

ACCESS TO INFORMATION MANUAL

As required by Section 51 of the Promotion to Access of Information Act No 2 of 2000 ("PROATIA")

Golden Rule Technology (Pty) Ltd

INTRODUCTION

GOLDENRULE permanently employs, develops and manages the careers of top IT and Engineering talent. Our business model combines the benefits of financial security with those of a contracting career approach

COMPANY DETAILS

The company details are as follows -

Name	Golden Rule Technology (Pty) Ltd
Registration Number	2000/007992/07
Postal Address	Private Bag X32, Sunninghill, 2157
Physical Address	4 Parc Nicol Office Park, 3001 William Nicole Dr, Bryanston
Telephone Number	+27110182800
Facsimile Number	0866108878
General contact Email address	info@goldenrule.co.za
Website	www.goldenrule.co.za
Company C.E.O	Hasheel Govind

HUMAN RIGHTS COMMISSION'S PROATIA GUIDE

In Terms of Section 10 of PROATIA, the South African Human Rights Commission ("SAHRC") is required to compile a guide, in each official language, containing information for any person who wishes to exercise any right contemplated in PROATIA. This guide will be available from the SAHRC no later than 31 August 2012. Should you wish to obtain access to the abovementioned guide, the SAHRC can be contacted on either 0118773600 or via their website www.sahrc.org.za

RECORDS OF THE COMPANY

A description of the records held by the company, as required by section 51(1)(e) of PROATIA, is set out in the Description Of Records Table, which is attached to this manual as Annexure A.

REQUEST FOR ACCESS TO A RECORD

In order to comply with our obligations in terms of PROATIA the company has authorised and designated Mr Erik Theron to deal with all matters relating to PROATIA. In order to request access to a record please complete the Request for Access Form which is available at www.sahrc.org.za (also as Annexure B) and submit it to the company at its physical address, its fax number, postal address or general contact email address above.

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

The company holds information with the following legislation:

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Occupational Health & Safety Act No. 85 of 1993
7. Electronic Communications
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Unemployment Contributions Act No.4 of 2002
11. Value Added Tax Act No. 89 of 1999

OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in terms of section 51(f) of the Act.

DECISION REGARDING REQUEST

PROATIA provides for numerous grounds upon which the company may refuse to grant you access to a record of the company.

These grounds for refusals are to protect –

- the privacy of another person
- commercial information of another company
- confidential information of another person
- the safety of individuals and property
- records privileged from production in legal proceedings
- research information

You will be notified in writing whether your request has been approved or denied within 30 calendar days after receipt by the company of the completed Request for Access Form. Should any record of the company requested by you not be found or exist, the company will, by way of affidavit, notify you that it is not possible to give access to that particular record.

ACCESS TO RECORDS

If your request for access to records of the company is approved, access will be provided in the form as the company reasonable determines, unless you have requested access in a specific form.

FEES

Section 52(3) states that fees payable for access to records are to be prescribed. The prescribed fees are as set out in the Fee schedule, which is available at Annexure C and www.sahrc.org.za.

FREQUENTLY ASKED QUESTIONS

Who may request access to a record?

Any person including a department of state and a person acting on behalf of another person.

ANNEXURE A

DESCRIPTION OF RECORDS TABLE

CATEGORIES OF RECORDS	FORM HELD	AVAILABILITY
1. Company Secretarial Records		
Company Incorporation Documents	Electronic and Physical	Not automatically available
Names of Directors	Electronic and Physical	Not automatically available
Salaries of Directors	Electronic and Physical	Not automatically available
2. Financial Records of the Company		
Financial Statements	Electronic and Physical	Automatically available
Financial Records	Electronic and Physical	Not automatically available
Documents relating to the taxation of the Co	Electronic and Physical	Not automatically available
Asset Register	Electronic and Physical	Not automatically available
Financial Agreements	Physical	Not automatically available
Banking Details	Electronic and Physical	Automatically available
3. Insurance		
Insurance Policies held by the Company	Physical	Not automatically available
Register of all immovable property owned by the company	Physical	Not automatically available
4. Employees		
List of Employees	Electronic and Physical	Not automatically available
Personal information of employees	Electronic and Physical	Not automatically available
Employee contracts of employment	Electronic and Physical	Not automatically available
Employment Equity	Electronic and Physical	Not automatically available
BBBEE	Electronic and Physical	Not automatically available
Employee's Skills Development	Electronic and Physical	Not automatically available
Employee's Medical Aid	Electronic and Physical	Not automatically available
Salaries of employees	Electronic and Physical	Not automatically available
Leave records	Electronic and Physical	Not automatically available
5. Company Policies and Directives		
Internal relating to employees and the company	Electronic and Physical	Not automatically available
External relating to clients and other 3 rd parties	Electronic and Physical	Not automatically available
6. Agreements or Contracts		
Standard Agreements	Physical	Not automatically available
Contracts concluded with customers	Physical	Not automatically available
Third party contracts	Physical	Not automatically available
Supplier contracts	Physical	Not automatically available
7. Regulatory		
Permits & Licences	Physical	Not automatically available
8. Published Information		
Internal Newsletters and Circulars	Physical	Not automatically available
9. Customer Information		
Customer Details	Electronic and Physical	Not automatically available
10. Reference Materials		

Newsletter and Journals	Electronic and Physical	Not automatically available
Newspaper Articles	Electronic and Physical	Not automatically available

ANNEXURE B

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 <i>ONLY</i> if a request for information is made on behalf of <i>another</i> person.

Full names and surname:

Identity number:

D. Particulars of record

- | |
|--|
| <p>(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.</p> <p>(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.</p> |
|--|

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

<p>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.</p>
--

Disability:

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.

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			
	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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

ANNEXURE C

FEE SCHEDULE

1. Fees for reproduction	
For very copy of an A4 page or part thereof	R 1.75
For every printed copy of an A4 page or part thereof held on a computer or in electronic form	R 1.75
For a copy of an audio record	R 80.00
For a copy in a computer readable form on compact disk	R 70.00
For a transcription of an audio record per A4 page or part thereof	R 550.00
2. Request fee	
Request fee	R 110.00
1. Search Fee	
Per hour or part thereof required to search for and prepare the record for disclosure	R 100.00