



**Code HQ (Pty) Ltd**

**2013/172481/07**

# **ACCESS TO INFORMATION MANUAL**

(PRIVATE BODY)

Prepared in terms of Section 51 of The Promotion of Access to Information Act  
2/2000 (the "ACT")

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## 1. INTRODUCTION

The focus of Code HQ (Pty) Ltd is shrink-wrapped products with some bespoke software development. We believe technology should make lives easier and allow people to do more, faster. We create software products that will revolutionise the way you work and play, adding tangible benefits to daily life without unnecessary complexity.

## 2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

The Chief Executive Officer (CEO) of Code HQ (Pty) Ltd is Mr. Craig Pretorius who is, in terms of the Act, the Designated PAIA Information Officer, and therefore tasked to receive and address all requests for information that have been made in accordance with the Act. The CEO may delegate his power to a nominated representative of Top and Senior Management whenever required.

All requests for information made in terms of the Act, directed to the company, should be addressed to the CEO at:

Postal Address: PO Box 1642, Durbanville, 7551  
Street Address: Unit 2E, Oude Westhof Village Square  
Van Riebeeckshof Road  
Oude Westhof  
Bellville 7530  
Telephone Number: +27 21 976 8133  
Fax Number: +27 82 378 4116  
Email: [craigp@codehq.co.za](mailto:craigp@codehq.co.za)

## 3. THE ACT (Section 51(1) (b))

- 3.1. The ACT grants a requester access to records of a private body, 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 of the Act.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. APPLICABLE LEGISLATION (Section 51 (1) (c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
3	No 98 of 1978	Copyright Act
4	No 55 of 1998	Employment Equity Act
5	No 95 of 1967	Income Tax Act
6	No 66 of 1995	Labour Relations Act
7	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 9 of 1999	Skills Development Act
12	No 97 of 1998	Skills Development Levies
13	No 30 of 1996	Unemployment Insurance Act
14	No 85 of 1993	Occupational Health & Safety

## 5. SCHEDULE OF RECORDS (Section 51 (1) (d))

Records	Subject	Availability
Administration	Founding Documents	Request in terms of PAIA.
	Minutes of Management Meetings	Request in terms of PAIA.
	Minutes of Operations Meetings	Request in terms of PAIA.
	Shareholder Register	Request in terms of PAIA.
	Statutory Returns	Request in terms of PAIA.
	SARS Certificate	Free access via request.
	CIPC Certificate	Free access via request.
Human Resources	Conditions of Service	Request in terms of PAIA.
	Employee Records	Request in terms of PAIA.
	Employment Contracts	Request in terms of PAIA.
	Employment Equity Records	Request in terms of PAIA.
	Industrial and Labour Relations Records	Request in terms of PAIA.
	Health and Safety Regulations	Request in terms of PAIA.
	Pension and Provident Fund Records	Request in terms of PAIA.
	Performance Appraisals	Request in terms of PAIA.
	Personnel Guidelines, Policies and Procedures	Request in terms of PAIA.
	Skills Requirements	Request in terms of PAIA.
	Staff Recruitment Policies	Request in terms of PAIA.
	Statutory Records	Request in terms of PAIA.
	Training Records	Request in terms of PAIA.
Financial	Financial Statements	Request in terms of PAIA.
	Financial and Tax Records (Company & Employees)	Request in terms of PAIA.
	Asset Register	Request in terms of PAIA.
	Banking Records	Request in terms of PAIA.
	Budgets	Request in terms of PAIA.
	Contracts	Request in terms of PAIA.
	Financial Transactions	Request in terms of PAIA.

	General Correspondence	Request in terms of PAIA.
	Insurance Information	Request in terms of PAIA.
	Internal Audit Records	Request in terms of PAIA.
	Management Accounts	Request in terms of PAIA.
	Purchase and Order Information	Request in terms of PAIA.
Sales and Marketing	Public Product Information	Available on <a href="http://www.codehq.co.za">www.codehq.co.za</a>
	Media Releases	Available on <a href="http://www.codehq.co.za">www.codehq.co.za</a>
	Product Brochures	Free access via request.
	Product Manuals	Free access via request.
	Contracts	Request in terms of PAIA.
	General Correspondence	Request in terms of PAIA.
	Information relating to Employee Sales Performance	Request in terms of PAIA.
	Marketing and Future Strategies	Request in terms of PAIA.
	Marketing Records	Request in terms of PAIA.
	Sales Records	Request in terms of PAIA.
	Market Information	Request in terms of PAIA.
	Field Records	Request in terms of PAIA.
	Performance Records	Request in terms of PAIA.
	Product Sales Records	Request in terms of PAIA.
	Client Database	Request in terms of PAIA.
Information Technology	IT Policies and Procedures	Request in terms of PAIA.
	Network Diagrams	Request in terms of PAIA.
	User Manuals	Request in terms of PAIA.

- 5.1. Code HQ (Pty) Ltd has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Code HQ (Pty) Ltd and its services is freely available on the website – [www.codehq.co.za](http://www.codehq.co.za)
- 5.2. Certain other information relating to Code HQ (Pty) Ltd is also made available on such website from time to time.
- 5.3. Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

## 6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)
- 6.2. Address your request to the Head of the Company (CEO).
- 6.3. Provide sufficient details to enable the COMPANY to identify:
  - 6.3.1. The record(s) requested;
  - 6.3.2. The requester (and if an agent is lodging the request, proof of capacity);
  - 6.3.3. The form of access required;
  - 6.3.4. The postal address or fax number of the requester in the Republic;
  - 6.3.5. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - 6.3.6. 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 (Section 51 (1) (f))**

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

- 7.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 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) and in this document in ANNEXURE B.

8. **ANNEXURE A** (Form C - request for access to record of private body)

**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:

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 <i>for information</i> is made on behalf of <i>another</i> 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.	
<p>NOTES:</p> <ul style="list-style-type: none"> <li>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</li> <li>(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.</li> <li>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</li> </ul>	

<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		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*		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.			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">YES</td> <td style="width: 50%; text-align: center; border: none;">NO</td> </tr> </table>	YES	NO
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 .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**9. ANNEXURE B (Schedule of Fees for Accessing Records)**

<b>Activity</b>	<b>Fee</b>
<b>Copy per A4 Page</b>	R1.10
<b>Printing per A4 page</b>	75 cents
<b>Copy on a CD</b>	R70
<b>Transcription of visual images per A4 page</b>	R40
<b>Copy of a visual image</b>	R60
<b>Transcription of an audio recording per A4 page</b>	R20
<b>Copy of an audio recording</b>	R30
<b>Search and preparation of the record for disclosure</b>	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.
<b>Delivery of records</b>	Actual postage fees