

SECTION 51 MANUAL FOR

Clickonit (Pty) Ltd

Overview

Clickonit (Pty) Ltd provides advertising space in printed media, the internet, internet services, access, loyalty reward programmes, and support services to its customers.

Clickonit (Pty) Ltd supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the act, the confidentiality we owe third parties and the principles of South African law.

Registration Number: 2014/070460/07

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act").

Part I

[Information required in terms of section 51 (1)(a) of the Act]

Name of Body: Clickonit (Pty) Ltd

Head of Body: J.G.F. Rademan
johan@clickonit.co.za

Street Address: 1st Floor, 96 Meade Street, George, 6529 RSA
Postal Address: P.O. Box 9819, George, 6530, RSA
Telephone: (044) 874 6140
Telefax Number: (044) 873 4865
Website Address: www.clickonit.co.za

Part II

[Information required in terms of section 51(1)(b) of the Act]

In terms of section 10 of the Act, the South African Human Rights Commission is required to compile and publish a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. Government Notice R187 of 15 February 2002 details how the guide should be made available. The guide is available on the website of the South African Human Rights Commission, under the link that says "publication":

The South African Human Rights Commission

PAIA Unit

Postal Address: Private Bag X2700, Houghton, 2041
Telephone: (011) 484-8300
Telefax: (011) 484-7146
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

Part III

[Information required in terms of section 51 (1)(c) of the Act]

No notice in terms of this section has been published. Certain records are however freely available on the website www.clickonit.co.za

Part IV

[Information required in terms of section 51 (1)(d) of the Act]

Records are kept in accordance with the following legislation:

Human Resources:

- Basic Conditions of Employment Act, 75 of 1997
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Labour Relations Act, 68 of 1995
- Occupational Health and Safety Act, 85 of 1993
- Unemployment Insurance Contribution Fund Act, 4 of 2000
- Unemployment Insurance Fund Act, 63 of 2001
- Skills Development Levy Act, 9 of 1999

Finance:

- Companies Act, 61 of 1973
- Income Tax Act, 58 of 1962
- Value Added Tax Act, 89 of 1991

Part V

[Information required in terms of section 51 (1)(e) of the Act]

General Documents

- Leases
- Rental or HP Agreements
- Sale Agreements
- Internal and External Correspondence
- Monthly Management
- Accounts
- Insurance Contracts
- Financial Statements
- Registered Trademarks

Purchasing Documents

- Contracts with Suppliers
- Receipts and Invoices

Operations Documents

Relating to various aspects of Advertising and Exposure

Information Technology Records

- Software Manuals
- Installation Instructions
- Licensing Documentation

Human Resources Documents

- Employment Contracts
- Independent Contractor Agreements
- Conditions of Employment
- Disciplinary Procedures
- Leave Records

Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Paid Cheques
- Electronic Banking Records
- Rental Agreement
- Invoices

Income Tax Records

- PAYE Records
- Documents issued to Employees for Income Tax purposes
- Records of payments made to SARS on behalf of Employees

All other Statutory compliances:

- VAT
- Regional Services levies
- Skills Development Levies
- UIF

Part VI

[Information required in terms of section 51 (1)(f) of the Act]

No additional information has to date been prescribed in terms of this section. The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Part VII

Requests for records

The Act requires that requests for records must be made in the prescribed form, which can be found at www.sahrc.org.za, or www.doj.gov.za. The form is also available at the contact addresses.

A request must be sent to the contact address or to the fax or e-mail address listed, and the request must be made to the head of the body. *Please be aware that we are very concerned about protecting the confidential information of our customers. Please motivate any request for customer information very carefully, having regard to sections 63 to 67 of the Act.*

Customer information includes the following:

- Any records a customer has provided to Clickonit (Pty) Ltd or a third party acting for or on behalf of Clickonit (Pty) Ltd
- Contractual information;
- Customer needs assessments;
- Personal records of customers;
- Credit information and other research conducted in respect of customers;
- Any records a third party has provided to Clickonit (Pty) Ltd about customers;
- Confidential, privileged, contractual and quasi-legal records of customers;
- Customer evaluation records;
- Customer profiling; performance research conducted on behalf of customers or about customers;
- Any records a third party has provided to Clickonit (Pty) Ltd either directly or indirectly; and
- Records generated by or within Clickonit (Pty) Ltd pertaining to customers, including transactional records.

Sufficient detail must be provided in the request from to enable the head of the Company to easily identify:

- The record required;
- Which form of access is required;
- The right that is sought to be exercised or protected;
- How the requester wishes to be informed;
- Why the information requested is required for the exercise or protection of the right;
- If a request is being made on behalf of another person proof must be submitted of the capacity in which the requester is making the request;
- The request for a record will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act;
- This section excludes copyrighted material and trade secrets.

The Act requires the Head of the Company in certain circumstances to notify the requester to pay the prescribed request fee, before further processing the request. A request for personal information about oneself is not subject to a request fee. If the request for access to a record is granted, payment of a further access fee may be required for any reasonable time required in excess of the prescribed hours for reproduction, search and preparation of the record. The fee that the requester must pay to a private body is R50.00. 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. The prescribed fees are available at www.sahrc.org.za, or www.doj.gov.za

Part VIII

Availability of the manual

This manual can be found on the business's website at www.clickonit.co.za and is available for inspection, free of charge, at the offices of the Business. It has also been submitted to the South African Human Rights Commission.