



MANUAL

Prepared in terms of Section 51 of The Promotion of Access to Information Act 2 of 2000



For

Ceenex (Pty) Ltd
(Registration number: 1992/006300/07)

Compiled: 15 January 2018

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1. Introduction

Ceenex is an independent management, technology and engineering advisory firm, solving complexity through the application of our skills in business engineering, development consulting, project and program management, and information engineering. We are privately owned with offices in City of Tshwane (Gauteng, South Africa).

The directors of Ceenex have extensive international experience in Government, Utility and Private Sector consulting assignments. Primary competencies include strategy delivery, business engineering (systems, processes, structuring and resourcing), information management, systems and technology.

This document encompasses the manual required in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from the Company, as provided for in the Act.

2. Contact Details

Name of the Private Body:	Ceenex (Pty) Ltd Registration Number: 1992/006300/07
Appointed Information Officer:	S.D. Holtzhausen
Directors:	I. Viljoen S. D. Holtzhausen A. J. Smit
Street Address:	Block D, Menlynwoods Office Park, Faerie Glen Pretoria South Africa 0081
Postal Address:	PO Box 65151 Erasmusrand Pretoria South Africa
Telephone Number:	+27(12) 361 4373
Fax Number:	+27(12) 361 4371
E-mail Address:	company.secretary@ceenex.com

3. The Act – (Section 51(1) (b)) - South African Human Rights Commission Guide on how to use 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

*Physical Address: 2nd Floor, Braampark Forum 3
33 Hoofd Street
Braamfontein*

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

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 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

5. Description of records (Section 51 (1) (d)) available in terms of other legislation

The following records are available in terms of legislation, other than the Act:

Records	Subject	Availability
Public Affairs	<input type="checkbox"/> Public Product Information <input type="checkbox"/> Public Corporate Records	Freely available on web site www.ceenex.com
Financial	<input type="checkbox"/> Financial Statements <input type="checkbox"/> Financial and Tax Records (Company & Employees) <input type="checkbox"/> Asset Register <input type="checkbox"/> Management Accounts	(Pty Ltd) - Request in terms of PAIA Not available. Request in terms of PAIA Request in terms of PAIA
Marketing	<input type="checkbox"/> Market Information <input type="checkbox"/> Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals <input type="checkbox"/> Field Records <input type="checkbox"/> Performance Records <input type="checkbox"/> Marketing Strategies <input type="checkbox"/> Customer Database	Limited Information available on web site. (see above) Request in terms of PAIA In our annual report freely available Request in terms of PAIA Request in terms of PAIA

- All records required to be available in terms of the company laws of South Africa
- All records kept in terms of legislation applicable to the business conducted by the Company and the financial services industry in general.

6. Access to records

Records regarding the following subjects are held:

- Records required in terms of company law
- Records required in terms of other legislation applicable to the business of the Company
- The services offered by the Company
- Clients
- Investments and investment management
- Research conducted
- Employees

The following categories of records may be held in relation to the above subjects:

- Confidential
- Personal
- Commercial
- Financial
- Group/company incorporation
- Legal
- Trade
- Business
- Investor

How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the CEO of the Company for the purposes of the Act (see contact details above).
- Sufficient detail must be provided on the request form to enable the CEO of the private body to identify the record and the requester. The requester should 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the CEO of the private body.
- The completed application form must be sent to the postal or email address or fax number set out above, and marked for the attention of the CEO of the Company for the purposes of the Act.
- The application will be processed, and the requester will be informed of the fees (if any) which must be paid and of the different procedures that must be followed until the application is finalized.

NOTE: Access to certain records may be denied on the grounds set out in the Act.

7. Prescribed Fees (Section 51 (1) (f))

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.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Requesters are also required to pay fees for **accessing** the records of public and private bodies. This fee covers the costs of searching for the record and copying it.

The breakdown of fees for accessing records of public bodies are:

Activity	Fee
Copy per A4 Page	R1.10
Printing per A4 page	75 cents
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.

Availability of the manual

A copy of this manual is available at the Company's office, on the Company's website and from the South African Human Rights Commission.

Acknowledgement:

In compiling this manual reference has been made to the blueprint for private bodies for the manual required in terms of section 51 of the Act, provided by the South African Human Rights Commission.