputy Information Officer take before responding to my request?**

The Information Officer or Deputy Information Officer must respond to your request within 30 days. The Information Officer or Deputy Information Officer may extend the period of 30 days once e.g. where the request is for a large number of records or where the requested information is at an office elsewhere from the office of the Information Officer or Deputy Information Officer.

**What happens to my request if the information I am requesting is not located within the Department but at another Public or Private body?**

The Information Officer or Deputy Information Officer must transfer your request to the Information Officer or Deputy Information Officer of the relevant public or private body within 14 days who is then obliged to deal with your request. You will be notified should this be the case.

**What can I do should the Information Officer or Deputy Information Officer deny me permission to access the kind of information I have requested?**

You have the right to appeal, to the internal Authority, who is the Minister of the Department concerned. If you are still not satisfied you may approach a Court of law. The Information Officer or Deputy Information Officer must help and guide you through this process.

Should you need any assistance or have further questions regarding how you may access any information within the Department of Justice and Constitutional Development or any Public body, please do not hesitate to contact the Information Officer or Deputy Information Officer of the relevant Department. You may also contact the South African Human Rights Commission for assistance at Tel: (011) 484 8300.

**The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R35-00**

**The fee for reproduction, referred to in section 15(3) of the Act, is as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R 0-60**
- (b) For every printed copy of an A4-size page or part thereof **R 0-40**
- (c) Held on a computer or in electronic or machine readable form for a copy in a computer-readable form on -
  - (i) stiffy disc **R5-00**
  - (ii) compact disc **R40-00**
- (d) (i) For transcription of visual images, for an A4-size or part thereof **R22-00**
- (ii) For a copy of visual images **R60-00**
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof **R12-00**
- (ii) for a copy of an audio record **R17-00**

**The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R0-60**
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form
  - (i) stiffy **R5-00**
  - (ii) compact disc **R40-00**
- (d) For a transcription of visual images,
  - (i) for an A4-size page or part thereof **R22-00**
  - (ii) For a copy of visual images **R60-00**
- (e) (i) for a transcription of an audio record, for an A4-size page or part thereof **R12-00**
- (ii) For a copy of an audio record **R17-00**
- (f) To search for the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search. **R15-00**

The actual postal fee is payable when a copy of a record must be posted to a requester.