



PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL

for

The AFRICAN SUN MeDIA Group

1. INTRODUCTION

AFRICAN SUN MeDIA is an integrated content manager and specialist supplier of publishing, design and printing services for the higher education market and private sector.

This manual is published in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000, ("the Act") and applies in respect of each company in the group.

2. CONTACT DETAILS

Name of private body	The AFRICAN SUN MeDIA group
Head of private body	Justa Du Plessis Niemand
Email address	africansunmedia@sun.ac.za
Street address	Admin Block A – A1081, Stellenbosch University campus, Ryneveld Street, Stellenbosch 7600
Postal address	P O Box 3076 Matieland 7602
Telephone number	021-808-2401
Fax number	021-808-2626

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide described in section 10 of the Act is available from the South African Human Rights Commission. Queries can be directed to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag X2700

Houghton

2041

Tel: 011 877 3600

Fax: 011 403 0625

Email: dmalesa@sahrc.org.za

Website: www.sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is retained in terms of the following legislation and is usually only available to the persons/entities specified in the relevant legislation:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Credit Agreements Act 75 of 1980
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Harmful Business Practices Act 23 of 1999
- Income tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Securities Transfer Tax Act 25 of 2007
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Trade Marks Act 194 of 1993
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS OF AFRICAN SUN MeDIA WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THIS MANUAL

- General company information
- General product information

The above is available on AFRICAN SUN MeDIA's website – www.africansunmedia.co.za.

6. CLASSIFICATION OF RECORDS

Records retained by AFRICAN SUN MeDIA can be classified as follows (**please note: the listing of a record or classification in this manual does not imply that a request for access will be granted – AFRICAN SUN MeDIA reserves the right to refuse access to any record in accordance with the Act**):

6.1 Internal records

- Company documents
- Financial records
- Operational records

Internal correspondence
Statutory records
Internal policies and procedures

6.2 HR records

Personnel records and correspondence
Conditions of employment
Company policy
Code of Conduct

6.3 Customer-related records

Contact information
Agreements
Statistics
Account information
General correspondence

6.4 Supplier-related records

Contact information
Agreements
Accounting information
General correspondence

6.5 Other/miscellaneous records

7. REQUEST PROCEDURE

7.1 The attached Request Form (Annexure B) must be completed and submitted (by hand, post, fax or email) to the head of AFRICAN SUN MeDIA together with the prescribed fee.

7.2 The completed form must:

7.2.1 provide sufficient particulars to enable the head of AFRICAN SUN MeDIA to identify the requester and the record(s) requested;

7.2.2 indicate which form of access is required and provide sufficient particulars;

7.2.3 indicate the right the requester is seeking to enforce or protect and provide an explanation of why the requested record is required for the exercise or protection of that right; and

7.2.4 if submitted on behalf of a third party, indicate the capacity in which the requester is making the request and the requester must submit proof of such capacity/authorisation.

7.3 The fee will be communicated to the requester after receipt of the request and will depend on the form in which access is required and the reasonable time required to search for and prepare the record.

8. AVAILABILITY OF MANUAL

This manual is available for inspection at AFRICAN SUN MeDIA's offices and on their website www.africansunmedia.co.za. Copies are also available from the South African Human Rights Commission.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of section 53(1) of the Promotion of Access to Information Act 2 of 2000

A. PARTICULARS OF PRIVATE BODY

Company name: _____

Registration number: _____

B. PARTICULARS OF PERSON REQUESTING ACCESS

a. Particulars of the person requesting the access must be given below.

b. The address and/or fax number and/or email address to which the information must 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: _____

Tel number: _____

Fax number: _____

Email address: _____

Capacity in which request is made (if made on behalf of another person): _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must only be completed if a request for information is made on behalf of another person.

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.

b. *If the provided space is inadequate, please continue on a separate page and attach it to this form – the requester must sign all additional pages.*

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars: _____

E. FEES

a. *A request for access will only be processed after the required fee has been paid.*

b. *You will be notified of the amount required to be paid.*

c. *If you qualify for exemption of the payment of any fee, please state the reason for the exemption.*

Reason for exemption: _____

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, please state your disability and indicate in which form the record is required. Compliance with your request may depend on the form in which the record is available and access in the form requested may be refused in certain circumstances – in such a case you will be informed if the access will be granted in any other form.

Disability: _____

Form in which the record is required: _____

Mark the appropriate box with an X.

1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack audio cassette	<input type="checkbox"/>	Transcription of soundtrack, written or printed document*
4. If record is held on computer or in an electronic of machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form (stiffy or compact disc)
*If you requested a copy or transcription of a record, do you want the copy/transcription to be posted to you? (Postage will be payable by you)		<input type="checkbox"/>	<input type="checkbox"/>
		YES	NO

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is inadequate, please continue on a separate page and attach it to this form – the requester must sign all additional pages.

Indicate which right is to be exercised or protected: _____

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 or 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.

Please inform me as follows: _____

SIGNED AT _____ THIS _____ DAY OF _____ 2012.

**Signature of requester / person
on whose behalf request is made**



AFRICAN SUN MeDIA GROUP COMPANIES

- **AFRICAN SUN MeDIA (PTY) LTD – 2007/029441/07**
- **SUN MeDIA BLOEMFONTEIN (PTY) LTD – 2007/029844/07**
- **SUN MeDIA MeTRO (PTY) LTD – 2009/024675/07**
- **SUN MeDIA STELLENBOSCH (PTY) LTD – 2002/017482/07**