

COMPANY INFORMATION MANUAL

Information Manual in terms of section 51 of the Promotion of Access to
Information Act no. 2 Of 2000 (as amended) of Akili Contentworx cc
Registration no. 2004/106694/23

Akili Contentworx

CONTENTS

1. Contact Details
2. Records available in terms of any other Legislation Applicable to us
3. Access to our records
4. The Procedure to Request our Records
5. Fees Payable for Requesting our Records
6. Other Information
7. Availability of our Manual

1. CONTACT DETAILS

1. Postal Address : PO Box 13570, Vorna Valley, Republic of South Africa
2. Street Address : Unit C13 Heuwelsig Office Park, Celtisdal, Centurion
3. Telephone Number : 012 656 0617
4. Facsimile Numbers : 086 613 5077
5. Electronic Mail (e-mail) info@akilicw.co.za
6. Our Website: www.akilicw.co.za
7. Head of Organisation : Mncedisi Christopher Mabhele

2. RECORDS AVAILABLE I.T.O. OTHER LEGISLATION

NOTE : There may not be specific records that mention us by name in the records of all or any of the institutions that administer the Acts mentioned below, but the following legislation is applicable to us;

- Basic conditions of Employment Act
- Companies Act
- Compensation of Occupational injuries & Diseases Act
- Employment Equity Act
- Consumer Protection Act
- Skills Development Act
- Skills Development Levies Act
- Occupational Health and Safety Act
- SARS Taxation Guide
- Labour Relations Act
- Unemployment Insurance Act
- Value Added Tax Act
- Promotion of Equality and Prevention of Unfair Discrimination Act
- Electronic Communications and Transactions Act
- Promotion of Access to Information Act

3. ACCESS TO OUR RECORDS

1. Latest Notice regarding Categories of Records

Not Applicable.

2. Records that may be requested

a. Human Resources

- i. Employment Contracts
- ii. Remuneration Records and Policies
- iii. Records of Disciplinary Hearings
- iv. Staff Salaries and Benefits

b. Operations

- i. Business Conducted by the Organisation

c. Client Registry

- i. Particulars of Clients

d. Finances

- i. Fixed Asset Registry
- ii. Movable Asset Registry
- iii. Commission Statements (Consolidated and per Producer)
- iv. Financial Statements

4. THE PROCEDURE FOR REQUESTING OUR RECORDS

- The requester must use the prescribed form to make the request for access to a record. This must be made to our Head of our Organisation. The request must be made to our postal address, fax number or e-mail address contained above.
- The requester must provide sufficient detail on the request form to enable the Head to identify the record and the requester. The requester must also indicate which form of access is required and specify its postal address or fax number in the Republic.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation as to why the requested record is required for the exercise of that right.
- If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Head of our Organisation.

5. FEES PAYABLE FOR REQUESTING OUR RECORDS

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Head of the Organisation must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The requester must pay a fee of R50. The requester may lodge an application to court against the tender or payment of the request fee.
- After the Head of our Organisation has made a decision on the request, the requester will be notified in the required form.
- If the request is granted, a further access fee must be paid for the search, reproduction, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. OTHER INFORMATION

Not applicable.

7. AVAILABILITY OF OUR MANUAL

This Manual can be viewed on our website, or is available for inspection free of charge at our above physical address.



Mncedisi Christopher Mabhele
Member

05 March 2016

Date