

Registration Number of Company:

2013/178147/07

NAME OF COMPANY: DOTCOZA (PTY) LTD

MANUAL

**in terms of
Section 51 of**

The Promotion of Access to Information Act

2/2000

(the "ACT")

Contents

1.	PURPOSE OF THIS MANUAL	3
2.	AVAILABILITY OF THIS MANUAL	3
3.	INTRODUCTION TO COMPANY	3
4.	CONTACT DETAILS (Section 51 (1) (a))	3
5.	HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT (Section 51(1) (b)).....	3
6.	LEGISLATION (Section 51 (1) (c))	3
7.	RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION Section 51 (1) (d).....	4
8.	HOW TO REQUEST ACCESS TO RECORDS HELD BY DOCOZA (Section 51 (1) (e)) .	4
9.	RECORDS HELD BY DOTCOZA (Section 51 (1) (d))	5
9.1.	Internal Records.....	5
9.2.	Personnel records.....	5
9.3.	Customer records	5
9.4.	Technical records.....	6
9.5.	Other Parties.....	6
9.6.	Other Records.....	6
10.	PRESCRIBED FEES (Section 51 (1) (f)).....	6
11.	VOLUNTARY DISCLOSURE	7
	ANNEXURE 1	8
	FORM C	8
A.	Particulars of private body	8
B.	Particulars of person requesting access to the record	8
C.	Particulars of person on whose behalf request is made.....	8
D.	Particulars of record.....	8
E.	Fees	9
F.	Form of access to record	9
G.	Particulars of right to be exercised or protected	10
H.	Notice of decision regarding request for access.....	10

1. PURPOSE OF THIS MANUAL

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available on our website www.dot.co.za or by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from the South African Human Rights Commission ("SAHRC") at the addresses set out below. This Manual will be updated from time to time, as and when required.

3. INTRODUCTION TO COMPANY

Dotcoza provides Internet Services and Access to its corporate customers. Some of these services include, but are not limited to server hosting, leased-line Internet access and VPN solutions.

Dotcoza 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.

4. CONTACT DETAILS (Section 51 (1) (a))

Name of Company:	Dotcoza (Pty) Ltd
Designated/duly authorized persons:	Director – Philip Timberlake
Email address of Information Officer:	info@dot.co.za
Postal address:	Private Bag X3, Century City, Cape Town, 7446
Street address:	Liberty Centre, 1 Ameshoff Street, Braamfontein, 2001
Phone number:	+27 21 657 2740

5. HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT (Section 51(1) (b))

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.

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.

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
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

6. LEGISLATION (Section 51 (1) (c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 37 of 2002	Financial Advisory and Intermediary Services Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	Act No. 9 of 1999	Skills Development Levies Act
12	Act No. 97 of 1998	Skills Development Act
13	No 30 of 1996	Unemployment Insurance Act

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION Section 51 (1) (d)

Information is available in terms of the following legislation, if and where applicable, which includes but is not limited to:

Basic Conditions of Employment No. 75 of 1997
 Closed Corporation Act No. 69 of 1984
 Companies Act 61 of 1973
 Electronic Communications and Transactions Act 25 of 2002.
 Financial Intelligence Centre Act – Act 38 of 2001
 Labour Relations Act 66 of 1995
 Promotion of Access to Information Act No. 2 of 2000
 Regional Services Councils Act No. 109 of 1985
 Skills Development Levies Act No. 9 of 1999
 Skills Development Act No. 97 of 1998
 Unemployment Contributions Act No. 4 of 2002
 Unemployment Insurance Act No. 63 of 2001
 Value Added Tax Act No. 89 of 1991

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) Section 51(1)(c)**

Not applicable

8. HOW TO REQUEST ACCESS TO RECORDS HELD BY DOCOZA (Section 51 (1) (e))

Requests for access to records held by Dotcoza must be made on the request form that is available on our website, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under “regulations”). Note that requests need not be accompanied by payment but will only be processed upon payment of the prescribed fees.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for above.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify:

- the record(s);
- the requester (and if an agent is lodging the request, proof of capacity);

- The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

The standard form that must be used for the making of requests is attached as Annexure 1. Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests submitted to Dotcoza will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by Dotcoza does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

9. RECORDS HELD BY DOTCOZA (Section 51 (1) (d))

Dotcoza maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

9.1. Internal Records

- Memorandum and Articles of Association
- Financial records
- Operational records
- Intellectual property
- Marketing records
- Internal correspondence
- Product records
- Statutory records
- Internal policies and procedures

9.2. Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Dotcoza and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Dotcoza. This includes, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following as applicable:

- Any personal records provided to Dotcoza by their personnel;
- Any records a third party has provided to Dotcoza about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

9.3. Customer records

Please be aware that Dotcoza is very concerned about protecting the confidential information of its 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 Dotcoza or a third party acting for or on behalf of Dotcoza;
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 Dotcoza 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 Dotcoza either directly or indirectly; and
Records generated by or within Dotcoza pertaining to customers, including transactional records.

9.4. Technical records

Technical records generated by, or within Dotcoza pertaining to customers.

9.5. Other Parties

Records are kept in respect of other parties, including without limitation contractors, suppliers, joint ventures, service providers and general market conditions. In addition, such other parties may possess records, which can be said to belong to Dotcoza. The following records fall under this category:

Personnel, customer or Dotcoza records which are held by another party as opposed to being held by Dotcoza; and
Records held by Dotcoza pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

9.6. Other Records

Further records are held including:

Information relating to Dotcoza's own commercial activities; and
Research carried out on behalf of a client by Dotcoza or commissioned from a third party for a customer;
Research information belonging to Dotcoza, whether carried out by Dotcoza or commissioned from a third party.

10. PRESCRIBED FEES (Section 51 (1) (f))

Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.

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.

11. VOLUNTARY DISCLOSURE

Dotcoza has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Dotcoza and its services is freely available on the Dotcoza website. Certain other information relating to Dotcoza is also made available on such website from time to time.

Signed:

A handwritten signature in black ink, appearing to be 'P. Timberlake', written over a horizontal line.

Mr P Timberlake
DIRECTOR

ANNEXURE 1

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to 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:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

F. Form of access to record

<p>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, state your disability and indicate in which form the record is required.</p>
--

Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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 or 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)
<p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p>			<p>YES NO</p>

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. 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/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.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE