

QStar Consulting CC t/a Precision IT Consulting
2007/128/507/23

MANUAL

Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000
(hereinafter referred to as the "Act")

December 2011

Introduction to Precision IT Consulting

Precision IT Consulting is a small services-based technology company specialising in website design and development, content management systems, social media consulting and search engine optimisation.

Precision IT Consulting falls within the definition of a "private body" and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

1. Contact Details

Name of Body:	QStar Consulting CC t/a Precision IT Consulting
Head of the Body	Rowena Quinan
Postal Address	PO Box 3612, Halfway House, 1685
Street address	12 Maltese Close, Austin View, Midrand, Gauteng
Phone Number	+27 82 375 3377
Facsimile number	none
Electronic mail address of the head of the body	rowena@precision.co.za

2. The section 10 Guide on how to use the Act

In terms of Section 10 of the Act, the SAHRC is required to compile, in each official language, a guide to the Act to assist people in exercising their rights under the Act. The guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

The Promotion of Access to Information Act of 2000 can be downloaded from the South African Government website at the following URL:

<http://www.info.gov.za/view/DownloadFileAction?id=68186>

3. Records available in terms of any other legislation

- No 61 of 1973 Companies Act
- No 98 of 1978 Copyright Act
- No 55 of 1998 Employment Equity Act
- No 95 of 1967 Income Tax Act
- No 66 of 1995 Labour Relations Act
- No 89 of 1991 Value Added Tax Act
- No 75 of 1997 Basic Conditions of Employment Act
- No 69 of 1984 Close Corporations Act
- No 25 of 2002 Electronic Communications and Transactions Act
- No 2 of 2000 Promotion of Access of Information Act
- No 30 of 1996 Unemployment Insurance Act

4. Access to the records held by the private body in question

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

Not applicable

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed

- Administration:
 - Licences
 - Correspondence
- Human Resources:
 - Employment records
 - Remuneration records
 - Training
- Operations:
 - Sales records
 - Clients registry
- Finances:

- Annual financial statements
- Income tax and VAT records
- Assets inventory

iii. The request procedures

Use the prescribed form C attached or available on the website of the South African Human Rights Commission at www.sahrc.org.za, or the website of The Department Of Justice And Constitutional Development (under regulations) at www.doj.gov.za

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body

Fees:

- 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 private body 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 fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

This Manual is also available for inspection from

- The South African Human Rights Commission
- The following website: <http://www.precision.co.za/>

Copies may also be obtained from the Head of Business of Precision IT Consulting. In respect of hard copies, any transmission costs or postage will be for the account of the requester.

Signed

Rowena Quinan

Date: