

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

Section 51(1)(a)

Name of Business: Into the Future CC (Registration Number CK1992/0025716/23)

Contact Person: The Compliance Officer, Greg Grobler (Member)

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Into the Future CC is a General Dealer, dealing in Computers and computer related goods. The company buys and sells Computer Equipment, as well as offers services in relation to repairs and support of and computer related issues

Section 51(1)(b)

The section 10 Guide on how to use the Act. The Guide is available from the South African Human Rights Commission, in an official language. Please direct 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

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable (please note that this is not an exhaustive list):

Basic Conditions of Employment Act No. 75 of 1997.
Closed Corporation Act No. 69 of 1984.
Companies Act No. 61 of 1973.
Companies Act No. 71 of 2008.
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993.
Consumer Protection Act No. 68 of 2008
Customs and Excise Act No. 91 of 1964.
Electronic Communications and Transactions Act No. 25 of 2002.
Employment Equity Act No. 55 of 1998.
Income Tax Act No. 58 of 1962.
Insolvency Act No. 24 of 1936.

Labour Relations Act No. 66 of 1995.
Occupational Health and Safety Act No. 85 of 1993.
Patents Act No. 57 of 1978.
Promotion of Access to Information Act No. 2 of 2000.
Skills development Levies Act No. 9 of 1999.
Trademarks Act No. 194 of 1993.
Unemployment Insurance Act No. 63 of 2001.
Value - Added Tax Act No. 89 of 1991.
Sections 51(1)(c) and 51(1)(e).
Access to the records held [Sections 51(1)(c) and 51(1)(e)].
Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies and procedure manuals and memos, contracts, employee records and general accounting records).

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] include details about our products, services and acceptable use policy.

Day to day operational information is generally not applicable to persons outside the company for the purpose of protecting their constitutional rights. (Examples of such information are: quotes, automated procedures, company policies, technical information, employee records and general accounting records). Details of products / services / acceptable use policy is freely available to the general public on our web site.

Clients automatically have direct and full access to all information pertaining to the service / product delivered to them.

The Request Procedures (in terms of Sections 51(1)(c) and 51(1)(e)).

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Your request must be made to the relevant Information Officer.

Your request must be made to the address, or fax number or electronic mail address as set out under 51(1)(a) above.

You must provide sufficient detail on the request form to enable the Information Officer to clearly identify the record as well as your specific identity.

You must also indicate which form of access you require.

You must also indicate if you wish to be informed in any other manner and if so, you must state the necessary particulars required to be so informed.

You must identify the right that you are seeking to protect or that you wish to exercise and you must provide an explanation as to why the requested record is required for the protection or exercise of that right.

If you are making the request on behalf of another person, you must submit proof, to the satisfaction of the Information Officer, of the capacity in which you are making the request.

The prescribed fees (if any) must be paid

Section 51(1)(f)

In terms of this Section, the Minister of Justice and Constitutional Development may publish a notice prescribing any other information that companies will have to disclose.

Section 51(3)

Availability of the material

The manual is available for inspection at our offices free of charge, during our normal business hours; and copies are available with the SAHRC, and on our website as listed above.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Should you wish to obtain a copy of this manual, or part thereof, such copy can be obtained from either:

Our head office, at the prescribed fee; or

The South African Human rights Commission. Please direct your query for a copy directly to the SAHRC details of which are set out in 2 above; or

The Government Gazette (the Government Printers); or

it can be downloaded from our website at www.itfuture.co.za

Once your request is made for any information required, you will receive notice from us to pay the prescribed fee of R50.00 Excl VAT.

- i. This prescribed fee must be paid before your request will be processed.
- ii. Payment of this fee is to be made as directed by the Information Officer.
- iii. We will then make a decision in respect of your request and will notify you of our decision
- iv. Should your request be refused, you may lodge an application at court against the tender or payment of the requested fee as will be advised in the Notice to you (in terms of (sec 54(3)(b) of the Act).
- v. If your request is granted then you will have to pay a further access fee for the search, reproduction and preparation of the record as well as for any time, that has exceeded the prescribed hours, to search and in order prepare the record for disclosure to you (in terms of sec 54(6)) of the Act). The fees schedule can be downloaded from the Department of Justice website at www.doj.gov.za
- vi. Your request must be set out in the prescribed form, which you can download from the Department of Justice website at www.doj.gov.za and after completion must be forwarded to the Information officer.