

Section 51 Information Manual of Promotion to Access of Information Act 2 of 2000

for

AQRate KZN (Pty) Ltd

AQRate KZN (Pty) Ltd Company Registration Number 2004/009540/07

**Information Officer
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1. About AQRate KZN

AQRate KZN operates with the sole purpose of providing a B-BBEE verification service across the complete spectrum of entities needing to avail themselves of this service. The intent of legislation pertaining to BEE is: "The acceleration of the achievements of the South African Economy in its drive to towards sustainable Broad Based Black Economic Empowerment". AQRate KZN believes that the resulting BEE processes will play a significant role in ensuring South Africa's global competitiveness and developing a winning nation!

AQRate KZN's professional team, which incorporates formal Auditing capacity, ensures an impartial and thoroughly researched outcome, both for our Customer's benefit and reputation, as well as providing our Customers with the assurance that their rating is entirely credible.

2. Company Contact Details

Persons designated/duly authorised:

Directors: Linda Ngcobo, Busi Mnganga, Brigitte Brun

Office Manager: Mogen Naidoo

Physical Address: Unit 3, Damlee House, 67 Chelsea Drive, Durban North

Postal Address: P.O. Box 664, Hyper-by-the-Sea, 4053

Telephone Contact: Tel + 27 031 563 7788, Fax + 27 0866697032

Email and Website: linda@aqrate.co.za, www.aqrate.co.za

3. The ACT

- 3.1** The ACT grants a requester access to records of the COMPANY, 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.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:
- | | |
|-------------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | +27-11-484 8300 011 877 3600 |
| Fax Number: | +27-11-484 0582 011 403 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 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 9 of 1999	Skills Development Act
14	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
15	68 of 2008	Consumer Protection Act
16	53 of 2003	Broad-based Black Economic Act

5. Access to Records and Availability

Records	Subject	Availability
Public Affairs	Public Product Information Public Corporate Records Media Releases	Freely available on website www.aqrate.co.za
Financial	Financial Statements Financial and Tax Records (Company & Employees) Accounting Records Bank Statements Electronic Banking Records Rental Agreements Invoices VAT UIF Workman's Compensation UIF Asset Register Management Accounts Customer Confidential Information	Proprietary (Pty Ltd) - Not required to disclose.
Marketing	Market Information Product Brochures Owner Manuals Field Records Performance Records Product Sales Records Marketing Strategies Customer Database Associate Relationships	Limited Information available on web site. (see above)

Personnel Documents	Employment Contracts Medical Aid Records Pension Fund Records Disciplinary Records Salary Records SETA Records Disciplinary Cods Leave Records Training Records Training Manual	Confidential Information. Not required to disclose.
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6. Form of Request

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form which is included in this Manual

6.2 Address your request to the Information Officer.

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. Access Fees

The gazetted scale of fees payable by requesters of information is set out below:

A requester that is making a request in his/her personal capacity is exempted from paying an access fee.

The access fee payable by a requester who is making a request on behalf of another person in terms of section 54(7) of the Act, is as follows:

- 1. For every photocopy of an A4 size page or part thereof R 1.10
- 2. For every printed copy on A4 size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
- 3. For a copy in a machine-readable form on:
 - 3.1 Stiffly disc R 7.50
 - 3.2 Compact disc R 70.00
- 4. For a transcription of visual images:
 - 4.1 For an A4 size page or part thereof R 40.00
 - 4.2 For a copy of visual images R 60.00
- 5. For a transcription of an audio record:
 - 5.1 For an A4 sized page or part thereof R 20.00
 - 5.2 For a copy of an audio record R 30.00
- 6. In addition to the above, a request fee of R 50.00 is payable by a requester, other than a personal requester, in terms of section 54(1) of the Act
- 7. A search fee of R 30.00 per hour or part thereof may be levied and where such search is likely to exceed six hours the Information Officer is entitled to request that a deposit of one third of the estimated cost be lodged in terms of section 54(2) of the Act
- 8. * All amounts listed above are exclusive of VAT
- 9. The actual postage cost is payable when a copy of a record is posted to a requester
- 10. A fee for reproduction of a record may be levied in terms of section 52(3) of the Act

8. Appeal against Refusal to Disclose Information

In the event that the Information Officer refuses a request for information, the requester shall have a right of appeal in terms of section 75(1) of the Act and must lodge an internal appeal within 60 days and pay an appeal fee of R50.00 plus VAT.

A ruling on the appeal must be provided to the requester within 30 days of lodgment of the appeal.



Signed by Information Officer on 5th December 2011

**Linda Ngcobo
Chief Executive Director
AQRate KZN (Pty) Ltd**

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 for information is made on behalf of another person.
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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
Mark the appropriate box with an X.	
<p>NOTES:</p> <ul style="list-style-type: none"> (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