

Registration Number of Company: 2011/097349/23

ACCESS TO INFORMATION MANUAL

of

ADAM EDUTECH (CC)

in terms of
Section 51 of

The Promotion of Access to Information Act

No 2 of 2000

(the "ACT")

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1. INTRODUCTION

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from ADAM EduTech (cc).

ADAM EduTech (cc) provides the services of software development and information technology consulting primarily to schools in Southern Africa.

2. COMPANY CONTACT DETAILS

Information Officer: Mr PO Norton

Postal Address: 18 Lello Road, Assagay, 3610

Street Address: 18 Lello Road, Assagay, 3610

Telephone Number: 061 509 6077

Email: about@adam.co.za

Website: www.adam.co.za

3. THE ACT

- 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

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 4 of 2013	Protection of Personal Information Act
13	No 68 of 2008	Consumer Protection Act
14	No 38 of 1997	Intellectual Property Laws Amendments Act
15	No 97 of 1998	Skills Development Act
16	No 9 of 1999	Skills Development Levies Act

5. SCHEDULE OF RECORDS

Records	Subject	Availability
Public Affairs	Public Product Information	Available on website www.adam.co.za
	Public Corporate Records	Available on website www.adam.co.za
	Media Releases	Available on website www.adam.co.za
Financial	Financial Statements	Proprietary (CC)
	Financial and Tax Records: Company	Proprietary (CC)
	Financial and Tax Records: Employees	Proprietary (CC)
	Asset Register	Proprietary (CC)
	Management Accounts	Proprietary (CC)
Marketing	Market Information	Proprietary (CC)
	Public Customer Information:	
	- Product Brochures	Proprietary (CC)
	- Owner Manuals	Proprietary (CC)
	Performance Records	Proprietary (CC)
	Product Sales Records	Proprietary (CC)
	Marketing Strategies	Proprietary (CC)
	Customer Database	Proprietary (CC)

Requests for other information will be evaluated on the basis of legal requirements to disclose such.

6. FORM OF REQUEST

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.
- 6.2 Address your request to the CEO
- 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 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.