

Registration Number 2007/188920/23

Go Fish Marketing c.c.

("Go Fish Marketing")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

(14/12/2011)

INDEX

1. INTRODUCTION
2. CONTACT DETAILS
3. HRC GUIDE
4. AUTOMATIC DISCLOSURE
5. LEGISLATIVE RECORDS
6. RECORDS HELD
7. ACCESS REQUESTS
8. FORMS
9. FEES

1. INTRODUCTION

Go Fish Marketing conducts business as Information Technology

2. CONTACT DETAILS

Section 51(1)(a) Contact Details

The responsibility for the administration of, and compliance with the Act has been delegated by the managing member of Go Fish Marketing to the information officer. Requests pursuant to the provisions of the Act should be directed as follows:

Contact person: **Peter Fish**

Postal address: **P.O. Box 5116
Johannesburg, 2128**

Physical address: **1st Floor Building 3,
Bentley Office Park,
71 Wesseks Road,
Rivnoia,
Johannesburg,**

Phone number: **011 612 7460**

Fax number: **086 759 1273**

Email: **info@gofishcc.com**

3. HRC GUIDE

Section 51(1)(b) Guide For Requesters On How To Use The Act

A guide has been compiled in terms of section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission,

PAIA Unit

29 Princess of Wales Terrace, cnr York
and St Andrews Street, Parktown,
Johannesburg.

Website: <http://www.sahrc.org.za>

Postal address: Pvt Bag 2700 Houghton,
2041

Phone number: (011) 484 8300

Fax number: (011) 484 0582

Email: PAIA@sahrc.org.za

4. AUTOMATIC DISCLOSURE

Section 51(1)(c) Records Automatically Available To The Public

Certain records of Go Fish Marketing are available in terms of legislation other than the Act. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The records freely available are as follows:

- Marketing Brochures
- Publications

5. LEGISLATIVE RECORDS

Section 51(1)(d) Records Held In Accordance With Other Legislation:

Basic Conditions of Employment Act 75 of 1997
Companies Act 61 of 1973
Compensation for Occupational Injuries and Diseases
Act 130 of 1993
Copyright Act 98 of 1978
Employment Equity Act 55 of 1998
Income Tax Act 95 of 1967
Labour Relations Act 66 of 1995
Occupational Health & Safety Act 85 of 1993
Skills Development Levies Act 9 of 1999
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991

6. RECORDS HELD

Section 51(1)(e) Records Subject and Categories

CATEGORY SUBJECT/DESCRIPTION

Accounting	Accounts, invoices, reconciliations, credit/debit notes, journals, ledgers, balance sheets, income statements, trial balances, payment schedules, cheque runs, cash flow statements.
Publications	Updates, newsletters and other publications prepared by the company.
Marketing	Client Proposals, seminar papers, electronic presentations for existing and prospective clients, in house training, seminars, Copies of directory listings placed by company, Copies of articles Written by professional staff, Content for company's website, mailing lists for clients, General correspondence.
Administration	Minutes of meetings of the company; General correspondence; Lease agreements; Copies and correspondence relating to various insurance policies; General correspondence; Work-papers; Operating manuals of mechanical and electrical systems; Architects drawings; Salary work-papers; Copies of and correspondence with regard to office building leases; Documentation relating to PABX, Voicemail and security systems.
Human Resources	Contracts of employment; Documents relating to remuneration structuring; Job specifications; Format/procedures for advertising positions; Policy documents relating to General Conditions of Employment; Performance evaluations; Workplace Skills Plan and reports; Personnel files; Documents relating to disciplinary and grievance procedures; All employment applications; Forms relating to new staff appointments.
Salaries and benefits	Remuneration schedules; Various payroll reports; Workman's Compensation documentation; Provident fund documentation; Medical Aid scheme documentation.
Library material	Reports and journals, books, publications, reference books, Government Gazettes, precedents.
IT	The network and the systems on it, CD's, stiffies, IT literature, instruction manuals.

7. ACCESS REQUESTS

Section 51(1)(e) Access Request Procedure

A request for access to the records held by Go Fish Marketing in terms of section 50 of the Act must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C) a copy of the form is attached as annexure A to this manual.

The request must be made to Go Fish Marketing at the address, telefax number or email, specified above.

A requester must provide sufficient detail on the prescribed form to allow Go Fish Marketing to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to Go Fish Marketing the requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

The requester is required to identify the right that he, she or it is seeking to exercise by accessing the records held by Go Fish Marketing and to explain why the particular record or records requested is or are required for the exercise or protection of that right.

Go Fish Marketing may, and must in certain instances, refuse access to records on any of the grounds set out in chapter 4 or part 3 of the Act which include: that the access would result in the unreasonable disclosure of personal information about a third party, the necessity of protecting the confidential information of a third party, the necessity of protecting the safety of individuals and protecting property, that a record constitutes privileged information of a third party or Go Fish Marketing itself. Access to documents may also be refused on the basis of professional privilege.

Go Fish Marketing is required to inform the requester in writing of its decision in relation to a request. If the requester wished to be informed of Go Fish Marketing's decision in another manner as well, this manner must be set out in the request and the relevant details included to allow Go Fish Marketing to inform the requester in the preferred manner.

Go Fish Marketing will make a decision in relation to a request for records within thirty days of receiving it, unless third parties are required to be notified or the thirty day period is extended as provided for in the Act, and will notify the requester accordingly.

Where a request is refused, a requester may apply to the court within 30days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The court will determine whether the records should be made available or not.

8. FORMS

Section 51(1)(e) Access Request Form

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/Designated Person: _____

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 attaché 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) Please refer to the enclosed schedule of prescribed fees.
 (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: _____

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 to 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:						
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record			
2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)						
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form:						
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	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?					YES	NO
Postage is payable						

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. FEES

PRESCRIBED FEES

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

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- Payments should be made to Go Fish Marketing.

Fees in respect of private bodies.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is

R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- | | R |
|--|---|
| (1) (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in a computer-readable form on - | |
| (i) stiffy disc | 7,50 |
| (ii) compact disc | 70,00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| (ii) For a copy of visual images | 60,00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| (ii) For a copy of an audio record | 30,00 |
| (f) To search for and prepare the record for disclosure, reasonably required for such search and preparation. | R30,00 for each hour or part of an hour |
- (2) 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.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.